

POSITION DESCRIPTION
SUPERVISORY MANAGEMENT AND PROGRAM ANALYST
GS-0343-13

I. INTRODUCTION

The Manpower and Program Analyst, G-85 Future Requirements Branch, Programs and Resources Division (G-8) position is on the staff of the Assistant Chief of Staff (AC/S) G-8 of the Commander, U. S. Marine Corps Forces, Special Operations Command (MARSOC). The AC/S, G-8 is a U.S. Marine Corps Colonel (O-6) supervising a 35-person Division providing programming and resourcing for the entire command both in service common and special operations peculiar equipment and funding. The position is located in the Headquarters (HQ), MARSOC; one of four components of U.S. Special Operations Command (USSOCOM) which exercises combatant command authority of Marine Corps special operations forces. The Commander, MARSOC is a U.S. Marine Corps Major General (O-8) and reports to the Commander, USSOCOM. In this capacity the Commander exercises command over a force of approximately 3100 active military personnel from both the U.S. Marine Corps (USMC) and the U.S. Navy.

The Supervisory Management and Program Analyst is a position of great responsibility encompassing administrative, supervisory, and executive functions that oversees all aspects of requirements development, validation, and solution strategies to meet MARSOC's materiel and non-materiel requirement needs. The incumbent's primary responsibility is to coordinate the preparation of MARSOC's submissions to the USSOCOM and USMC Program Objective Memorandums (POM). The Supervisory Management and Program Analyst will reside in G-85 Future Requirements Division and assist the Division Head, a Lieutenant Colonel (O-5), in validating and securing both immediate and enduring resourcing solutions through interaction with the MARSOC Staff and Major Subordinate Commands (MSCs). In this capacity, the incumbent is responsible for conducting a variety of studies, analyses, and evaluations relating to Special Operations Forces (SOF) peculiar and service common command programs regarding personnel, equipment, and military construction (MILCON). This includes, but is not limited to the planning, programming, budgeting, and management of command resources for these SOF specific and service common programs. The incumbent performs analytical and advisory duties in the formulation, presentation, evaluation, coordination, and justification of MARSOC programs (SOF peculiar and service common) and resource requirements during each phase of the Marine Corps' Expeditionary Force Development System (EFDS) and USSOCOM's Strategic Planning Process (SPP). It is these processes which ultimately develop MARSOC's submission to both the USMC and USSOCOM POMs.

The incumbent is responsible for satisfying resource allocation process needs; to ensure future programming and current budgeting decisions link to integrated long- and short-range objectives designed to bring the nation's SOF priorities to reality. Participates in the EFDS and SPP processes which oversee programming actions for assigned major SOF mission and service common mission support activities that cross multiple functional, program, and budget lines. Participates and coordinated with various USSOCOM and USMC staff analysts, program managers, financial analysts, as well as subordinate command/component personnel in connection with analyzing and recommending solutions to program resource issues.

SPECIAL REQUIREMENTS

Position requires a TOP SECRET security clearance. DCOS requires favorable adjudication of a Single Scope Background Investigation (SSBI) or equivalent must be eligible and maintain eligibility for access to Sensitive Compartmented Information (SCI), based on DCID 6/4 (or ICD 704 once it is signed).

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

The incumbent may be required to work other than normal duty hours to meet project deadlines or to support users, which may include evenings, weekends, and/or holidays.