

**POSITION DESCRIPTION**  
**INFORMATION MANAGEMENT OFFICER**  
**GS-0301-12**

**I. INTRODUCTION**

The position is located in Marine Raider Regiment (MRR), U.S. Marine Corps Forces, Special Operations Command (MARSOC) at Camp Lejeune, North Carolina. 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, scalable 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 (O-8) and reports to the Commander, USSOCOM. In this capacity, the Commander, MARSOC exercises command over a force of nearly 3,500 active personnel from both the U.S. Marine Corps (USMC) and the U.S. Navy.

The MRR Information Management Officer (IMO) works directly for the MRR S-3 Operations Officer and under the cognizance of the MRR S-3 Operations Officer due to the command wide breadth of the billet's responsibilities. On a daily basis the IMO is positioned within the MRR S3 Operations Section due to that section's primary responsibility for; providing direction, information, synchronization, and control of the three subordinate Marine Raider Battalions (MRB). Additionally, the S3 oversees MRR Current Operations, Future Operations, Language, and Pre-deployment Training and Education prior to unit employment by the Geographical Combatant Commanders. Co-locating the IMO within the S3 provides the billet holder the best access, placement and availability to assist the Commanding Officer with maximizing organizational information management.

The incumbent is the unit manager responsible for ensuring command information requirements are managed in compliance with MARSOC, SOCOM and USMC standards and guidance. Advises the Commander and staff on information management related topics during day to day operational planning. Consolidates and prepares all written materials (policies, annexes, orders, SOPs, directives, Commanders Update Brief (CUB), and unit training plans (UTP)) to support the MRR Information Management strategy and activities as directed. Provides the command interface with the MARSOC Chief Knowledge Manager (CKM) and MARSOC Enterprise Information Manager (EIMO) for issues related to Information Governance, Records Management, Knowledge Management (KM) and Information Management (IM) training, Portal Management, KM and IM requirements, portal access control, portal account validation, IM business rules, portal permissions, Information Assurance/OPSEC and data accuracy.

**SPECIAL REQUIREMENTS**

1. This position is designated NONCRITICAL SENSITIVE and requires the incumbent to obtain and maintain a SECRET security clearance.
2. The incumbent may be required to work other than normal duty hours, which may include evenings, weekends, and/or holidays. Periodic travel of approximately 10% may be required. Incumbent may be required to deploy in a temporary additional duty capacity to an overseas area incident to a crisis or wartime.

3. Incumbent is a member of the Information Assurance Workforce and is required to secure and maintain appropriate certifications. New hire's qualification periods begin the date they start in the position (i.e. they must obtain the appropriate certification within 6 months of being assigned IA functions). Required to secure and maintain only one of the IAT level 1 baseline certification from the following list: A+ CE, CCNA-Security, Network+ CE or SSCP.

4. Completion of industry-recognized certification in IM or related fields such as Lean Six Sigma, Program Management Professional or Knowledge Management within 24 months of assignment to the position is highly desirable.