



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



Vacancy Announcement/求人広告

Date: 13 Jun 2025

CAMP FUJI – MLC/IHA POSITION VACANCY ANNOUNCEMENT

<https://www.mcipac.marines.mil/Staff-and-Sections/Special-Staff/Civilian-Human-Resources-Office/LN-Programs-CATC-Camp-Fuji/Camp-Fuji-Vacancy-Announcements/>

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| Announcement No. 募集案内番号 : 010-25 | | |
| PWO # 求人番号: FUJI-25-PWO-010 | Position title 職種名、職番、基本給表、等級及び語学能力級: Civilian Pay Clerk MLC#363, BWT-1, Grade-4, LPL-2 シビリアン・ペイ・クラーク、#363、基本給表1、等級4、語学能力級2 | |
| Type 種類: Permanent MLC 基本労務契約 | No. of position 募集人数: 1 | Location 就業場所 : CATC Camp Fuji キャンプ富士 (静岡県) |
| Organization 部隊: Supply, CATC Camp Fuji, MCIPAC キャンプ富士、兵站補給部 | | |
| Open to 募集範囲: Current MLC / IHA employees within commuting area of Camp Fuji, or to those willing to relocate at their own expenses. 現MLC/IHA従業員キャンプ富士通勤圏内に在住する方、もしくは自費にて 通勤圏内へ移住できる方。 | | Closing date 募集締切日: Open until filled. 採用が決定するまで |
| Summary of Duties 仕事の内容 : Incumbent initiates and maintains both contract and government credit card purchases (GCPC) requests for local and CONUS vendors. As a GCPC holder will need to evaluate all proposed requested that are within the \$10,000 limitation. Completes all contract management and is the local point of contact for all matters that affect contracts to Include but not limited to changes, Invoices, payments, funds obligation and adjustments, claims, disputes, quality, services, vendor replacement and terminations. Knowledgeable in DOD and Navy/Marine Corps acquisition laws. Performs payroll function for Master labor Contract (MLC) personnel. Collects, verifies, and calculates leave applications (Form 23EJ), OT/HL (Ver. 20091006), Special Work Allowance Report (ADB-CCP012511/3), and all other related documentation. Incumbent is knowledgeable in various allowances and stays up to date to ensure correct pay is computed in system. Works in conjunction with the local CLAO to verify promotions, change to lower grades, change to different Basic Wage Table (BWT). Ensures proper storage and management of reports and files to mitigate any Personal Identifiable Information (PII) leaks. Reconciles with local supervisors to ensure that hours scheduled matches with hours worked. Incumbent assists Budget Analyst in computation of new fiscal year requirements and spending plans. Examines proposed budget requirements from sub-sections and compares with current funding reports to evaluate and determine comparative program accomplishments, cost rates of expenditures, and overall necessity of requirements that support the overall mission. Receives weekly accounting reports from Budget Analyst to review and make recommendations | | |

on the availability or realignment of funds. Serves as a secondary financial advisor to Supply Officer in the case that the Budget Analyst is unavailable. Assists reports, input, and management of Defense Agencies Initiative (DAI), Defense Travel system (DTS), and others as needed.

Performs additional or incidental duties as may be assigned.

Qualifications 応募条件：

1. Must be able to operate Microsoft applications. (Outlook, Word, Excel, Power Point, Access, Teams, One Note, Publisher, etc.)
2. Must be able to communicate in English verbally and in Writing at LPL-2 or higher.
3. Must be able to learn new software as needed.

Work Schedule 勤務スケジュール:

Monday to Friday, 07:45-16:30, Lunch Break 11:45-12:30

Average Overtime Hours Per Month: 5hr

Required documents 応募書類:

1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 12300/1
 2. Copies of certifications.
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1. 軍指定履歴書MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 12300/1
 2. 所有資格証明書のコピー

How to apply/応募方法:

Submit the completed package to/履歴書提出先メールアドレス: FUJI_JN_STAFFING@usmc.mil



Application form/応募用紙:

MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 12300/1 is available at link below or QR code. 応募用紙は以下のリンク またはQRコードからダウンロード可。

<https://www.mcipac.marines.mil/Portals/28/JN%20App%20Form%20and%20Questionnaire.pdf>

We are encouraging applicants to submit the application packages through an email to the email address above.

MLC / IHA求人募集に応募される方は上記のメールアドレスへ eメールにて履歴書を添付送信提出して頂く様、ご協力をお願い致します。

- Important Notice about the e-mail submission. eメールにて履歴書を提出する際の大切なお知らせ
 - e-mail subject must contain “**Job Title**” and “**Announcement #**”
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
 - Submission is limited to 3 PDF files including resume and attachments.
添付書類はPDF（3 個以内）で提出をお願いします。

The paper based printed application packages are accepted at Room 122, Bldg#140, Civilian Labor Affairs Office at Camp Fuji. 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）にて受け付けいたします。

- Submit ONLY applicable documents listed in the announcement along with your application.
募集要項に記載の必要書類のみご提出ください。
- Deadline: Application with required documents must be submitted to CLAO, no-later-than 16:30 of the announcement closing date. Incomplete applications will not be processed.
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。
- Applications are subject to screening prior to referrals. Only individuals selected for an interview will be contacted. Submitted application package will not be returned. It will be appropriately disposed, after the vacancy is filled.
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。
- For more information, call Okinawa CHRO at 645-3370 / 098-970-3370, or email: FUJI_JN_STAFFING@usmc.mil
お問い合わせは沖縄海兵隊人事部-CLAO人事（軍電645-3370 電話098-970-3370）または、上記Eメールアドレスまでご連絡ください。

LANGUAGE PROFICIENCY LEVEL (LPL)

語学能力級

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 |

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|--|-----------|---------|-----------|-----------|---------|-----------|---------|
| 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.