



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: 17 JUN 2026

キャンプ富士空席広報

CAMP FUJI – MLA/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>

空席広報番号 Announcement No. : 006-26		PWO #: FUJI-26-PWO-007
職名、職番、給与表、等級、語学能力 Job Title, Job No, Basic Wage Table, Grade, Language Proficiency Level: 福利厚生プログラム補佐職 MWR Program Assistant #225, BWT-1, Grade-4, LPL-2		
部隊 Activity: SMP, Athletics, MCCA Camp Fuji Branch		
募集人数 No. of recruitment: 1	雇用の種類 Type of Employment: <input type="checkbox"/> MLA <input checked="" 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MLA/IHA従業員 (通勤圏内) Current MLA/IHA employees within commuting distance <input checked="" type="checkbox"/> 現MLA/IHA従業員 (国内全域/但し転居費用は自己負担) Current MLA/IHA employees (Japan-wide/Relocation costs must be borne by the individual) <input checked="" type="checkbox"/> 外部応募者 Off-base applicants		募集締切日 Closing date: 採用が決定するまで Open until filled

職務内容 Summary of Duties:

Acts as a source of information of the activities of the SMP. Organizes multiple community relations programs with the military and local national communities. Meets with local vendors such as travel agencies, tourist sites, etc. to negotiate fees, cost and services for SMP trips. Attends meetings as necessary. May serve as an interpreter to communicate with local vendors as necessary.

Plans and organizes various reoccurring and non-reoccurring events at the camp level ensuring the program is meeting the needs of the single Active Duty Military members.

Provides feedback and recommendations to the supervisor on customer inquiries into equipment and events being conducted.

Arranges for necessary supplies, transportation, venue reservation, and services to accomplish the preparation and execution of scheduled SMP activities.

Plans and develops short and long-range SMP calendars.

Prepares and types correspondence and various documents to include Letters of Appreciation (LOA) in correct Naval Correspondence formatting. Compiles data/statistics for after-action reports. Prepares and summarize various reports for supervisor's review. Reviews outgoing correspondence for accuracy in format, grammar, punctuation, and spelling ensuring that all necessary supporting documents or enclosures are attached. Maintains files, ensures correspondence is stored in the proper SSIC sequence; ensure correspondence is maintained per current directives. Maintains sign-in rosters, Rec Trac, and activity patron counts.

Responsible for the general maintenance and upkeep of the recreation center, recreational equipment, and other ancillary properties, and submits service tickets/work requests to the appropriate authorities for repair and maintains a maintenance log. Assists in maintaining the overall appearance and cleanliness of the recreation center.

Assists/greets incoming customers. Receives incoming telephone calls, identifies the caller, and determines the nature of the call and directs it to the appropriate person, or independently provides answers to routine and non-technical questions.

Operates MCCA vehicle to transport volunteers/patrons to various locations as needed or assigned.

Performs other related duties as assigned.

資格要件 Qualifications / Licensing Requirements:

- 日本語と英語の両方で、社内外の関係者と効果的にコミュニケーションを取ることができ、必要に応じて通訳として対応できること。（最低でもLPL-2が必須、LPL-3が望ましい）
- 外部向け英文書を作成する際、正確な形式・文法・句読点を用いて作成できること。
- 3トンまでのMCCAの公用車の免許を取得できること。
- 機器の管理、貸与に関する各種報告書、統計資料、文書を作成するために、Excel、Word、Outlookを含む基本的なコンピューターソフトウェアの知識をもっていること。
- 世界水準のカスタマーサービスを提供でき、顧客に対して好印象な態度で対応し、他のスタッフともプロフェッショナルに協力して働けること。

- 厳しい締め切りの中でも、複数の業務を同時に処理し、優先順位をつけて対応できること。
- 夜間、週末、祝日を含む柔軟な勤務時間で働くことができること。
- 長時間の立ち仕事、歩行、手を伸ばす動作ができ、最大30ポンド（約14kg）までの物を一人で持ち上げ、運搬でき、30ポンドを超える物は補助があれば扱えること。
- Must be able to communicate effectively in both Japanese and English with internal and external units and service as an interpreter as necessary (minimum LPL-2, LPL-3 is highly desired)
- Must be proficient in English writing for outgoing correspondence ensuring accuracy in format, grammar and punctuation.
- Must be able to obtain a MCCA government vehicle driver's license up to 3 tons.
- Knowledge in basic computer software including Microsoft Excel, Word, Outlook in preparing a variety of reports, statistics, and correspondence concerning the management and issuing of equipment.
- Must be able to provide world-class customer service, have a pleasant attitude to greet customers, and work professionally with other workers.
- Must be able to handle multitask and be able to prioritize duties while working under strict deadlines.
- Must be able to work flexible work hours including nights, weekend, and Holidays.
- Must be able to perform prolonged standing, walking, reaching, lifting and carrying objects up to 30lbs independently and objects over 30lbs with assistance.

勤務時間 Work Schedule:

日曜-木曜：（日曜、火曜-木曜）10：00-19：00 休憩14：00-15：00
（月曜）06：00-15：00 休憩10：00-11：00

業務の必要に応じて勤務時間帯は変更になる可能性があります。

Sun-Thu: (Sun, Tue-Thu)10:00-19:00 Recess: 14:00-15:00
(Mon) 06:00-15:00 Recess: 10:00-11:00

Work schedule may change depending on program needs.

提出書類 Required documents:

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

リンク(<https://www.mcpac.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MLA/IHA従業員 Current MLA/IHA employees)

MLA/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 after the closing date.
Incomplete applications will not be processed.
- 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。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MLA/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 MLA/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.