

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.

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.
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.