

# 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 //

Application form has been updated as of 1 Oct 25. Previously submitted applications prior to 30 Sep 2025 will be accepted.

2025 年 10 月 1 日より履歴書が新しくなりました。2025 年 9 月 30 日までに提出された履歴書の再提出は不要です。

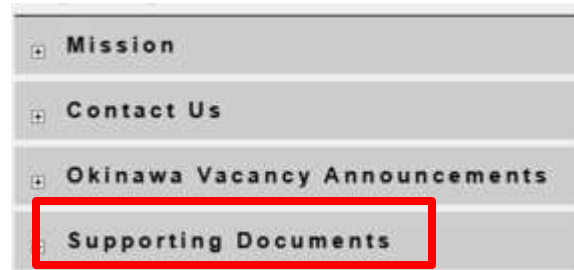
### Application forms 履歴書用紙 :

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-staffing>

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 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](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:

| <b>LPL</b>                                      | <b>TOEIC</b> | <b>ALCPT</b> | <b>TOEFL (PBT)<br/>Paper Based<br/>Test</b> | <b>TOEFL (CBT)<br/>Computer<br/>Based Test</b> | <b>TOEFL (iBT)<br/>Internet<br/>Based Test</b> | <b>CASEC</b> | <b>EIKEN<br/>英検</b> |
|-------------------------------------------------|--------------|--------------|---------------------------------------------|------------------------------------------------|------------------------------------------------|--------------|---------------------|
| 4 – Exceptional<br>特段の能力を要する                    | 860 ~ 990    | NA           | 600 ~                                       | 250 ~                                          | 100 ~                                          | NA           | 1st                 |
| 3 – Fluent<br>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<br>平均的能力を要する                        | 550 ~ 729    | 75 ~ 89      | 460 ~ 549                                   | 140 ~ 209                                      | 50 ~ 79                                        | 560 ~ 869    | 2nd                 |
| 1 – Elementary<br>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<br>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><br>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.

Announcement No. **146-25**

|            |                                                                                                                                                                                                                                                       |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PWO #: 224 | <b>Position: Automotive Mechanic, #2007, BWT 2, Grade-7</b><br><b>Automotive Mechanic-Advanced Trainee, #2036, BWT-2, Grade-6</b><br><b>Submit only one application, grade determination will be made by the management at the time of selection.</b> |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                 |                                 |                                          |
|-----------------------------------------------------------------------------------------------------------------|---------------------------------|------------------------------------------|
| <b>IHA F/T, Permanent</b>                                                                                       | Number of position(s): <b>1</b> | Location: <b>Kinser</b>                  |
| Organization: MCB Butler, MCCS Div, Business Ops, Retail, Automotive Services, Auto Skills Center-Kinser        |                                 |                                          |
| Area of consideration 募集範囲:<br><b>Okinawa Wide (MLC/IHAs employed in Okinawa)</b><br>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)<br><b>24 Oct 25</b> |

**Task List:** This is the Japanese Class 2 Automotive Mechanic or higher level. Auto Mechanic performs full range of automotive repair duties. Incumbents in this classification perform routine safety and preventive maintenance inspections of motorized vehicle and equipment, inspect, maintain, and repair automobiles and light trucks that run on gasoline, electricity, or alternative fuels. Incumbent is expected to carry out all phases of the work from start to completion without assistance and is expected to exercise independent judgement in determining methods of repair. Diagnoses, locates, and repairs defects in electrical, electronic, and computerized vehicle systems including but not limited to anti-lock brakes, traction control, supplemental impact restraint (air bags), lighting systems, starting and charging systems, emission control systems and transmission systems. Diagnoses, adjusts, and repairs braking systems, including but not limited to replacing friction materials, resurfacing rotors and drums, replacing sensors, actuators, and hydraulic parts. Diagnoses, repairs, adjust, and replace computerized climate control air conditioning and heating system components. Diagnoses, adjusts, and repairs drive trains, including but not limited to clutches, manual/automatic transmissions/transaxles, transfer cases, driver shafts and differentials. Operates and repairs various control applications including dashboard instrumentation, door/window locking, and alarm systems. Prepares, arranges and maintains vehicle repairs in determining such things as source of trouble, best method of repair, and tools and parts needed to accomplish necessary work. Test and Lubricate engines and other major components. Repair or replace worn parts before they cause breakdowns or damage the vehicle. Follow a checklist to ensure that they examine every critical part. Belts, hoses, plugs, brake and fuel systems, and other potentially troublesome items are watched closely. Performs all types of equipment and vehicle maintenance including but not limited to oil changes, replacing filters, imbrication, wheel bearing service, tire service, transmission service and differential service; Identifies parts by stock number, and enters this information on shop tickets together with hours of labor, cost, and description of work accomplished. Observe or monitor objects to determine compliance with prescribed operating or safety standards. Work safely without presenting a direct threat to self or others and perform all maintenance and repairs in a safe manner following all applicable guidelines, procedures, and OSHA (Occupational Safety and Health Act). Performs other duties as assigned.

**Qualification Requirements 資格条件**

1. Must have Japanese Class 3 Automotive Mechanic (Gasoline)(3 級自動車整備士) license and keep latest knowledge and techniques of the trade. To be hired at BWT2-7, candidate must have Class-2 Automotive Mechanic License(Gasoline)(2 級自動車整備士) .
2. Must have 3 years-experience working as an automotive mechanic repairing multiple brands of Japanese passenger vehicles and preparing them to pass JCI (Shaken) inspection.
3. Must be able to use automotive tools and servicing equipment such as an air conditioning recycler, hydraulic jack, brake lathe, emission analyzer, ordinary hand and power tools, and other related equipment.
4. Must have basic knowledge of the occupational hazards and standard safety precautions of the automotive mechanic trade.
5. Must have ability to use various high-tech diagnostic tools and diagnose defects in automotive equipment. Use a data management computer system to look up vehicle repair history and enter work order information. Complete forms and paperwork.

Continue to next page -&gt;

6. Ability to lift arms above shoulder level to install and remove auto parts. Bend or stoop, and remain standing repeatedly over time to repair equipment. Move objects weighing more than 50 pounds (23kg) distances 20 feet (6m) or less
7. Must have experience repairing all major components of Air Conditioning systems on all major brands of Japanese passenger cars and utilizing Air Conditioning Recovery, Recycle, Recharge machines.
8. Five years automotive mechanical experience in a commercial repair business environment is highly preferred.
9. Ability to communicate verbally with U.S. customers is highly preferred
10. Experience with military facilities hazardous materials (HAZMAT) control and clean up regulations and procedures is highly preferred.

**Work Schedule :** (Sun-Thu, Tue-Sat and Mon-Fri, including holidays) 0900-1800

**Required documents/ 提出書類 :**

1. MCIPAC-MCBB/CHRO/MLC-IHA 12300/2(Rev 9/25) & Questionnaire: 履歴書&質問票
2. Copy of Japanese Automotive Mechanic (Class-2/3) cert: 自動車整備士 2 級または 3 級の資格証明のコピー

**注 : 以上の資格証のみを提出してください**