

U.S. MARINE CORPS
CIVILIAN HUMAN RESOURCES OFFICE
Camp Smedley D. Butler, Okinawa

<http://www.mcbbutler.marines.mil/BaseInformation/CivilianHumanResourcesOffice/MLCIHAnnouncements.aspx>

Announcement No. 01-16

Date: 5 Jan 16

POSITION VACANCY ANNOUNCEMENT

Eligible employees who are interested in being considered for the following vacant position(s) should submit the required documents listed below to the Japanese National Employment Unit, Civilian Human Resources Office (CHRO), located at bldg. #495(2F), Camp Foster by the closing date, 16:30. Incomplete applications will not be processed. Applications are subject to screening prior to referrals and only individual selected for interview will be contacted. **Submitted applications will not be returned. For information call 645-3370.**

***** PLEASE BE ADVISED SUBMISSION BY EMAIL OR FAX WILL NO LONGER BE ACCPETED *****

For those who do not have access to Camp Foster may drop off their application at Air Force or Navy HRO.

下記の職に応募を希望する従業員は、**資格条件を確認の上**、下記に指定された必要書類を毎切日の 16:30 までに人事部日本人雇用係（キャンプフォスター建物番号 495、2階）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のでご了承下さい。**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）までご連絡下さい

メール/FAX での応募は受け付けておりません。Foster のパスがない方は Air Force/Navy HRO に提出下さい。

PWO #: 100	Position title: Training Instructor (Motorcycle), #445 BWT-1, Grade-5	
MLC F/T Permanent	Number of position(s): 1	Location: Kadena Air Base
Organization: MCB, Camp S. D. Butler, Installation Safety Office		
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) 14 Jan 16
Summary of duties: Performs duties pertaining to driver testing and licensing for military personnel, their dependants, DoD civilians, and authorized contractors operating GOV's, POV's and motorcycles. Conducts classroom instruction, provides written examinations and road skills evaluations (GOV's and motorcycles only), and maintains licensing records on all applicants for USFJ-4 forms. Operates a government owned motorcycle to properly demonstrate safe riding techniques for personnel enrolled in motorcycle training courses. Operates various audio-visual training aids and maintains all records associated with the driver identification data for all Marine Corps issued driver/motorcycle licenses. Conducts and rates written traffic safety exams and road skill tests covering traffic regulations and other driver requirements for authorized personnel applying for GOV and motorcycle operator permits. Prepares and coordinates correspondence of information for personnel regarding licensing procedures and requirements. Assists commands with disseminating and explaining rules and regulations concerning traffic safety. Prepares and publishes course training schedules. Continually revises and develops training materials related to traffic safety etc.		
Qualification Requirements 資格条件 <ol style="list-style-type: none">1. Must be able to speak and read English at a minimum proficiency level equivalent to LAD-4 or a native English speaker.2. Must be competent in computer data bases to include Access, Excel, PowerPoint, & Microsoft Word.3. Must have knowledge of the internet and be able to conduct research and coordinate events and activities with external agencies.4. Must be able to perform in a fast paced and always changing environment.5. Must be able to work in adverse weather conditions requiring long periods of standing, bending, reaching and stretching.6. Must have a valid driver's license, large/unlimited motorcycle license, and be an active motorcycle rider.7. Must be able to lift 40 pounds without assistance.8. Must be able to operate a government vehicle up to 1.5 tons.		
Required documents <ol style="list-style-type: none">1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire2. Copies of certificates/licenses	必要書類: <ol style="list-style-type: none">1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) & 質問表2. 免許証・終了証などのコピー	

応募者の皆さまへ、連絡先の携帯番号が非通知拒否設定されている場合、面接等の連絡が取れない場合があります。募集締め切り後、1~2週間程度は非通知拒否設定を解除していただくようご協力お願いします。