**HR - Casualty Officer**

**RMC** (Roku Management Consulting) is a dynamic, service-disabled veteran-owned small business specializing in providing professional services to government and commercial clients. As a participant in the SBA 8(a) Business Development Program, RMC is committed to delivering excellence through innovative processes, exceptional customer service, and strong core values.

RMC offers expertise in human resources, information technology, and professional management solutions, with a focus on supporting the mission-critical needs of local, state, and federal agencies, as well as private sector partners.

Our team thrives on collaboration, diversity, and a shared commitment to solving complex challenges. At RMC, we value our employees as our greatest asset, providing a supportive and inclusive work environment that encourages growth, development, and career advancement.

Join us in making a difference through meaningful work, driving impactful results for the communities and clients we serve.

**Job Description:**

The Casualty Officer ensures sensitive and accurate delivery of casualty management services and transition support.

**Key Responsibilities**:

* Oversee Casualty Management tasks, including initial reporting, survivor assistance, and Line of Duty investigations.
* Conduct Transition Management processes, ensuring all required actions are completed for separations, retirements, and discharges.
* Coordinate with the Casualty Area Command (CAC) for administrative tasks such as Invitational Travel Orders and survivor benefits.
* Perform other duties assigned.

**Qualifications**:

* **Education**: Associate degree in HR, Business, or related field (Bachelor’s preferred).
* **Experience**: Certification and experience in casualty management.
* **Security Clearance**: Active **SECRET clearance** required.
* **Skills**: Sensitivity in handling personnel matters and survivor interactions, strong organizational skills.