

# MLA/IHA Position Vacancy Announcement

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

## MLA/IHA 求人募集

海兵隊民間人人事部

### ATTENTION

#### 16. WORK HISTORY 職歴

16. WORK HISTORY 職歴	
LIST OF JOBS YOU HAVE HELD (STARTING FROM CURRENT JOB CHRONOLOGICALLY). IF ADDITIONAL SPACE IS REQUIRED, USE SEPARATE SHEET OF PAPER FOLLOWING THE BELOW INFORMATION FORMAT.	
JOB TITLE (IF USFJ EMPLOYEE)	
Clerk, IHA	現職の雇用種類 - MLA(MLC), IHA, MA(MC)を必ずご記載ください

**REQUIRED**

Please specify MLA(MLC), IHA, MA(MC)

現職の雇用種類 - MLA(MLC), IHA, MA(MC)を必ずご記載ください

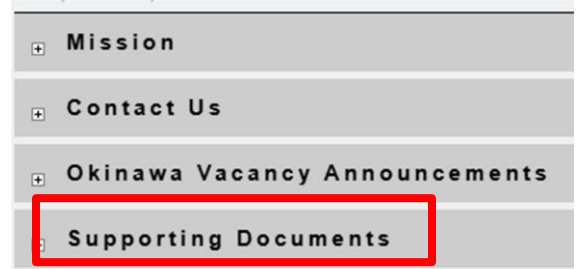
### Application forms 履歴書用紙 :

#### PERSONAL HISTORY STATEMENT 履歴書 (USFJ FORM 196aEJ, 20260415)

**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](mailto:mcipac_chro_jn_empl@usmc.mil)

上記メールアドレスに提出

1) Email subject must contain position title and Vacancy Announcement (VA) number.  
メールの (Subject) 件名 には応募する職種名と空席広報番号を記載して下さい。

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 MLA/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](mailto:mcipac_chro_jn_empl@usmc.mil)  
お問合せは MLA/IHA 雇用係 (645-3370/098-970-3370) 又はメール [mcipac\\_chro\\_jn\\_empl@usmc.mil](mailto: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 MLA/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 MLA/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):84-26		
Position Title: <b>Electric Equipment Repairer, #2093, BWT-2, Grade-7, LPL-0</b>		
<b>MLA F/T Limited Term</b> <b>NTE: 31 Aug 26</b>	Number of position(s): 1	<b>Location: Camp Kinser</b>
Organization: G-F Div, FMB, M&R, South Maint Det Kinser Unit		
Area of consideration 募集範囲: <b>Okinawa Wide</b> <b>(MLA/IHAs employed in Okinawa)</b> 沖縄県内にて雇用されている全 <b>MLA/IHA</b> 従業員		Closing date: (提出期限) <b>10 Jun 26</b>
<p><b>Summary of duties:</b> Incumbent will test, troubleshoot, modify, repair, and overhaul a variety of complex electrical systems and equipment such as motors. Refers to blueprints, schematics, engineering and manufactures' specifications and other such information when available. Incumbents will use a variety of test equipment such as voltmeters, frequency meters, transfer impedance meters, ohmmeters, meggers, oscilloscopes, inductance and capacitance testers, frequency counters and specialized test equipment to troubleshoot malfunctions. Incumbents will repair, modify, and replace defective components using the appropriate techniques. Incumbents will be skilled in interpreting technical specifications, schematics, blueprints and engineering drawings in planning and layout, completing the installation, modification, and repair of various electrical systems, circuits, equipment and controls. Incumbent will apply a thorough knowledge of electrical theory and knowledge to complete repairs on a variety of complex electrical systems and equipment containing diodes, transistors, and electronic devices in the circuitry. They will replace diodes, transistors, capacitors, resistors, and printed circuit boards. Incumbents will troubleshoot entire electrical systems and related equipment, determine cause of malfunction, and make required repairs. Incumbent will be skilled in using test equipment such as motor testers, rewind equipment, oscilloscopes, frequency meters, phase rotation meters, and capacity and impedance bridges to troubleshoot, test, and repair equipment such as AC-DC convertors, motors, and coils, DC-AV inverters, and power control panels. Incumbents will receive work assignments from their supervisor concerning the priority of systems or equipment to be repaired. They will plan the sequence of work and determine feasibility of repairing the equipment. Incumbent will refer to prints, diagrams, engineering specifications, and manufacture manuals if available. Completed work is either self-certified by the repairer or inspected by the supervisor. Incumbent will assist the supervisor with shop inventories in order to maintain a well-stocked repair facility. Incumbent will perform preventative maintenance on electrical motors, associated equipment and thoroughly test the electrical motors and associated equipment prior to placing the equipment back in service. Incumbent will assist the work force in temporary or permanent electrical repairs of secondary electrical systems during emergency conditions until the electrical systems are safe and restored to normal conditions.</p>		
<p><b>Qualification Requirements 資格条件</b></p> <ol style="list-style-type: none"> <li>1. Must have a valid driver's license (Either AT or Manual).</li> <li>2. Must have 1 year experience in electrical field.</li> </ol>		
<b>Work Schedule</b> : Mon-Fri 07:30-16:30		
<p><b>Required documents/提出書類</b> :</p> <ol style="list-style-type: none"> <li>1. Personal History Statement 履歴書 (USFJ FORM 196aEJ, 20260415)</li> <li>2. Copy of the GOJ Driver' s license 運転免許証のコピー</li> </ol>		