



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: 22 APRIL 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. : 003-26		PWO #: FUJI-26-PWO-003/004
職名、職番、給与表、等級、語学能力 Job Title, Job No, Basic Wage Table, Grade, Language Proficiency Level: 住宅管理職 Housing Manager #88, BWT-1, Grade-5, LPL-3		
部隊 Activity: Military Housing Office, S-4, CATC Camp Fuji		
募集人数 No. of recruitment: 2	雇用の種類 Type of Employment: <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	勤務場所 Location: 富士宮舎地区 静岡県御殿場市 CATC Camp Fuji Gotemba, Shizuoka
募集範囲 Area of Consideration: <input checked="" type="checkbox"/> 現MLC/IHA従業員 (キャンプ富士内) Current MLC/IHA employees within Camp Fuji <input checked="" type="checkbox"/> 現MLC/IHA従業員 (通勤圏内) Current MLC/IHA employees within commuting distance <input checked="" type="checkbox"/> 現MLC/IHA従業員 (国内全域/但し転居費用は自己負担) Current MLC/IHA employees (Japan-wide/Relocation costs must be borne by the individual) <input checked="" type="checkbox"/> 外部応募者		募集締切日 Closing date: 採用が決定するまで Open until filled

Off-base applicants

職務内容 Summary of Duties:

This position is responsible for the operation of the Unaccompanied Housing (UH) program to include management and utilization of assigned unaccompanied housing facilities, determination of housing requirements, and is the Sub-custodian for Furniture, Fixtures & Equipment (FF&E) used to support the billeting operation at the camp. The program encompasses base bachelor housing spaces.

1. Unaccompanied Housing (UH) Program Management

- a. Serves as UH Manager, responsible for implementing management plans and directives concerning the operation and utilization of housing assets at the camp and planning, scheduling, and coordinating all major activities for housing projects and facilities associated with the assigned unaccompanied housing facilities/spaces.
- b. Coordinates with the GS Housing Manager and the S4/Logistics Section through the supervisors ensuring responsiveness to the camp and tenant requirements and to gain command support for projects related to the UH program. Responsible for communicating with tenant units on any issues with the tenants or the facilities and ensuring UH requirements are filled. Reports any issues/project requirements to the supervisor.
- c. Implements overall activity plans and procedures for housing assignment, eligibility, and related activities. Determines total billeting requirements for assigned units and allocates adequate billeting space to each unit to ensure unit integrity is maintained to the greatest extent possible. Allocates housing quarters to all unaccompanied personnel reporting for duty at the camp, ensuring check-in and check-out inspections are performed for all tenants.
- d. Develops and implements effective occupant relations program to encourage a high level of occupant cooperation and pride. Implements housing related procedures and instructions. Mediates and resolves a variety of disputes between occupants and management not resolved by lower-graded staff.
- e. Enforces compliance with UH directives, fire prevention regulations, safety, and utilities conservation directives to obtain uniformity of operation, equitable housing quarters assignments, and maximum utilization of adequate facilities.
- f. Processes maintenance work requests for assigned UH facilities in accordance with existing orders. Responsibilities include verifying necessity and scope of requested maintenance, preparing work request with appropriate documentation, assigning work request number and maintaining work request log, verifying satisfactory completion of work request, and coordinating cyclic and self-help maintenance programs through timely dissemination of information and requisition of supplies and materials.
- g. Implements inspection program by inspecting the operation of assigned facilities to ensure records are current and accurate for resident quarters inspections, maintenance requested and performed, FF&E replacement, key control, and security.
- h. Develops and maintains a rigorous key control system for unaccompanied housing. Serves as the Cash Collection Primary or Alternate for Unaccompanied Housing by collecting funds for damaged furniture or lost keys and making regular deposits.

- i. Develops and implements a comprehensive self-help program within prescribed policy guidance to provide for and encourage the voluntary participation of UH occupants to maintain and improve housing assets.
 - j. Implements annual housing occupant surveys to ensure that occupants' needs are met and quality of life standards are maintained.
 - k. Drafts, monitors, and coordinates correspondence, ensuring requisite files and directives are maintained. Maintains utilization records and prepares eMH Reports, BEQ room availability, and renovations status used for quarterly reports submitted to Headquarters Marine Corps (HQMC).
2. Sub-Custodian for Furniture, Fixtures & Equipment (FF&E)
- a. Serves as the Sub-Custodian for all FF&E assigned to support UH activities at the camp.
 - b. Manages the UH Consolidated Memorandum Receipt and ensures that FF&E in the individual rooms is sub-signed to the occupant(s) of that room.
 - c. Identifies unserviceable FF&E for turn-in or repair and schedules replacement of barracks furniture. Removes and places new FF&E in barracks rooms where applicable (replacements and not whole room concepts). Coordinates with the supervisor to order replacement furniture in accordance with established Military Housing Office (MHO) procedures. Recoups the cost of replacement or repair of furniture due to occupant's abuse or neglect and handles these collections in accordance with established UH program regulations and procedures.
3. Technical Oversight to UH Program Staff
- a. Provides technical oversight to lower-graded employee(s). Conducts on-the-job training and checks for work performance. Recommends necessary personnel actions to the supervisor.
 - b. Manages local national contractor activities by ensuring base access requests and/or escort service are properly processed and enforcing compliance with established regulations. Also ensures that complaints and discrepancies between contracted service workers and occupants are properly resolved. Serves as liaison/ translator as required.
4. Must be able to maintain a valid local driver's license. Occasional driving of a small truck and to/from Naval Air Facility (NAF) Atsugi for money deposits is required, as needed.

Performs other duties as assigned.

資格要件 Qualifications / Licensing Requirements:

- Performs miscellaneous functions such as operating pertinent computer and software programs that relate to job performance.
- Comfortable with Microsoft Office products that include: Outlook, Word, PowerPoint, Excel, eams, One Note, TEAMS, Publisher, etc; eMH, QSRMax... Other software not mentioned shall be handled and expected to be learned on an as-needed basis.
- Must be able to communicate via email & telephone, handle various other admin functions as required for Logistics office.
- Must possess a valid Japanese driver's license.

勤務時間 Work Schedule:

勤務時間 : 07:45-16:30 勤務日 : 月一金 休憩 : 11 : 45-12 : 30

Work hours: 07:45-16:30 Workdays: Monday-Friday Recess: 11:45-12:30

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.

- 必要とされる所有資格等のコピー Copies of the required certificates/licenses
- 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

- 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.