UNITED STATES ARMY INTELLIGENCE AND SECURITY COMMAND

**APPLICATIONS WILL ONLY BE ACCEPTED DURING THE CAREER FAIR**

ANNOUNCEMENT NUMBER: INSCOM-JF-500th-0005
JOB TITLE: Translator
SERIES & GRADE: GG-1040-13
SALARY RANGE: $96,970.00 - $126,062.00 Per Year
OPEN PERIOD: 25 APRIL 2019
POSITION INFORMATION: Full Time - Excepted Service Permanent
DUTY LOCATION: 1 vacancy in the following location: Hardy Barracks, Tokyo, Japan
WHO MAY APPLY: US Citizens
SECURITY CLEARANCE: Top Secret/SCI
SUPERVISORY STATUS: No

PCS MAY BE AUTHORIZED

Job Summary: Civilian employees serve a vital role in supporting the Army mission. They provide the skills that are not readily available in the military, but crucial to support military operations. The Army integrates the talents and skills of its military and civilian members to form a Total Army.

About the Position: This position is in the Defense Civilian Intelligence Personnel System (DCIPS). Employees occupying DCIPS positions are in the Excepted Service and must adhere to U.S. Code, Title 10, as well as Department of Defense Instruction 1400.25. This position is located at the U.S. Army Intelligence and Security Command, 500th Military Intelligence Brigade – Theater, Pacific Liaison Detachment, Tokyo, Japan.

WARNING: Application packages that contain Classified information WILL NOT receive consideration for this position. Should you submit a resume or any other document as part of your application package and it is confirmed that any of the information is Classified, in addition to being found ineligible for consideration for this position, your Security Office will be notified to determine if any further action is warranted.
Who May Apply:  Only applicants who meet one of the employment authority categories below are eligible to apply for the attached INSCOM vacant positions. You must identify which category or categories you meet, and provide documents which prove you meet the category or categories.

- Current Army Defense Civilian Intelligence Personnel System (DCIPS) Employee
- Current Defense Civilian Intelligence Personnel System (DCIPS) Employee (excluding Army)
- Current Civilian Employee with the Department of the Army
- Current Permanent Department of Defense (DOD) - Civilian Employee (non-Army)
- Current Permanent Federal Civilian Employee (non-DOD)
- Former Permanent Federal Employee eligible to be reappointed
- Veteran with a service-connected disability of 30% or more
- Disabled Veteran with a service-connected disability of more than 10%/less than 30%
- Applicant eligible for 10-Point Other veteran's rating or Derived Veterans' Preference
- Veteran eligible for 5-Point Preference
- U.S. Citizen

Army DCIPS positions apply Veteran’s Preference to preference eligible candidates as defined by Section 2108 of Title 5 U.S.C., in accordance with Department of the Army (DA) policy Volume (AP-V) 2005, DCIPS Employment and Placement.

SUPPORTING DOCUMENTATION:

Current Federal employees: You are required to submit acceptable documentation of your appointment eligibility, by submitting a copy of your last or most recent SF-50, Notification of Personnel Action.

Veterans: You are required to submit acceptable proof of your preference or appointment eligibility. Acceptable documentation is a DD Form 214, "Certificate of Release or Discharge from Active Duty," showing dates of service, as well as character of service (Honorable, General, etc.) and time lost (if any). The member 4 or 2 copy of your DD Form 214 is required as well as any documentation concerning a disability (SF-15 and Veterans Affairs Notification of Preference).

HOW YOU WILL BE EVALUATED:

Your application package (resume, supporting documents) will be used to determine your eligibility, qualifications, and quality ranking for INSCOM vacant positions. Errors or omissions may affect your rating or consideration for employment.

All Department of the Army job applications require:
- A copy of your RESUME showing relevant experience. Your resume may be submitted in any format. Your resume must include your first and last name, current address, current email address, current phone number, job title, duties and accomplishments. For qualifications determinations your resume must contain hours worked per week and the dates of employment (i.e., month/year to month/year or month/year to present). If your resume does not contain this information, your application will be marked as incomplete and you will not receive consideration for the vacancy. You are encouraged to include your employer's name and address, and your supervisor's name and phone number, as selecting officials frequently check references before scheduling interviews. If you are a Federal Civil Service employee you should include your job title, pay plan, series and grade level (e.g. Human Resource Specialist, GS-0201-09).

- Documentation which proves you are eligible to apply for the vacancy. The "Proof of Eligibility" attachment describes eligibility categories and what document(s) are required as proof. You must meet the requirements of at least one eligibility category, specified in the "Who May Apply" section of the job opportunity announcement, to receive further consideration. In addition, some jobs also require:

- Transcripts
- Copies of job-related Licenses or Certificates

This is a Career Program Position (CP) 60

**Duties:** Serves as principle advisor and resident Japanese language translator SME in PLD, 500th MI Brigade - Theater, Hardy Barracks, Tokyo, for automated machine translation and database retrieval operations. Independently prepares idiomatically correct and technically accurate translations of critical, sensitive, unformatted material written by and for subject matter experts (SME) on a wide range of highly complex scientific, technical, geopolitical, and military subjects. Translates materials in and from the Japanese language into proper and grammatically correct English, producing authoritative translations (highly effective both linguistically and technically) which allow technical analysts and SME to clearly understand the various nuances of the original language text. Using knowledge of Intelligence requirements, independently scans foreign language materials on a wide range of subjects and selects information of Intelligence value. When required, incorporates translated material into formats of Intelligence Information Reports (IIR), Force Protection Reports (FPR), briefings, information papers, research papers, and summaries. Organizes and leads Document and Media Exploitation (DOCEX) efforts. Serves as Translation Section Team Leader, coordinating workflow and assignments with translators in the PLD Translation Section, teaching Japanese language, and providing constructive feedback to trainees and junior translators. Translates difficult texts in a variety of hard copy and electronic presentation formats (documents, electronic files, and video/audio tapes) prepared by and for SME on a wide range of highly complex scientific, technical, geopolitical, and
military subjects. Provides quick response and oral translations of Japanese language on demand. Serves as a senior translation editor in technical areas, independently editing translations prepared by junior, journey level, or contract translators, as well as translations generated by machine translation software, and provides feedback when appropriate. Represents both PLD and Pacific Theater level agencies in classified translation projects.

**Experience required:** Applicant must have directly applicable experience that demonstrates the possession of the knowledge, skills, abilities and competencies necessary for immediate success in the position. Qualifying experience may have been acquired in any public or private sector job, but will clearly demonstrate past experience in the application of the particular competencies/knowledge, skills, and abilities necessary to successfully perform the duties of the position. Such experience is typically in or directly related to the work of the position to be filled. You will receive credit for all qualifying experience, including volunteer experience.

To qualify applicants must possess one year of specialized experience equivalent to the next lower grade/level (GS/GG-12). Specialized experience is defined as experience of skills in written and verbal English-to-Japanese and Japanese-to-English, to include reviewing and editing; experience in technical translation in a specialized field such as intelligence, business, science, or technology; and experience in reviewing and tracking organizational information collection requirements in order to: a) assess which foreign language documents answer the requirements, and b) to assess the priority with which collected foreign language information shall be translated.

You will be evaluated on the basis of your level of competency (knowledge, skills, abilities) in the following areas:

- Knowledge of the Japanese language
- Skill in translation and interpretation from Japanese-to-English and vice versa
- Ability to communicate orally and in writing
- Knowledge of web-based information systems, portals, databases, and applications
- Knowledge of the US Intelligence Community

You will be evaluated on the basis of your level of competency in the following areas:

- Foreign Language Translation
- Information Management
- Review and Assessment of Sources of Information
- Problem Solving
NOTE: Creditable experience may include previous military experience, experience gained in the private sector, or experience gained in another government agency so long as it was at a level at least equivalent to the next lower grade in the series.

** CONDITIONS OF EMPLOYMENT **

1. The incumbent must be able to obtain and maintain a TOP SECRET/SCI security clearance based upon a Special Background Investigation, and be eligible for Sensitive Compartmented Information.

2. May be required to work irregular hours and overtime. May be required to perform short TDY travel, 25% or less of the time.

3. In accordance with Change 3 to AR 600-85, Alcohol and Drug Abuse Prevention and Control Program, employee must successfully pass a urinalysis screening for illegal drug use prior to appointment and periodically thereafter.

4. Must be willing to submit to and satisfactorily complete a CI Screening Polygraph Examination.

5. Must be able to obtain and maintain a valid State driver's license, as well as a valid U.S. Government Motor Vehicle Operator's License.

6. All INSCOM employees may be subject to extended TDY or worldwide deployments during crisis situations to perform mission essential functions as determined by management.

7. Must possess minimum Defense Language Proficiency Test (DLPT) scores of Listening-2/Reading-2, or equivalent scores measured by other means, in Japanese in order to satisfy minimum operational requirements. A portion of the job interview will be conducted in Japanese. Employee must be able to understand interviewers' questions and respond appropriately in Japanese.

Additional information:
You will be required to provide proof of U.S. Citizenship.

Two year trial/probationary period may be required.

Direct Deposit of Pay is required.

Salary includes applicable locality pay or Local Market Supplement.
Benefits: A career with the U.S. Government provides employees with a comprehensive benefits package. As a Federal employee you and your family will have access to a range of benefits that are designed to make your Federal career very rewarding. For more information go to www.abc.army.mil.

EEO Policy Statement

The United States Army does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

The Department of the Army provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of this application hiring process, please notify the Hosting HR Specialist for assistance. Your requests for reasonable accommodation will be addressed on a case-by-case basis.