



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: 6 AUG 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. : 010-26		PWO #: FUJI-26-PWO-011
職名、職番、給与表、等級、語学能力 Job Title, Job No, Basic Wage Table, Grade, Language Proficiency Level: 購買職 Purchasing Agent #413, BWT-1, Grade-4, LPL-2		
部隊 Activity: Supply, CATC Camp Fuji		
募集人数 No. of recruitment: 1	雇用の種類 Type of Employment: ☒ MLA ☐ IHA ☒ 常用 Permanent ☐ 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: ☒ 現MLA/IHA従業員（通勤圏内） Current MLA/IHA employees within commuting distance ☒ 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) ☒ 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:

Initiates and maintains contract files. Enforces compliance with contractual requirements and monitors contract progress in relation to an established schedule. Provides contract administration coordination via PR Builder for services and materials. Completes contract management and is the local point of contact for all matters affecting the contract including changes, invoices, payments, funds obligation and adjustments, claims, disputes, quality, services, vendor replacement and terminations. Assists using activities in researching requirements in regard to product availability, suggested sources, technical specifications and estimated costs. Reviews and screens open market purchases requests from customers to ensure legality of purchase, fund availability, and correct Job Order Number (JON).

Prepares and initiates purchase documents for materials under \$5,000 utilizing the Government Commercial Purchase Card (GCPC). Obtains and evaluates oral or written quotations for proposed procurement actions within the \$5,000 limitation prior to execution of any contractual actions. Requests change orders, amendments, supplemental agreements, and cancellations maintenance/rental contracts as required, during the life of the contract and forwards documentation for the requested action. Monitors contractor performance and requests deletion of applicable vendors due to unsatisfactory service or non-usage and requests deletion of addition of new suppliers for the required commodities to be procured. Maintains all applicable documentation in relation to invoices, requests for procurement actions and signed receipts by using activities to ensure a clear audit trail from initial request to completed action. Incumbent is knowledgeable in DOD and Navy acquisition laws with regards to GCPC and directives and regulation as they relate to small purchase actions.

Performs work involved with receiving, accounting for, storing and issuing repair parts, supplies and materials received from various sources of supply and vendors to include GCSS-MC items. Inputs data into Fleet Anywhere to include parts receipt dates. Establishes GSA list and orders GSA items. Maintains and inventories all Special Operating Stocks, Pre-expend items, vehicle layettes and the supply warehouse. Performs clerical and manual work in the supply storage area. Physically receives items from various sources, verifying them against a requisition form and shipping mat to ensure accuracy and accountability. Verifies document numbers, nomenclature, quantity, unit of issue, and the condition of the item. Maintains files on all materials, repair parts and supplies received.

Requisition Management in Global Combat Support System - Marine Corps (GCSS-MC) according to Marine Corps Order and User Manual.

Performs other incidental or related duties as may be assigned.

*****must be able to obtain a U.S. Government License and be able to drive a Government Vehicle in the performance of their official duties. ****

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, Access, Teams, One Note, Publisher, etc. 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 the Supply Office.
- Must possess a valid Japanese driver's license.

勤務時間 Work Schedule:

Mon-Fri 07:45-16:30 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.

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.