

Strategic Maintenance Initiatives and Capability Analysis:

Provide management, performance analysis and maintenance data integration. Support internal LOGCOM strategic initiatives. Perform Continual Process Improvements. Maintain Quality Management System & supporting procedures. Manage & execute the operating budget. Develop information & responses; ensure consistent messaging for external data calls & requests for information/action (RFIs/RFAs), including CMC Testimony & Congressional inquiries. Review DoD-Level policies that impact Marine Corps Maintenance Management.

Provide integration and coordination to present maintenance-centric information, briefs, and various media products to properly communicate the MMC mission.

Maintain MMC's RFI/RFAs management system and execute related processes to provide appropriate visibility and status of maintenance and industrial operations issues within the MMC and Marine Corps. Serve as entry point for internal and external maintenance requests and/or requirements. Execute and maintain Training and Workforce Development Programs for MMC personnel. Manage and execute the operating budget for MMC. Manage and administer Personnel, Manpower, and Position Management Programs for the MMC to include T/O maintenance and reporting, staffing and recruitment actions, civilian awards, performance appraisals, and workforce development and training.