



Information Management (3A0X1)

Performs, supervises, or manages information management (IM) tasks and activities. Implements policy directives and instructions to manage information through its life cycle regardless of media.

Alternate Titles:

NONE

Duties and Responsibilities:

WHAT THEY DO

Information Management Specialists perform the following duties:

Performs IM functions

Performs Workgroup Management duties

Helps conduct information analysis to determine proper information flow

Operates office equipment

Establishes and maintains office records

Manages Electronic Transaction System and dissemination of products

Defines format and publishes local forms, web pages, administrative publications, and correspondence

Manages the e-Publishing program, ensuring local publishing products are available to all in electronic format

Processes, controls, and delivers administrative communications and mail

Prepares and monitors accountable communication control records

Performs quality assurance duties

Assists units in software application for commonly used office automation applications

Performs basic configuration management and initial system diagnostics

Identifies unsolved problems to the Network Control Center in assisting units

Provides guidance to ensure communications, web pages, publications, and forms meet prescribed style, format, and legal statutory requirements

TRAINING PROVIDED

Job training consists of 7 weeks, 2 days of classroom instruction, including practice in various office

functions. Course content typically includes:

General administrative support

office management, and workgroup management

life cycle management

publications and forms management dissemination

wartime skills

QAF awareness

computer application software

correspondence management

suspense actions

records management

document security

risk analysis

computer operating systems

workgroup management principles

peripheral configurations

user software

client workstation configuration management

The instructional design is group paced.

ability to type 25 wpm is mandatory