

POSITION DESCRIPTION
MANAGEMENT AND PROGRAM ANALYST
GS-0343-11

I. INTRODUCTION

The position is located in the Military Manpower Distribution Branch, G-1, U.S. Marine Corps Forces, Special Operations Command (MARSOC), at Camp Lejeune, North Carolina. MARSOC is one of four components of U.S. Special Operations Command (USSOCOM). The Commander, MARSOC, is a U.S. Marine Corps Major General (O-8) and reports to the Commander, U.S. Special Operations Command. In this capacity, the Commander MARSOC exercises command over a force of nearly 3000 active duty personnel from the U.S. Marine Corps, U.S. Navy, as well as civil service and contract civilians. The mission of MARSOC is to train, organize, equip, and when directed by the Commander, U.S. Special Operations Command (USSOCOM) to deploy task organized, scaleable, and responsive U.S. Marine Corps special operations forces worldwide in support of combatant commanders and other agencies.

G-1 is responsible for the management of MARSOC total force structure, defined in terms of manpower (active duty, reserve, and civilian). The division ensures that planned force structure provides a balanced and affordable force capable of meeting all mission requirements. The division initiates and evaluates force structure changes, and manages manpower authorization documents.

The majority of the section's programs and issues are long term and require close coordination with other activities and agencies. The position is designed to provide long-term continuity and analytical capability to the section and the branch.

SPECIAL REQUIREMENTS

1. This position is designated CRITICAL SENSITIVE and requires a TOP SECRET security clearance. Employee must be able to obtain and maintain a TOP SECRET security clearance with eligibility for Sensitive Compartmented Information (SCI) access.
2. This position is a drug testing designated position under the DoN Drug-Free Workplace Program.
3. The incumbent may be required to work other than normal duty hours, which may include evenings, weekends, and/or holidays. Periodic travel is required.