

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

ATTENTION

コロナ感染予防の為、海兵隊MLC/IHA 求人募集に応募される方は、**履歴書をメールにて提出**して頂く様ご協力をお願いいたします。

履歴書 : MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire

求人案内、履歴書は下記リンク参照

<https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/JN/JN-Staffing/>

提出先 : mcipac_chro_jn_empl@usmc.mil

- 履歴書 (MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14)& Questionnaire) に添付する資格書類は、求人募集にて要求されているもののみ提出下さい。(求人募集に明記してあります)。
- 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。(Kadena CPO 及び Navy HRO への投函は一時停止しております)。
- 応募を希望する従業員は締切日の 16 : 30 までに人事部日本人雇用係 (メールによる応募も同様) に提出して下さい。不備のある書類は受け付けられません。
- 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。
- お問い合わせは日本人雇用係 (645-3370/098-970-3370) 又はメール mcipac_chro_jn_empl@usmc.mil でご連絡下さい。

During the global coronavirus pandemic, we are encouraging applicants to submit application package(s) through email. Hard copy application package(s) are only accepted at drop box located at Camp Foster, Bldg#495. KAB CPO and Navy HRO drop box are closed until further notice.

Application: **MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire**

MLC/IHA Announcements, application form are available at below link

<https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/JN/JN-Staffing/>

Submit to: **mcipac_chro_jn_empl@usmc.mil**

- Submit ONLY applicable documents listed in the announcement along with your application.
- Submit your application package (hard copy) in drop box located at Camp Foster, Bldg #495. (KAB CPO and Navy HRO drop box are closed until further notice)
- Application with required documents must be submitted to JN 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.
- Applications are subject to screening prior to referrals and only individual selected for interview will be contacted. Your application package will not be returned once submitted.
- For more information: JN Employment unit, phone: 645-3370/098-970-3370 or email to: mcipac_chro_jn_empl@usmc.mil

Date: 8 Oct 20

Announcement No. 88-20			
PWO #: 146	Position title: Fire Chief (Land), #3103, BWT-3, Grade-6, LPL-2		
MLC F/T Permanent	Number of position(s): 1	Location: Camp Foster	
Organization: G-3/5 Operations Division, Fire & Emergency Services			
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) 19 Oct 20
<p>Summary of duties: This position is located in the Marine Corps Base Okinawa Fire Department which is responsible for providing complete fire protection, fire prevention, and fire fighting services for all Marine activities on Okinawa, Camp Fuji Japan and mutual aid fire fighting services for the surrounding cities. The organization is divided into 2 fire districts, each encompassing 3 fire stations and 7 fire companies which are widely dispersed in noncontiguous areas. The incumbent serves as Assistant Chief: work on a two platoon intermittent shift basis: and supervises all fire companies (14) of the platoon to which he/she is assigned. 1) Responds to all fires and other emergencies; directs and takes charge of all fire fighting operations until arrival of the Senior Fire Officer. Writes fire and emergency reports for submission to the supervisor. Maintains adequate manpower to meet the manning requirement; reviews schedules for annual leave, days off, overtime, and for details of personnel to work among the fire stations within their assigned district, making adjustments as necessary. Ensures that time, attendance and work performances are accurately recorded in the daily muster report. Insures promulgation and implementation of all directions, instructions, policies, notices, etc. to the subordinates. Maintains current data of fire apparatus, equipment and fire protection equipment. 2) Makes necessary evaluation and study for determination of the training requirements, and maintains close coordination with the administrative personnel. Provides technical assistance and training aids to the company training instructors (Fire Crew Chief) as necessary. Reviews all monthly company training reports to ensure proper preparation and action. 3) Reviews all fire prevention reports to ensure their accuracy and application. Evaluates the results of fire inspection, and takes appropriate action to improve the fire prevention inspection program; Familiarizes himself/herself with operations and conditions of major buildings, of places where hazardous materials are handled and/or stored, and of fire protection equipment and fire alarm systems. Conducts special inspections of major buildings and areas. 4) Supervises semi-annual service tests of fire apparatus. Submits and maintains the records of such tests. Controls all requests and distribution for supplies from the fire stations in the assigned district. Conducts the weekly inspection of materials in the fire stations in assigned district. Report all deficiencies to the supervisor. 5) Evaluates work performances of individual employees, and recommends personnel action for promotion, reassignment, etc. for better utilization of manpower and skills. Heeds and resolves subordinates problems.</p>			
<p>Qualification Requirements 資格条件</p> <ol style="list-style-type: none"> 1. Full body motor functions (hands and feet) 2. Must be able to be assigned to various stations at different camps/shift schedule 3. Must be in good physical and mental health 			
<p>Work Schedule: (Mon-Sun): 0800-0800 40hrs per week. Average overtime hour per month: 32hrs</p>			
<p>Required documents/提出書類 :</p> <ol style="list-style-type: none"> 1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire: 履歴書&質問票 2. Copy of English Proficiency Test: 英語の語学能力を証明する書類のコピ <p>注: 以上の資格証のみを提出してください</p>			

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.