



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE AND SECURITY COMMAND
U. S. ARMY FIELD SUPPORT CENTER
FORT GEORGE G. MEADE, MARYLAND 20755-5904



VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT NUMBER: 21-04

OPENING DATE: 26 Mar 04
CLOSING DATE: Open Until Filled

TITLE, SERIES AND GRADE: INTERDISCIPLINARY POSITION, 07, 09, 11, 12 OR 13
INFORMATION TECHNOLOGY SPECIALIST, GG-2210 OR
INTELLIGENCE SPECIALIST, GG-0132
\$29,821 - \$81,778

LOCATION: Various positions in the continental United States and overseas serviced by the Department of Defense, Joint Field Support Center, Civilian Personnel Branch, Fort Meade, MD.

AREA OF CONSIDERATION: All Sources

NOTE: This is a **Military Intelligence Civilian Excepted Career Program (MICECP)** position and is in the Excepted Service under the Defense Civilian Intelligence Personnel System (DCIPS). Applicants will be considered without discrimination for non-merit reasons, such as race, color, religion, sex, marital status, or membership or non-membership in employee organizations or non-disqualifying physical handicap. Veteran's preference will not be applied to internal applicants. **THIS POSITION IS AN EMERGENCY ESSENTIAL POSITION.**

DUTIES: Incumbent of position participates in and plans CI/CE computer investigations and conducts high priority operations as directed. Reviews, evaluates, and suggests/recommends improvements in the investigative and operational functions and methodologies performed within the organization. Provides Automated Information System Technical Support for multi-discipline counterintelligence operations and investigations, to include Information Warfare and Information and Technology Protection. Using computer skills, incumbent performs analysis and investigations on computer systems and networks and the latest computer intrusion methodologies.

QUALIFICATIONS REQUIRED: Candidates must meet qualifications requirements outlined in the position classification standard for administrative work for GG-2210, Information Technology Specialist or Office of Personnel Management X-118 handbook, Qualification Standards for GG-0132, Intelligence Specialist. Applicants must have education and experience, which provided the particular knowledge, skills, and abilities to successfully perform the duties of this position. One year of specialized experience must have been at/or equivalent to GG-05 for the GG-07, GG-07 for GG-09, GG-09 for GG-11, GG-11 for GG-12; and to GG-12 for GG-13. Specialized experience for the Intelligence Specialist is progressively responsible professional experience, directly related to this position, in current, basic, or estimative intelligence research and analysis, intelligence operations, or intelligence management. Specialized experience for the Computer Specialist is experience that demonstrated knowledge of computer requirements and techniques in carrying out project assignments. Experience is gained in the computer field or through performance of work where the primary concern was the subject matter of the computer application and computer-related efforts were required to facilitate the basic duties. **Acceptability of higher education may be used to meet qualification requirements.**

NOTE: Selected Information Technology Specialist, GG-2210, candidates will be converted to an Intelligence Specialist (Operations), GG-0132 when selected training and experience levels are met, but in no event not later than 2 years from date of appointment. Candidates selected at a lower grade may be non-competitively promoted through successive grades to GG-13, upon meeting the DCIPS qualification standard, achieving requirements identified in the training plan, as applicable, and recommendation of the supervisor.

U.S. Army Intelligence and Security Command
Is An Equal Opportunity Employer

CONDITIONS OF EMPLOYMENT: Prior to appointment, selected applicant must:

- ❖ Language Qualifications: Under the Defense Language Proficiency Testing (DLPT) system, language proficiency in a foreign language must be at least: Listening 2, Reading 2. For applicants with no foreign language proficiency, a score of 96, or above, on the Defense Language Aptitude Battery (DLAB) is required, but this condition may be waived;
- ❖ Currently possess or be able to obtain and maintain a TOP SECRET security clearance based upon a Special Background Investigation and eligibility for access to Sensitive Compartmented Information. The investigation may take up to a year to process;
- ❖ Must be able to obtain and maintain valid U.S. Army Intelligence Badge and Credentials;
- ❖ Must be willing to undergo and successfully complete a Counterintelligence Scope polygraph examination;
- ❖ Travel may constitute as much as 40% of the time;
- ❖ Must execute a classified information Non-Disclosure Agreement;
- ❖ Sign and comply with the provisions of a rotation (mobility) agreement;
- ❖ In accordance with Change 3 to AR 600-85, Alcohol and Drug Abuse Prevention and Control Program, the incumbent of this position must successfully pass a urinalysis screening for illegal drug use prior to appointment and periodically thereafter;
- ❖ Must be able to obtain and maintain a valid state driver's license.
- ❖ Must change military reserve or national guard status to MICECP IMA program.

HOW TO APPLY: Application packets must include the following 6 items:

1. All applicants must apply through use of an OF 612, Optional Application for Federal Employment, SF-171, Application for Federal Employment (will be accepted, but not required), a resume, or other written format. The application must include required information to permit reviewers to evaluate the applicant's qualifications and determine whether the applicant meets legal requirements for Federal employment. The application, in either resume or written format, must contain the following information as a minimum, in addition to information specific to this vacancy announcement:

- ❖ Announcement number, title and grade(s) of the job for which the applicant is applying;
- ❖ Full name, mailing address (including ZIP code) and day and evening phone numbers (including area codes);
- ❖ Social Security Number;
- ❖ Country of citizenship;
- ❖ Highest Federal civilian grade held (name of job, series, grade, inclusive dates in the position, and whether the position was permanent or temporary);
- ❖ Name, City, and State (including ZIP code, if known) of the high school the applicant attended and date of diploma; or date of GED;
- ❖ Name, City, and State (including ZIP code, if known) of colleges or universities attended; majors; type and year of any degrees received (if no degree, indicate total credits earned and whether semester or quarter hours. **(Please include a copy of your college transcript(s) with your application package)**;
- ❖ List job-related training courses (including month and year completed); job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed, etc.; job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor

societies, leadership activities, public speaking, and performance awards (give details, but do not send documents unless requested);

- ❖ Reference military. **(Please include a copy of DD-214);**
- ❖ Indicate assignment to present, or last held, Federal Government position. **(Please include a copy of last SF-50).**

2. Optional Form 306 Declaration for Federal Employment (not required if submitting SF-171).

3. Ranking Elements: Knowledge, Skills, and Abilities (KSAs). Applicant must address each element in this announcement **ON A SEPARATE SHEET OF PAPER**. Describe in narrative format how you have acquired each knowledge, skill and/or ability.

❖ **Information Technology Specialists (2210) KSAs**

- ◆ Knowledge and understanding of various computer operating systems, programming languages, and various software packages. Knowledge's should include hardware integration, local area networks, and computer programming in order to conduct computer-based CI investigations.
- ◆ Ability to develop new computer applications as well as programs in order to facilitate Counterintelligence related investigations, to include seizure methodology and analysis techniques.
- ◆ Ability to research, analyze, and condense complex data into various written reports and verbal recommendations.

❖ **Intelligence Specialists (0132) KSAs**

- ◆ Knowledge of counterintelligence investigative and operational methodologies, techniques and concepts.
- ◆ Knowledge of the National Intelligence Community structure, missions, functions, responsibilities and interrelationships.
- ◆ Ability to communicate effectively both orally and in writing.

4. Last Annual Performance Appraisal (if applicable).

5. Form OMB No. 50-RO-616 Background Survey Questionnaire 79-2 (attached).

IF THE APPLICANT'S RESUME, APPLICATION, OR WRITTEN FORMAT DOES NOT PROVIDE ALL THE INFORMATION REQUESTED, THE APPLICANT WILL NOT BE CONSIDERED FOR THE POSITION.

NOTE: Recommendations from political parties are prohibited. Applicants must meet all qualification requirements within 30 days of the closing date. Applications submitted in postage-paid Government envelopes will not be considered. **PCS WILL BE PAID, BUT RELOCATION EXPENSES WILL NOT BE PAID.**

Interested candidates should mail completed applications (postmarked by closing date) to:

**Department of the Army
Commander, Army Field Support Center
ATTN: IAFS P-M (MICECP Recruitment)
375 Chamberlin Ave Suite 5900
Fort Meade MD 20755-5900**

United States
OFFICE OF PERSONNEL MANAGEMENT

Form Approved
OMB No. 50-RO-616

BACKGROUND SURVEY QUESTIONNAIRE 79-2

GENERAL INSTRUCTIONS

The information from this survey is used to help insure that agency personnel practices meet the requirements of Federal law. Your responses are voluntary. Please answer each of the questions to the best of your ability. Please print entries in pencil or pen. Use only capital letters. Read each item thoroughly before completing the appropriate code number in each box.

Name (Last, First, MI)

ANNOUNCEMENT NUMBER OR POSITION FOR WHICH YOU ARE APPLYING

PRIVACY ACT INFORMATION

GENERAL

This information is provided pursuant to Public Law 93-519 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information

AUTHORITY

Sections 1302, 3301, 3304 and 7201 of Title 5 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information from the survey is used for research and for a Federal equal opportunity recruitment program to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Director, PRDC, Office of Personnel Management, Washington, DC 20415.

EFFECTS OF NONDISCLOSURE

Providing this information is voluntary. No individual personnel selections are made based on this information

INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER UNDER PUBLIC LAW 93-579, SECTION 7(B)

Solicitation of the Social Security Number (SSN) by the Office of Personnel Management is authorized under provisions of Executive Order 9397. Dated November 22, 1943. It is used to relate this form with other records that you file with Federal agencies and the Office of Personnel Management.

DATE (MONTH, DAY, YEAR)

1. Social Security Number

2. Year of Birth

Grid for Social Security Number (CC 1-9)

Grid for Year of Birth (CC 10-11)

3. How did you learn about the particular position or exam for which you are applying? (You may select up to three choices.)

- 01 - Private Information Service
02 - Magazine
03 - Newspaper
04 - Radio
05 - TV
06 - Poster
07 - Private Employment Office
08 - State Employment Office (Unemployment Office)
09 - Agency Personnel Dept. (Bulletin Board of Other Announcement)

- 10 - Agency or other Federal Government Recruitment at School or College
11 - Federal, State or Local Job Information Center
12 - Religious organization
13 - School or College Counselor or other official
14 - Friend or Relative Working for Agency
15 - Friend or Relative not Working for Agency
16 - Other (Specify)

Grids for choices 13-14, 15-16, and 17-18 (CC 13-14, CC 15-16, CC 17-18)

4. Please categorize yourself in terms of the race, sex, and ethnic categories below. First read definitions of subcategories.

DEFINITIONS

The racial and ethnic categories for Federal statistics and administrative reporting are defined as follows:

ETHNICITY:

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

RACE:

American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

Black. A person having origins in any of the black racial groups of Africa.

White. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

A. Race

- 1 - American Indian or Alaskan Native
2 - Asian or Pacific Islander
3 - Black 4 - White 5 - Other

Form for Race selection (CC 19)

B. Sex

- 1 - Male
2 - Female

Form for Sex selection (CC 20)

C. Ethnicity

- 1 - Hispanic Origin
2 - Not of Hispanic Origin

Form for Ethnicity selection (CC 21)

FOR AGENCY USE ONLY

Date Received (Mo, Day, Yr)

Grid for Date Received (CC 22-27)

Occupational Supplement Code

Grid for Occupational Supplement Code (CC 28-31)

Occupational Series Code

Grid for Occupational Series Code (CC 32-36)

Agency Code

Grid for Agency Code (CC 37-40)

Location

Grid for Location (CC 41-44)