

**POSITION DESCRIPTION**  
**PERSONNEL RECOVERY PROGRAM MANAGER (PR-PM)**  
**(GS-0343-12)**

**I. INTRODUCTION**

The position is located in the U.S. Marine Corps Forces, Special Operations Command (MARSOC), Operations Division (G3), Special Activities Section (G3X) 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.

The primary purpose of this position is to develop the program and manage all issues related to Personnel Recovery (PR) critical to MARSOC forces. Personnel Recovery, as the sum of military, diplomatic, and civil efforts to prepare for and execute the recovery and reintegration of isolated personnel, is based on the five pillar actions of Report, Locate, Support, Recover and Reintegrate. Since PR is a fundamental responsibility of the Department of Defense and a required capability within each component of USSOCOM, the incumbent holds a position of great responsibility and influence. The incumbent is responsible for all PR and Code of Conduct (COC) training and preparation for the three Major Subordinate Commands (MSCs) organic to MARSOC: the Marine Raider Regiment (MRR), the Marine Raider Support Group (MRSG), and the Marine Special Operations School (MSOS). Additionally, this position provides support and assistance to the G3X, Special Activities Officer, in the following areas: planning and management of MARSOC Personnel Recovery and Survival, Evasion, Resistance, and Escape (SERE) related training requirements at USSOCOM schools, other service schools, and civilian schools; coordinates with USSOCOM and other military service training representatives to ensure MARSOC gains the requisite number of school seats to support MARSOC training requirements; and coordinates with Theater Special Operations Commands (TSOC) to ensure deploying MARSOC units are educated on established theater PR architecture prior to deployment.

**SPECIAL REQUIREMENTS**

1. This is a key position. This position cannot be vacated during a national emergency or mobilization without seriously impairing the capability of the organization to function effectively; therefore, the position is designated "key," which requires the incumbent, or designated alternate, to be exempt from military recall status.
2. 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.

3. Incumbent may be required to pass polygraph examination as required for access to classified programs.

4. This position is a drug testing designated position under the DoN Drug-Free Workplace Program.

5. The incumbent may be required to work other than normal duty hours, which may include evenings, weekends, and/or holidays. Periodic travel is required. Incumbent may be required to conduct TAD to assignments either CONUS or OCONUS to observe or support training and operations.

6. The incumbent must be able to obtain and maintain a Government no-fee passport for international travel.