



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: 2 JUL 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>

<b>空席広報番号 Announcement No. : 008-26</b>		<b>PWO #: FUJI-26-PWO-009</b>
<b>職名、職番、給与表、等級、語学能力</b> Job Title, Job No, Basic Wage Table, Grade, Language Proficiency Level:  <b>管理専門職 Administrative Specialist</b> #10, BWT-1, Grade-5, LPL-3		
<b>部隊 Activity:</b> Provost Marshall's Office, CATC Camp Fuji		
<b>募集人数 No. of recruitment:</b>  1	<b>雇用の種類 Type of Employment:</b> <input checked="" type="checkbox"/> MLA <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	<b>勤務場所 Location:</b>  富士宮舎地区 静岡県御殿場市 CATC Camp Fuji Gotemba, Shizuoka
<b>募集範囲 Area of Consideration:</b> <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		<b>募集締切日 Closing date:</b>  採用が決定するまで Open until filled

## 職務内容 Summary of Duties:

The subject position is assigned to the Provost Marshal's Office (PMO), Combined Arms Training Center (CATC) Camp Fuji. The purpose of the position is to assist the Security Specialist (BWT 1-6) in carrying out the full range of security administration aboard CATC Camp Fuji, particularly in the areas of the supervision of Japanese Security Guards (JSGs), registration and maintenance of the Defense Biometric Identification System (DBIDS), responding to all off-base incidents/concerns, providing interpretation and translation support, and acting as the primary action officer responsible for coordinating and managing official communications with all Japanese agencies requiring legal solution/support from the installation. This position is under the general supervision of the Security Specialist (BWT 1-6). The incumbent independently plans and carries out routine work in accordance with instructions, policies, previous training, or accepted practices. The supervisor and/or senior officers provide guidance on assignments for which there is no clear precedent. Typical duties include, but are not limited to the following:

### Security Administration

Assists in responding to all traffic accidents involving personnel under the U.S.-Japan Status of Forces Agreement (SOFA) in Shizuoka Prefecture. Responds to all traffic incidents involving Marine and Navy personnel in Yamanashi, Nagano, Ishikawa, and Toyama prefectures. Assists in explaining the compensation procedures to all victims of traffic accidents and, if the person is injured, visits the hospital with a command representative. Responds to all types of incident calls, such as unexploded ordnance, apprehensions, etc., and works with the local Japanese police. Ensures that all vehicles used by personnel working on the installation have valid registration. Collects the necessary paperwork for vehicle registration (e.g., membership certificate, parking certificate, signature certificate, road tax form, letter of attorney, and registration request form). Assists the Road Tax Officer in the annual collection of road tax. Ensures all vehicle information is provided to the Military Police for base registration. Issues base passes, base identification cards, and conducts background checks on all visitors that come aboard the installation. Processes and enters all data into DBIDS and maintains this data up to date.

Assists in providing the SOFA rights briefing to all SOFA members in police custody. Briefs the SOFA members' parent command, the Provost Marshal, and the Executive Officer on the case and Japanese legal procedures. Receives all notifications and documents pertaining to incidents involving SOFA members.

### Supervision over JSG Operations and Activities

Assists in the supervision of all JSGs in all aspects of law enforcement duties to include shift scheduling, open base events, special events, approving leave and making recommendations for hiring new JSGs. Acts as a security guard during emergency situations or manpower shortages. Counsels problematic JSGs in accordance with the Mater Labor Contract. Ensures that the fence line is not compromised, the access gates are operational, and requests repairs as needed. Reports all suspicious vehicles to the local police when reported by JSGs. Assists the gate guards in handling complaints from visitors and enforcing access control policies.

### Administrative/Clerical Duties

Assists in translating report statements, letters from prosecutors and courts, requested letters from local police, and telephone calls to the Military Police Desk Sergeant. Interprets conversations as requested by Military Police, for security or community relations purposes. Assists in answering questions in letter form from Japanese government agencies (e.g., police agencies, prosecutors, courts, parole office, Ministry of Justice, South Kanto Defense Bureau, and the local government offices).

Assists in coordinating and scheduling prison visits of the SOFA members in the Yokosuka Detention Facility. Assists with the meeting of prison officials and in interpretation/translation of all conversations and documents with regards to the prisoners. Assists in the scheduling of transportation and translation for the MCIPAC SJA for the prison visit. Assists in the release of SOFA prisoners by receiving and escorting prisoners to their destination. This includes transportation and translation for medical appointments, issuance of a temporary ID, and a parole officer interview.

Performs other related or incidental duties as assigned

Other Requirements: The incumbent should maintain practical working knowledge of the Uniform Code of Military Justice, Japanese Penal Code, Japanese Customs Laws, U.S.-Japan Status of Forces Agreement (SOFA), Base Anti-Terrorism/Force Protection (AT/FP) Regulations, and the U.S.-Japan Jurisdiction matters to accomplish the tasks above. The subject position requires on-call availability for 24-hour periods on a rotating basis in order to respond to emergency calls.

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

**(Must)**

- English LPL-3
- Native Japanese Communication Skills
- Japanese Driver's License
- Microsoft PC operation
- Administrative work experience
- Mentally and physically healthy

**(Preferred)**

- Knowledge of US installations in Japan
- Working experience in security fields
- Manual Transmission Driver's License

**勤務時間 Work Schedule:**

Regular work schedule: Mon-Fri 07:30-16:30 8 hours a day, 40 hours a week  
Recess: 11:30-12:30

**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.

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](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だきます。  
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.