

POSITION DESCRIPTION
ADMINISTRATION AND POLICY SUPERVISOR
GS-0301-12

I. Introduction

The Program and Policy Specialist, is located in G-1, Marine Forces Special Operations Command (MARFORSOC), Camp Lejeune, NC. The Commander, MARFORSOC is a U.S. Marine Corps Major General (O-8) and reports to the Commander, USSOCOM, a General/Admiral (O-10), for operational matter and the Commandant of the Marine Corps (O-10). MARFORSOC is a major military command with Service responsibilities to man, train and equip in support of CMDR, USSOCOM. COMMARFORSOC, per direction of CMC and CMDR, U. S. SOCOM; provides oversight and support to multiple major subordinate commands (MSC's) organic to MARFORSOC and operationally external. These units include but are not limited to Marine Raider Regiment (MRR), Marine Raider Support Group (MRSG), 1st Marine Raider Battalion (MRB), 1st Marine Raider Support Battalion (MRSB), 2nd MRB, 2nd MRSB, 3rd MRB, 3rd MRSB, Marine Raider Training Center (MRTC), and operations support to multiple Theater Operational Commands (TSOC's). These multi-star commands include; Commander, Special Operations Command, Africa (SOCAF), Commander, Special Operation Command Europe (SOCEUR), Commander, Special Operations Command (SOCCENT), Commander, Special Operations Command Pacific (SOCPAC), Commander, Special Operation Command South (SOCYOU), Commander, Special Operations Command North, (SOCNOR), Commander, Special Operations Command Korea (SOCKOR).

The command provides directional support to thousands uniformed and civilian personnel at over nine major operational commands. COMMARFORSOC commands Active Component (AC) Service-retained operating forces to organize, train, and equip Marines for the Commandant of the Marine Corps and for Commander, SOCOM missions in support of other operational combatant commanders. COMMARFORSOC executes USMC force generation actions across the AC and Reserve Component (RC) in provisioning of joint capable Marine Special Operation Forces, and directs deployment planning and execution of Service-retained operating forces in support of Joint Force Commanders (JFC) and multiple Combatant Commanders (CCDR) and Service requirements. G-1 Division is directly responsible to the Commander. The G-1 consists of the: Executive Branch; Manpower Management Branch; Operations, Plans & Readiness Branch; Force Admin and Policy Supervisor Branch; Pay & Personnel Systems Branch; Reserve Affairs Branch; Force Career Planner; and Civilian Personnel Branch. The mission of Force Admin and Policy Branch is to advise and assist the Commander in matter pertaining to Marine active duty and reserve manpower; manpower policies and procedures; personnel strengths and readiness, replacements, and augmentation; civilian personnel management; awards and Service/SOCOM recognition programs, directives, records and information management and other general, operational, personnel and manpower matters.

The Program and Policy Branch advises and assists the Commander in matters pertaining to administrative plans and policy, personnel procedures, pay and entitlements, performance evaluations, awards and recognition programs, privacy act compliance, voter assistance program, casualty affairs, records and information management, publication and directives management and correspondence. The incumbent will serve as the principal source of expertise and continuity for all aforementioned program management matters.

SPECIAL REQUIREMENTS

This position is designated NONCRITICAL SENSITIVE and requires the incumbent to obtain and maintain a SECRET security clearance.

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

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.