

# 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 E)	
Clerk, <b>IHA</b>	UNIT 2-3 事務職

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

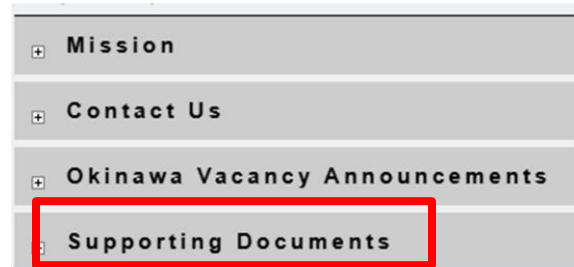
### Application forms 履歴書用紙 :

#### 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](mailto: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](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
<b>0 – No language proficiency</b> 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

Announcement No. **88-26**

Date: 10 Jun 26

Position Title: **Vehicle Driver, #2140, BWT-2, Grade-5****IHA F/T, Permanent**Number of position(s): **1**Location: **Camp Kinser**

Organization: MCB Butler, MCCS Div, Business Operations, Retail Ops Prog, Entertainment &amp; Spec Events

Area of consideration 募集範囲:

**Okinawa Wide (MLA/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)

**18 Jun 2026**

**Task List: Introduction** The incumbent will be required to work shift work, weekend, and occasional overtime. Operate gasoline and diesel powered vehicles up to and including straight trucks to 4 tons and Material Handling Equipment (MHE) forklifts up to 10,000 lbs. The position is located in MCCS Special Events warehouse Kinser bldg.325. The position provides logistic support for a variety of recreational, cultural, competitive, strategic major events, ceremonies, e.g. command functions, camp festivals, flea market, etc. on various camps including Cp Fuji to uplift the spirits and morale of active duty members, civilian personnel and their dependents.

**Major Duties and Responsibilities Issuance and Receipt of Equipment** - Utilizes forklift and other warehouse storage/retrieval aids to perform work involving the physical issue and receipt of equipment for both internal and external customers. Operates forklift for the purpose of loading and unloading vehicles. Receives and verifies quantities and conditions of equipment against accompanying documentation/orders, and reports/annotates discrepancies to the warehouse supervisor. **Loading and Off-Loading Equipment** - Operates forklift from 4,000lbs to 10,000lbs for the purpose of loading and unloading the vehicles. Responsible for ensuring supplies, materials, equipment, and consumable supplies/merchandise are properly loaded and secured prior to vehicle departing. The incumbent is responsible for any item/s placed on his/her vehicle. **Delivery of Equipment** - Upon receipt of orders, pulls equipment from warehouse, configures pallets and stages product for delivery as appropriate. Loads equipment weighing from 10lbs to 10,000lbs for delivery; following types of vehicles Sedan, Van, Trucks from 1 ½ ton to 4ton to transport items and unloads at assigned locations. Ensures trip tickets are properly filled out and completed in accordance with published policies; ensures all fuel levels are properly maintained and performs proper preventive maintenance on vehicles. **Logistic Support** - Provides logistic support by assisting/coordinating with Special Events Recreation Specialists, Entertainment staff, FBES staff and other event personnel in preparing layout of various special events including lighting, sound, electricity, restroom facilities, stages, decorations, etc. May be required to provide on-site support during events. Inventory- Examines, segregates, stores, and inventories equipment in warehouse periodically/as directed basis. Ensures warehouse is always kept clean and organized. Performs other duties as assigned.

**Qualification Requirements 資格条件**

- 1) Must have driver's license (MT). 普通自動車免許を持っていること(マニュアル車の運転ができること)
- 2) Ability to obtain Government Owned Vehicle (GOV) license to operate vehicles up to 4 ton and Forklifts up to 5,000kg. Must be able to obtain a GOV and forklift license within the 90 days of hiring. (M/T is required) 公用車両の免許およびフォークリフトの免許を採用後3カ月以内に取得し、4トン以下の車両および5トン以下のフォークリフトを運転できること。(AT限定不可/マニュアル車の運転ができること)
- 3) Ability to perform minor vehicle operator's maintenance, replenishing fuel, oil, water and air; limited use of tools and equipment; making minor emergency repairs, changing vehicle tires. 燃料、オイル、水、空気の補充、工具や機器の使用、簡単な緊急修理、タイヤ交換など、車両の基本的メンテナンスができこと。

**Other Requirements:**

- 4) Must be able to lift and carry items up to 45 lbs.(20kg) independently and over 45 lbs. (20kg) with assistance. 20kgまでの荷物を一人で、20kg以上は補助付きで、持ち上げたり運んだりできること。
- 5) Prefer to understand basic English and be able to communicate in simple English. 基本的な英語を理解し簡単なコミュニケーションが取れることが望ましい。

**Primary work schedule (Mon-Fri): 0730-1630, For special events (Mon-Sun) 5 days, 40hrs per week****Required documents/提出書類** : 注: 以下の資格証のみを提出してください

1. Personal History Statement 履歴書 (USFJ FORM 196aEJ, 20260415)
2. Copy of the Driver's license: 運転免許証のコピー
3. Copy of the Forklift license if available.お持ちの方は フォークリフト講習のコピー

注: 以上の資格証のみを提出してください