



Civilian Labor Affairs Office  
 Combined Arms Training Center, Camp Fuji  
 United States Marine Corps  
 Gotemba-City, Shizuoka-Pref., Japan



[Job Posting Site/求人掲載先](#)

Date: 27 FEB 2026

## キャンプ富士空席広報

# CAMP FUJI – MLC/IHA POSITION VACANCY ANNOUNCEMENT

<https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/LN-Programs-CATC-Camp-Fuji/Camp-Fuji-Vacancy-Announcements/#ln-programs-camp-fuji>

### ATTENTION

2026年4月15日より履歴書が新しくなりました。 Application form has been updated as of 15 Apr 2026.

空席広報番号 Announcement No. : <b>001-26</b>		PWO #: FUJI-26-PWO-001
<b>Amendment: Area of Consideration has been updated 30 APR 2026</b>		
職名、職番、給与表、等級、語学能力 Job Title, Job No, Basic Wage Table, Grade, Language Proficiency Level:		
<b>エンジニアリング専門職 (適応専門業務) Engineering Technician (Environmental)</b> 【目標レベル Target level】 #384, BWT-1, Grade-6, LPL-3 #310, BWT-1, Grade-5, LPL-2		
<b>エンジニアリング補助職 (適応専門業務) Engineering Aid (Environmental)</b> 【見習いレベル Trainee level】 #435, BWT-1, Grade-4, LPL-2		
部隊 Activity: Environmental, CATC Camp Fuji		
募集人数 No. of recruitment:	雇用の種類 Type of Employment:	勤務場所 Location:
1	<input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA  <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定期間 Limited Term 年月 日まで Not to exceed 雇用期間の延長・短縮の可能性あり Term may be extended or shortened	富士宮舎地区 静岡県御殿場市 CATC Camp Fuji Gotemba, Shizuoka

<p><b>募集範囲 Area of Consideration:</b></p> <p><input checked="" type="checkbox"/> 現MLC/IHA従業員（キャンプ富士内） Current MLC/IHA employees within Camp Fuji</p> <p><input checked="" type="checkbox"/> 現MLC/IHA従業員（通勤圏内） Current MLC/IHA employees within commuting distance</p> <p><input checked="" type="checkbox"/> 現MLC/IHA従業員（国内全域） Current MLC/IHA employees (Japan-wide)</p> <p><input checked="" type="checkbox"/> 外部応募者 Off-base applicants</p> <p>転居費用は負担されます。 Relocation expenses will be covered.</p>	<p><b>募集締切日 Closing date:</b></p> <p>採用が決定するまで Open until filled</p>
<p><b>職務内容 Summary of Duties:</b></p> <p><b>(BWT 1-6)</b> The incumbent works for and reports to the Environmental Manager. The Environmental Engineering Technician, (EET) assists the Environmental Manager in establishing, implementing and maintaining a comprehensive environmental program that complies with the U.S. Forces Japan Environmental Governing Standards (JEGS). The EET receives daily administrative and technical direction from the Environmental Manager covering all matters related to environmental to include the following programs: Air, Water, Solid Waste, Hazardous Waste, Natural and Cultural resources, Pesticide Management, Environmental Management Systems, and Comprehensive Environmental Training and Education Plan (CETEP). The purpose of this position is to provide environmental assistance to the Environmental Manager and section.</p> <p><b>DUTIES:</b> Work includes implementing and maintaining the above-mentioned plans. Ensure that MCIPAC and MCI COM requirements are met and implemented into the environmental plans and orders. Continually review, update, implement, manage and enforce the CATC Camp Fuji Environmental Orders that are assigned by the Environmental Manager. Must have a thorough understanding and a firm grasp on the use of computer software to include Microsoft Office, Adobe Pro, and other software applications. Possess the ability to distinguish and analysis the types of materials used for engineering, construction, and maintenance projects when conducting environmental reviews and projects. Performs coordination, surveillance, inspections and reporting of environmental projects assigned. Assists project engineers/scientists and Marine Corps units in environmental project development and contract management activities, by developing and or reviewing plans, specifications and cost estimates for a variety of projects within assigned environmental programs.</p> <p>Conducts surveys on waste collection systems such as oil water separators, waste oil collection tanks, and inspects hazardous waste generator areas to ensure compliance with local host nation and deferral regulations. Prepares inspection reports reflecting data collected on all non-compliance deficiencies noted and provides recommendations for remediation and abatement action. Performs analyses on waste generating procedures for compliance, economy and safety of operations.</p> <p>Acts as environmental point of contact chemical incidents and hazardous materials releases. Assist the Installation-On-Scene-Commander in the absences of the Environmental Manager. Investigates environmental incidents involving chemical spills and hazardous materials releases, submits reports and findings to the Environmental Manager. Provides briefing to personnel on the hazard's chemical spills and hazardous material releases. Provides training and guidance on the proper methods and procedures for the cleanup operations.</p> <p>Collects environmental samples, uses and maintains environmental sampling equipment and instruments. Ensures sampling equipment is accurately calibrated and functioning properly, maintains information and material required for laboratory analysis. Interprets laboratory reports to determine the presence of hazardous constituents, environmental conditions and the degree of noncompliance with regulatory requirements.</p>	

Coordinates with Japanese prefecture government officials on environmental issues and acts as an interpreter for supervisors and visiting Japanese officials during field inspections and meetings. Translates environmental materials and information involving technical and specialized terminology routinely used in the environmental engineering field from English into Japanese and vice versa.

Develops, prepares and submits annual budget requirements. Manages procurement and tracking of environmental supplies and equipment. Maintains an up-to-date database and tracking system of the environmental budget.

Performs other related environmental or incidental duties as assigned.

#### REQUIREMENTS:

The position requires advanced level of English language ability including reading, writing and speaking, a technical vocabulary in English and Japanese, a working knowledge of chemistry, U.S. Environmental (EPA), Occupational Safety and Health (OSHA) and Department of Transportation (DoT) Laws and regulations, storage and handling of hazardous materials and Japanese regulations, computerized databases and other information sources, as they apply to personal safety and environmental management.

Must have baccalaureate degree or equivalent environmental experiences in general science and or engineering with comprehensive knowledge, initiative, ingenuity and exceptional technical judgment in dealing with computer systems and environmental databases.

\*\*Must be able to lift objects weighing up to 30Kg (66lbs).

#### **(BWT 1-4)**

The following job descriptions are intended to represent the key areas of responsibility. Specific assignments will vary depending on the business needs of the Environmental Branch. Work is performed under general supervision and/or guidance from the supervisor or higher-graded staff. \*The following requirements must be fulfilled in both English and Japanese.

#### Environmental Program Support

##### General:

- Provide escort support to Japanese government officials, local residents, etc., and assist them with conducting on-site inspections.

##### Environmental Services:

- Review and process various applications, ensuring each submission is complete. Issue permits (land use, sign, drinking water, sewage, etc.) in accordance with established parameters in the Japan Environmental Governing Standards (JEGS).

##### Assessor:

- Provide support in conducting archaeological and historical surveys and research to assess potential impact on construction projects. Collaborate with the local municipalities as needed. Compile environmental records and prepare related documentation.

#### Engineering Aid

##### General:

- Assist with Facility Maintenance & Environmental Office as engineering aid (e.g., extract data from various sources such as field notes, laboratory reports, design manuals, etc.).
- Provide support to complete required reports (e.g., data calls, taskers). Collect necessary information from databases and compile it into clear reports.
- Process data entry (e.g., receipts/invoices, revenue deposits, Hazardous Material Managing System (HMMS), etc.).
- Assist Japanese officials and contractors with the submittal of base-pass applications and Defense Biometric Identification System (DBIDS) cards.
- Maintain adequate supplies (e.g., office materials, spill prevention items), conduct equipment inventory, and prepare supply reports. Obtain estimates/ quotes for supply procurement as needed.
- Support daily tasks, such as processing vehicle dispatch, coordinating meeting room reservations, drafting correspondence and operation procedures, processing leave requests and time sheets, etc.

Environmental Services:

- Briefly summarize the key points of meetings and report them to the supervisor.
- Assist the supervisor with managing meeting logistics and coordinating schedules.

Perform other duties as delegated.

\*Regular attendance on the job. (The incumbent will be assigned a wide range of duties described in the target level PD thereby gain on-the-job training to prepare him/her to perform at the next grade level.

However, the incumbent will be provided with detailed direction and guidance by the supervisor or higher-graded staff. The incumbent will be required to successfully complete all training requirements, meet all qualification requirements, and be recommended by the supervisor prior to advancement to the next level of Engineering Technician (Environmental) BWT 1-5.)

\*This position is designed as an entry point at the BWT 1-4 level for candidates who demonstrate strong motivation, reliability, and an interest in environmental work. Although prior advanced environmental experience is not required at this level, the incumbent is expected to actively develop knowledge and skills related to environmental programs, regulations, and branch operations. Through continuous learning, on the job training, and demonstrated initiative, the incumbent may become eligible for advancement to Engineering Technician (Environmental) BWT 1-5. Promotion consideration will be based on successful completion of required training, acquisition of necessary competencies, consistent performance, and recommendation by the supervisor.

**OTHER REQUIREMENTS:**

Exert up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the spill materials, animals, etc. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Attend trainings/meetings, on an as-needed basis, via a reliable means of transportation; work in a regulatory, fast-paced work environment; work independently; manage frequent interruptions while completing tasks in a timely manner; maintain strong attention to detail; collaborate well with others; and consistently follow established rules, procedures, and supervisory directives.

**資格要件 Qualification / Licensing Requirements:**

1. Must have native Japanese communication skills (verbal and read/write Japanese Kanji).
2. Must have English language at LPL-2 / 3 or equivalent test scores in TOEIC, TOEFL, Eiken only.
3. Bachelor's degree in related field is preferred.
4. Familiarity with computer software or engineering software.

**Trainee level as Engineering Aid (Environmental) BWT1-4, Target level as Engineering Technician (Environmental) BWT1-5/6.**

**The hiring grade will be determined based on the candidate's experience and skills.**

**勤務時間 Work Schedule:**

Mon-Fri: 07:45-16:30, 40 hours per week

月平均残業時間：10時間

Average overtime hours per month: 10 hours

**提出書類 Required documents:**

1. 履歴書 USFJ FORM 196aEJ—PERSONAL HISTORY STATEMENT

リンク(<https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/LN-Programs-CATC-Camp-Fuji/Camp-Fuji-Vacancy-Announcements/#ln-programs-camp-fuji>)の「Camp Fuji Staffing, Recruitment & Classification」のプルダウンメニューを開くと、求人募集の下に応募用紙が掲載されています。ファイルを開いたらそのまま入力するのではなく、一度ファイルをPCに保存してから保存したファイルへ入力してください。

USFJ FORM 196aEJ-PERSONAL HISTORY STATEMENT is available from the ‘Camp Fuji Staffing, Recruitment & Classification’ drop-down menu in the link above. Before filling out the form, please save the file to your computer first, then enter your information into the saved file.

2. 必要とされる所有資格等のコピー Copies of the required certificates/licenses
3. 英語能力を証明する書類のコピー Copies of English Proficiency Certificates

※外部から応募の方は提出方法が異なりますので下記の応募方法をご覧ください。

The submission procedure for Off-base applicants differs; please refer to the application instructions below.

## 応募方法 How to apply:

### (現MLC/IHA従業員 Current MLC/IHA employees)

MLC/IHA求人募集に応募される方は下記のメールアドレスへ 提出書類を添付し提出をお願い致します。

We are encouraging applicants to submit the required documents via email to the email address below.

履歴書提出先メールアドレス Email Address: [FUJI\\_JN\\_STAFFING@usmc.mil](mailto:FUJI_JN_STAFFING@usmc.mil)

- Eメールにて履歴書を提出する際の大切なお知らせ Important Notice about the e-mail submission.
  - Subject件名には、必ず職種名と募集広告番号を明記してください。  
E-mail subject must contain “**Job Title**” and “**Announcement No.**”
  - 添付書類はPDF（3個以内）で、Zip File等に圧縮せずに提出お願いします。  
Submission is limited to 3 PDF files, do not zip the files.
- 印刷した履歴書提出の場合は CLAO 人事事務所（キャンプ富士、建物番号 140、122 号室）にて受け付けていたします。  
Printed documents are accepted at Room 122, Bldg#140, Civilian Labor Affairs Office at Camp Fuji.
- 募集要項に記載の必要書類のみご提出ください。  
Submit ONLY required documents listed in the announcement along with your application.
- 締切日：履歴書は締切日の16：30までにCLAOに提出して下さい。不備のある書類は受付できません。  
Deadline: required documents must be submitted to CLAO, no-later-than 16:30 of the announcement closing date. Incomplete applications will not be processed.
- 書類先行の上、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。空席が埋まり次第書類は適切に処分いたします。  
Only successful applicants will be contacted for an interview after the document screening.  
Submitted documents will not be returned. They will be appropriately disposed of after the vacancy is filled.
- お問い合わせはキャンプ富士民間人人事部（軍電224-8383）または、上記履歴書提出先Eメールアドレスまでご連絡ください。  
For more information, please call the Civilian Labor Affairs Office at DSN 224-8383 or email the address above.

### (外部応募者 Off-base applicants)

外部応募者は「独立行政法人 駐留軍等労働者労務管理機構(エルモ)」のHPをご確認いただき、そちらに掲載され

ている必要書類を作成後、**エルモ座間支部**へ提出いただきますようお願いいたします。

Off-base applicants should refer to the website of the Labor Management Organization for USFJ Employees, Incorporated Administrative Agency (LMO), complete the required documents listed there, and submit them **to the LMO Zama Branch by mail.**

## 語学能力級 LANGUAGE PROFICIENCY LEVEL (LPL)

**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.