

MLC/IHA Position Vacancy Announcement



Civilian Human Resources Office
Marine Corps Installations Pacific-MCB Camp Butler
U.S. Marine Corps

MLC/IHA 求人募集

海兵隊 民間人人事部

Vacancy Announcement/求人広告

ATTENTION

2026年4月15日より履歴書が新しくなりました。
Application form has been updated as of 15 Apr 2026.

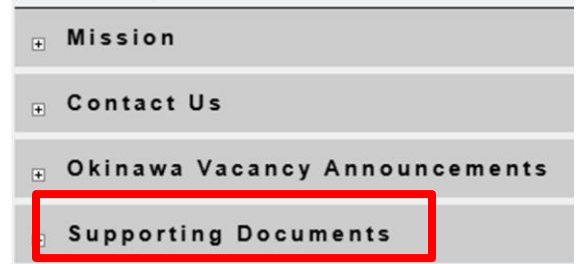
Application forms 履歴書用紙：

MCIPAC/CHRO/MLC-IHA 12300/2(Rev 9/25) & Questionnaire

NEW URL : <https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/#In-employment-unit>

Forms may be found at the link or QR code above. If you are unable to open the file, please save it to your desktop.

上記リンクまたはQRコードからダウンロードできます
ファイルを直接開けない場合は、デスクトップに保存してから開いて下さい..



↑ Application Form 履歴書はこちら

How to apply 提出方法

① Hard copy submission (履歴書投函)

Hard copy application package(s) are accepted at drop box located at Camp Foster, Bldg#495.

直接履歴書を投函される方は、キャンプフォスター-Building 495 に設置されている履歴書投函箱で受付しております。

② Email submissions (メール提出)

Submit to mcipac_chro_jn_empl@usmc.mil

上記メールアドレスに提出

- 1) Email subject must contain job title and PWO#
メールの (Subject) 件名 には応募する職種名と PWO# を記載して下さい。
- 2) Submission is limited to 3 PDF files including resume and attachments.
添付書類は PDF (3 個以内) で提出をお願いします。

Due to network instability, we recommend to submit hard copy.

ネットワークが不安定な為、ハードコピーでの提出をお勧めしております。

Note (注意事項)

- Application with required documents must be submitted to LN Employment Unit, CHRO no later than 16:30 of the announcement closing date for either hard copy or email. Incomplete applications and application packages missing required document will not be processed.
応募を希望する従業員は締切日の 16 : 30 までに人事部 MLC/IHA 雇用係に (メールによる応募も同様) 提出して下さい。不備のある書類は受け付けられません
- Applications are subject to screening prior to referrals and only individuals selected for interview will be contacted. Your application package will not be returned once submitted.
書類選考の上、被面接者のみにご連絡致します。提出された応募書類の返却はいたしません。
- For more information: LN Employment Unit, phone: 645-3370/098-970-3370 or email to: mcipac_chro_jn_empl@usmc.mil
お問合せは MLC/IHA 雇用係 (645-3370/098-970-3370) 又はメール mcipac_chro_jn_empl@usmc.mil までご連絡下さい。

LANGUAGE PROFICIENCY LEVEL (LPL)

語学能力級

職務で必用とされる LPL レベルは下記をご覧ください。

Please see the below for the English Language Proficiency Level (LPL) required of the position:

LPL	TOEIC	ALCPT	TOEFL (PBT) Paper Based Test	TOEFL (CBT) Computer Based Test	TOEFL (iBT) Internet Based Test	CASEC	EIKEN 英検
4 – Exceptional 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent 流ちょうな能力を要する	730 ~ 859	90 ~ 100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

2016 年 2 月 8 日以前より継続雇用されている MLC/IHA 従業員で、2016 年 2 月 8 日以前に発行された EPT (English Proficiency Tests) 試験結果をお持ちの方は、その試験結果の語学級レベルが現 LPL レベルとして考慮されます。

For current MLC/IHA employees who have been continuously employed since before 8 February 2016 and possess EPT test (English Proficiency Tests) result dated prior to 8 February 2016, the attained level will be “grandfathered” and honored as the employee’s current LPL.

Vacancy Announcement No.(空席広報番号): **60-26**

Date: 27 Apr 26

Position Title: **Bowling Machine Repairer, #2201, BWT-2, Grade-5**

IHA F/T, Permanent

Number of position(s): 1

Location: **Camp Schwab**

Organization: MCB Camp Butler, MCCS Div, Business Ops, Retail Ops Prog, Bowling Program, Schwab Bowling

Area of consideration 募集範囲:

Okinawa Wide (MLC/IHAs employed in Okinawa)

沖縄県内にて雇用されている全 MLC/IHA 従業員

Closing date: (提出期限)

6 May-2026

Task List:

GENERAL: This position is responsible for ensuring the reliable operation of bowling machinery through hands-on inspection, troubleshooting, repair, and preventive maintenance. The role involves identifying mechanical and electrical issues, repairing or replacing faulty components, adjusting pin-setting and ball return system, and performing routine upkeep to maintain equipment safety and performance. It supports smooth daily operations by keeping all bowling machines in serviceable, dependable condition.

DUTIES AND RESPONSIBILITIES:

Installs, adjusts, repairs, overhauls and regularly inspects bowling facility electrical and mechanical equipment to include automatic pinsetter, automatic ball returns, speed cradle stops, automatic scoring, foul units, automatic lane maintenance machine, automatic ball polisher and automatic pin cleaner.

Disassembles and replaces or repairs mechanical and electrical components or parts using soldering irons, wrenches, pliers, screwdrivers and other hand tools.

Cleans and lubricates machines. Measures and regulates sweep or rakes on automatic pinsetters using hand tools and gauges. Runs automatic pinsetter through complete cycle and inspects for pinsetting accuracy.

Maintains required records and reports; initiates requests for spare parts, supplies, hand equipment; and performs general housekeeping tasks to ensure proper standard of appearance, cleanliness and safety of assigned spaces.

Performs other mechanical and electrical work to bowling facility as time and capabilities permit. Performs other related or incidental duties as assigned.

Qualification Requirements 資格条件

- 1) Knowledge of mechanical systems and repair techniques related to bowling equipment and facility operations.
- 2) Ability to speak and read English at a minimum proficiency of LPL 1.
- 3) Ability to complete required MCCS Cash Handling Certification and provide limited support to front counter operations, at managements discretion, during staffing shortages or contingency situations.
- 4) Ability to perform minor janitorial duties such as maintaining cleanliness of maintenance work areas and equipment spaces, to include sweeping, wiping down surfaces, and removing debris.

Other Requirements:

- 5) Ability to lift up to 40 pounds (18 kg) without assistance.
- 6) Ability to perform, track, and document preventative maintenance on a daily, weekly, monthly, quarterly, and annual basis in accordance with established procedures.
- 7) Ability to work a flexible schedule, including varying shifts, evenings, weekends, and holidays, in support of operational requirements.
- 8) Ability to document, prioritize, and schedule maintenance tasks using a structured and logical process to ensure timely completion.

Work Schedule: (5days per week): 0900-1800, 1300-2200, 1600-0100

Required documents/提出書類 :

1. Personal History Statement 履歴書 (USFJ FORM 196aEJ, 20260415)
2. Copy of English Proficiency Test: 英語の語学能力を証明する書類のコピー

注 : 以上の資格証のみを提出してください