

## Program Analyst

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Company: Katmai

Location: Japan

Category: other-general

### Job Description

#### **SUMMARY**

This position provides lessons learned analyses and liaison support at designated Marine Corps commands in support of the Marine Corps Lessons Learned Program (MCLLP).

#### **ESSENTIAL DUTIES & RESPONSIBILITIES**

Provide Lessons Learned Program Support Implement and maintain lessons learned processes at each designated place of performance in adherence with MCO 3504.1, the Marine Corps Lessons Learned Program (MCCLP). Review and submit lessons learned materials with proper classification and/or Controlled Unclassified Information (CUI) markings prior to submission to MCCLL SharePoint/Joint Lessons Learned Information system (JLLIS) Maintain MCCLL SharePoint/JLLIS lessons learned web page content for topics within the cognizant of their designated command. Submit weekly situational reports

Provide Lessons Learned Collection and Analysis Support Develop/implement the MCCLL annual lessons learned collection campaign plan Prepare and submit lessons learned collection topics associated with designated Command, based on the analysis of lessons learned requirements. Prepare the mid-year review of the annual lessons learned collection campaign plan to revalidate existing topics, and solicit emerging topics as required Prepare briefings for senior military and government officials on collection campaign topics. Develop and submit lessons learned collection proposals, collection plans and collection debriefs, per the annual collection campaign plan. Perform lessons learned collection efforts by conducting lessons learned interviews of commanders and staff, as

approved in the collection plan, topic within the following prescribed parameters: 10 Focus areas per collection, 20 Interviewees per collection, 20 questions per interviewee, and 45 minutes per interviewee, during a 14-calendar day period. Utilize the MCCLL SharePoint Battle board to capture and document all aspects of the planning and execution of the annual lessons learned campaign plan.

Provide Event Support Prepare responses for lessons learned requests for information (RFI) for the planning and execution of operations, deployments, exercises, and experiments. Prepare units for exercises and operations by providing applicable lessons learned documentation from previous operations, exercises, deployments, and experiments. Collect and submit lessons learned materials (e.g., after-action reports) to MCCLL SharePoint for all Major operations, deployments, exercises, and experiments. Attend planning conferences, work group sessions, meetings and other seminars required to support the lessons learned planning aspects of operations, deployments, exercises, and experiments. Assist in the post event hot wash reviews. Submit and maintain designated units Training Exercise and Employment plans in MCCLL SharePoint. TEEP's will capture operations, exercises, deployments, experiments, and other significant events down to the battalion/squadron level. The TEEP information will sufficiently detail what is to be used to track AAR submission requirements for completed events for the prior 6 months and forecast AAR submissions going forward 6 months.

Maintain regular and punctual attendance.

Other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

None

## **PHYSICAL DEMANDS**

Frequent sitting, using hands/fingers, handling, reaching with hands and arms, talking, hearing, and seeing up close, at a distance, along the periphery, with depth perception and the ability to adjust focus; occasional walking or standing, occasional lifting of up to 20 lbs. It is Katmai's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

## **WORK ENVIRONMENT**

Work is performed in both an office setting and occasionally in an outdoor USMC appropriate field environment. Shipboard planning sites may be a requirement, and time underway may be required as necessary. May be exposed to sharp objects, some heat, loud noise, chemicals and vibration. Use of personal protective equipment is mandatory. Employee will be exposed to a wide variety of people in differing functions, personalities and abilities.

## **WORK SCHEDULE**

40 hours per week. May be required to work additional hours as needed to complete assignment or project.

Job Requirements

## **MINIMUM QUALIFICATIONS**

Civilian Education: Bachelor's degree desired.

Military Education: Graduate Marine Corps Command & Staff College or Marine Corps Senior Enlisted Professional Military Education course desired.

Must possess comprehensive knowledge of the Marine Corps, its missions, force structure, tactics, techniques, procedures, doctrine, and Marine Corps Military systems, with expert knowledge of the operations and functions of the Marine Air Ground Task Force (MAGTF).

Desired experience requirement for management analyst contractor personnel specific to designated commands is as follows: Command Element commands. Senior level experience on a MEF or higher staff with ground combat arms, aviation, or combat service support occupational specialty. Ground Combat Element (GCE) commands. Senior level experience on a Marine Division staff with combat arms (Infantry, Armor, Artillery, Engineer, etc.) occupational specialty. Aviation Combat Element (ACE) commands. Senior level experience on a Marine Aviation Wing staff with Naval Aviator, Naval Flight Officer, Unmanned Aircraft, or Aviation C2 occupational specialty. Logistics Combat Element (LCE) commands. Senior level experience on a Marine Logistics Group (MLG) staff with Combat Service Support occupational specialty.

Experience with MCCLL SharePoint /or MCLLP is desirable

## **COVID VACCINATION**

As required by Executive Order 14042, employees of federal contractors (this includes Katmai Government Services and all subsidiary companies) are required to be fully vaccinated against

COVID-19 regardless of the employee's duty location or work arrangement (e.g., company site, government site, telework, work at home, etc.), subject to such exceptions as required by law. If selected, you will be required to be vaccinated against COVID-19 and submit documentation of proof of vaccination by your date of hire or December 8, 2021 (whichever is later). You may request a religious or medical accommodation and should request an accommodation at the earliest opportunity once selected.

## **SPECIAL SKILLS**

Must obtain and maintain a valid TOP/SCI secret security clearance.

Demonstrated understanding of the conduct of military operations (tactics, techniques, technologies, and procedures).

Demonstrated experience in military operational planning.

Able to interact and effectively communicate with Marine Corps senior uniformed officers and senior executives

Excellent oral and written communications skills; writing ability commensurate with article submission to military publications; demonstrated expertise in military presentation.

Must have an intermediate knowledge of the Microsoft office suite.

Must be able to work independently with little or no supervision, be exceedingly well organized, flexible.

Strong organizational skills and detail oriented.

Demonstrated ability to perform diverse duties under operating and deadline constraints.

Demonstrates accuracy and thoroughness; monitors own work to ensure quality.

## **TRAVEL**

Travel to other government facilities or other contractor facilities shall be required. Travel shall be required on weekends and shall include CONUS and OCONUS locations. Possession of a valid driver's license is required. The exact dates and duration of travel will vary dependent upon location and requirements of individual operations or events to include planning, attendance at meetings or conferences. Up to 25% of travel may be required.

## **DRIVING REQUIREMENT**

Must have or be able to attain a valid state driver's license and be insurable on the company's automobile insurance policy.

Driving, with or without accommodation, may be required when traveling for training and/or short occasional amounts of local driving. The expected driving time is less than 25%.

Compliance:

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity or national origin, disability status, protected veteran status, or any other characteristic protected by law.

Preference will be given to Ouzinkie Shareholders, Spouses of Shareholders, and Descendants of Shareholders in accordance with Title 43 U.S. Code 1626(g) and Title 42 U.S. Code 2000e - 2(i).

Executive Order 11246, as amended, protects applicants and employees from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees.

Benefits Package Eligible Education High School Diploma / GED Category Professional  
Exemption Type Exempt Travel 0 - 25%

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