DEPLOYMENT SUPPORT SPECIALIST
GS-0301-09

INTRODUCTION

The Deployment Support Specialist position is located in the Administrative Section (S-1) of the 1st Marine Special Operations Battalion (1st MSOB), U.S. Marine Corps Forces, Special Operations Command (MARSOC) at Camp Pendleton, California. 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. MARSOC is one of four components of USSOCOM. The Commander, MARSOC is a U.S. Marine Corps Major General (0-8) and reports to the Commander, USSOCOM. In this capacity, the Commander, MARSOC exercises command over a force of nearly 2,500 active personnel from both the U.S. Marine Corps and the U.S. Navy.

The Deployment Support Specialist will serve as the Organizational Defense Travel Administrator (ODTA), responsible for maintaining the functional operation of the Defense Travel System (DTS), not only at 1st MSOB, but also in support of the Commanding Officer (USMC Maj), Marine Special Operations Support Group, Detachment West (Det-W) and its supporting personnel which are co-located with 1st MSOB. In this role of supporting two individual MARSOC commands aboard Camp Pendleton, the incumbent supports new DTS technologies with existing systems as directed by higher authority, maintains organizational structures, provides help-desk assistance and conducts internal reviews of local DTS operating methodologies in support of the MARSOC Lead DTA.

Serve as Agency Program Coordinator (APC) for the Government Travel Charge Card (GTCC) Program. APC will be responsible for administering the GTCC Program in accordance with Department of Defense (DoD), Marine Corps, and MARSOC directives.

SPECIAL REQUIREMENTS

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

2. The incumbent must be familiar with Marine Corps automated data processing equipment (computers) and capable of operating Microsoft Office programs, Microsoft Outlook, and other job-related software.

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