



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



Date: 28 Feb 2024

## CAMP FUJI - MLC POSITION VACANCY ANNOUNCEMENT

<b>Announcement No. :</b> <b>FUJI 002-24 ** Re-Announcement **</b>		
<b>PWO #:</b> FUJI-23-PWO-025	<b>Position title:</b> <b>Personnel Technician</b> , MLC #461, BWT-1, Grade-5, LPL-3	
<b>Type:</b> Permanent	<b>No. of position:</b> 1	<b>Location:</b> CATC Camp Fuji
<b>Organization:</b> Civilian Human Resources office, Civilian Labor Affairs Office, CATC Camp Fuji, MCIPAC		
<b>Open to:</b> Kanto and Tokai region. (Transfer expenses are not authorized) Current MLC / IHA employees within commuting area of Camp Fuji, or to those willing to relocate at their own expenses.		<b>Closing date:</b> Open until filled.
<b>Summary of Duties:</b> The position serves as a primary point of contact (POC ) for Master Labor Contract (MLC)/Indirect Hire Agreement (IHA) Human Resources (HR) programs for Local National (LN) Staffing and Classification in CATC Camp Fuji. The position is supervised by the Chief, LN Labor Programs Section in CHRO Okinawa. The incumbent is responsible for verifying and preparing various types of personnel actions related to recruitment/placement and classification as required. Recognize the need for personnel actions and advises the Fuji supervisors/section leaders. Initiates and/or verifies various personnel/position requests and HR related documents including, but not limited to, recruitment, appointment, transfer, reassignment, promotion, separation, classification, etc. Seeks advice and guidance from the supervisor or the Chief of JN Staffing/Classification on the interpretation of the HR policies, regulations, and contracts. Monitors temporary appointments to include Post-Retirement employment, and coordinates with management on the need for extensions. Maintains database on the MLC/IHA employees for reporting status of personnel actions and any HR related matters and concerns. Prepares vacancy announcements for MLC/IHA positions and assists supervisors/leaders in establishing minimum qualification requirements. Initiates recruitment processes and reviews applications. Advises supervisors/leaders in terms of required documents, recruitment methods, duration of vacancy announcements, estimated effective date of hire, etc. Verifies and maintains the accuracy of the Fuji Table of Organization (T/O), Billet Identification Code (BIC), position titles and grades, and employees' records. Recognizes and corrects discrepancies. Assists supervisors/leaders in the proper procedures for correction. Maintains a liaison and closely coordinates with Fuji Defense Office (FDO), Zama Labor Management Office (LMO), and other agencies of the Government of Japan for MLC/IHA labor related matters. Acts as an interpreter or translator for the Fuji leadership for oral/written statements and documents of routine semi-technical nature from English to Japanese and vice versa. Assists the Employee Relations (ER) Technician on administrative duties relating to the ER programs to include awards and ceremonial events, disciplinary actions, grievances, leave, travel, uniform, physical examination, health inspection, work schedule changes, etc. Closely coordinates the work with a payroll personnel in Camp Fuji. Provides assistance to the US Staffing, Classification, Labor Management Employee Relations and Training Sections on Fuji USCS HR program as needed. Performs other related or incidental duties as assigned.		

**Qualification / Licensing Requirements:**

- (1) Three (3) years of administrative experience preferred.
- (2) Computer software knowledge (Microsoft word, excel, access, power point, outlook, etc.).
- (3) Proficient in English/Japanese language verbally and written at LPL-3 or higher.
- (4) HR background preferred.

**Work Schedule:** Monday-Friday, 5 days 40 hours a week with an hour recess.

**Required documents:**

1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 12300/1
2. Copies of certifications.

For non-Japanese citizen applicant, copy of Residence Card (front & back) and Passport.

**Application form:** MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 12300/1 is available at link below.

<https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/JN/JN-Staffing/>

**To download:** Pull down the “JN Staffing menu,” and select “Supporting Documents,” and click “JN Application Form and Questionnaire”.

**How to apply:** Submit the completed package to: [FUJI\\_JN\\_STAFFING@usmc.mil](mailto:FUJI_JN_STAFFING@usmc.mil) Printed copies are accepted at CLAO, Bldg#140, room 122.

- Submit ONLY applicable documents listed in the announcement along with your application.
- 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.
- Applications are subject to screening prior to referrals. Only individuals selected for an interview will be called. Submitted application package will not be returned. It will be appropriately disposed, after the vacancy is filled.
- For more information, call CLAO at 224-8383 / 0550-88-5844, or email: [FUJI\\_JN\\_STAFFING@usmc.mil](mailto:FUJI_JN_STAFFING@usmc.mil) Be sure to provide your name, position, and which base you currently work at, upon inquiry.
- Important Notice e-mail subject must contain “**Job Title**” and “**Announcement #**”

Submission is limited to 2 PDF file attachments. Note: do not send the zipped files.

## ENGLISH LANGUAGE PROFICIENCY LEVEL (LPL)

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							

**Note:** 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.