

Chief, Records Management, GS-343

MUST HAVE TOP SECRET CLEARANCE

Duty Descriptions: Advise and provide counsel to USFOR-A regarding policies, procedures, and directives of records management.

- * Conduct program reviews, using substantive knowledge of organizational mission/function and work processes.
- * Plan, organize, and direct the activities of the command's records management, publications management, and eDiscovery programs, ensuring that all programs comply with legal and regulatory requirements.
- * Provide RM program structure advice (staffing, organization, method, and distribution of work) in functional areas to assure compatibility with statutory/regulatory requirements and organizational needs.
- * Perform analysis and provide guidance/direction and assistance to staff and management for Freedom of Information Act (FOIA), Privacy Act (PA), Declassification Management, and Publications and Forms programs to assure statutory/regulatory compliance.
- * Provide policy and procedure advice and recommendations to command-level management and implementation assistance to staff for all offices of record throughout USFOR-A's headquarters, subordinate commands and Security Cooperation Offices in the Area of Responsibility (AOR), subordinate component commands.
- * Conduct staff assist visits in support of the Commanders Records Management Program.
- * Serve as an archivist and the command's senior technical expert with primary responsibility for all transfer and accessioning projects (electronic and physical records) from subordinate commands to USFOR-A.
- * Implement and supervise policies, procedures, regulations, and objectives related to the transfer and accessioning of records.
- * Conduct program reviews, using substantive knowledge of organizational mission/function and work processes.
- * Initiate recommendations that positively impacted the development of new command policies, programs, and strategies in the realm of records management.