

POSITION DESCRIPTION
LOGISTICS MANAGEMENT SPECIALIST
GS-0346-12

I. INTRODUCTION

The Logistics Management Specialist (Maintenance Management & Readiness Officer), Maintenance Management Section, Material Readiness Branch (MRB), Logistics Division (G-4), position is located on the staff of the Assistant Chief of Staff (AC/S) G-4 for the Commander, U.S. Marine Corps Forces, Special Operations Command (MARFORSOC) at Camp Lejeune, North Carolina. MARFORSOC is one of four components of U.S. Special Operations Command (USSOCOM). The AC/S G-4, a U.S. Marine Corps Colonel (O-6) reports to the Commander, MARFORSOC (COMMARFORSOC), and supervises a 63-person Division providing logistics functional area support to the force, including: Logistics Operations; Contracting; Facilities and Military Construction Management; Material Readiness; and Strategic Mobility. COMMARFORSOC, a U.S. Marine Corps Major General (O-8), reports to the Commandant of the Marine Corps and the Commander, U.S. USSOCOM (COMUSSOCOM). In this capacity, COMMARFORSOC exercises command over a force of approximately 3,000 active duty personnel from the U.S. Marine Corps (USMC), U.S. Navy, and U.S. Army, a Federal Civilian workforce of approximately 200 personnel, and a Contractor workforce of approximately 200 personnel. The MARFORSOC mission is to train, organize, equip, and when directed by COMUSSOCOM, to deploy task organized, scalable, and responsive U.S. Marine Corps Special Operations Forces worldwide in support of Geographic Combatant Commanders and other agencies. The G-4 MRB Maintenance Management & Readiness Officer holds a position of great responsibility and influence over the activities of three Major Subordinate Elements (MSEs) organic to MARFORSOC: The Marine Raider Regiment (MRR), the Marine Raider Support Group (MRSG), the Marine Special Operations School (MSOS) and six subordinate battalions.

The Material Readiness Branch (MRB) is organized into two Sections: Supply, and Maintenance. The Supply Section oversees Ammunition, Supply and Food Service functional areas. The Maintenance Section oversees Maintenance Management, Ordnance Maintenance and Motor Transport Maintenance.

The G-4 MRB Maintenance Management & Readiness Officer reports to the G-4 MRB Maintenance Officer, a Marine Major (O-4), and serves as the Command's principal source for equipment Maintenance Management and Readiness expertise and continuity. Additionally, the incumbent coordinates and monitors other personnel to complete the job, adjusts budgets and resource allocations, plans and assigns work to subordinates, provides training, approves leave, gives advice and counsel and carries out Equal Employment Opportunity (EEO) policies. The incumbent must also have comprehensive knowledge of supervisory, personnel management, administrative techniques and planning concepts. Work consists of data analysis, identifying specific requirements and solutions sets for maintenance management, policy development and program compliance and development. Comprehensive knowledge of agency, Service and component programs, planning, operations, and information systems is required.

SPECIAL REQUIREMENTS

The incumbent must have the ability to obtain and maintain a Final Secret security clearance.

The incumbent may be required to work other than normal duty hours, which may include evenings, weekends, and/or holidays. Periodic travel is required.

The incumbent must possess and maintain a valid state driver's license.

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