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

ANNOUNCEMENT NUMBER: INSCOM-JF-501st-0009
JOB TITLE: IT Specialist (INFOSEC)
SERIES & GRADE: GG-2210-13
SALARY RANGE: $96,970 to $126,062 per year
OPEN PERIOD: 25 APRIL 2019
POSITION INFORMATION: Full Time - Excepted Service, Permanent
DUTY LOCATION: 1 vacancy in the following location: Camp Humphreys, Korea
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, Mission Support Command, 501st Military Intelligence Brigade, S-6 Information Management.

**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

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**Duties:** Serves as the 501st Military Intelligence Brigade (501st MI BDE) as Assistant Communications Security (COMSEC) Operating Account Manager (KOAM); and Information System Security Manager (ISSM) for all assigned DoD Intelligence Information Systems (DoDIIS) Automated Information Systems (AIS) resources. Serves as the Assistant KOAM responsible for supervising and assisting the daily operations of the 501MI BDE COMSEC. Monitors COMSEC training and account activities within the 501st BDE and including all hand receipt holders outside the Brigade that 501st has mutual agreements with. Provides authoritative information, policy and program management for the Communications Security (COMSEC), providing accountability and control of more than 1000 items of COMSEC material. Serves as the Information System Security Manager (ISSM) providing the authoritative source of technical information for all cybersecurity security matters. Program elements include Information Technology (IT) security management, software security, IT equipment security, IT procedural security, data communications security and AIS media security. Reviews and evaluates the security impact of system changes. Coordinates with brigade cybersecurity and IT staff to develop methodologies, manage, and apply policies and procedures for Information Assurance for the command.

Performs cybersecurity duties for Special Access Programs (SAP) systems. Performs cybersecurity configuration inspections to ensure compliance with established policies
and guidelines. Manage AIS compliance reviews. Develop risk analysis for new and
current AIS and networks to determine risk inherent in the design and countermeasures
required. Investigates deficiencies and participates in recommending actions.

**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 includes applying analytical
processes to plan, design, and implement new and improved information systems to
satisfy business requirements of customers; consulting with customers to identify or
refine functional requirements and translating functional requirements into technical
specifications; implementing software development life cycle processes and
procedures; ensuring integration of all systems components (i.e., procedures,
databases, policies, software, and hardware); performing needs analyses to define
opportunities for new or improved business process solutions; conducting business
process reengineering; and monitoring and tracking staff activities to satisfy customer
goals and requirements.

Must have IT-related experience demonstrating each of the four competencies listed
below.

1. **Attention to Detail** - Is thorough when performing work and conscientious about
attending to detail.
2. **Customer Service** - Works with clients and customers (that is, any individuals who
use or receive the services or products that your work unit produces, including the
general public, individuals who work in the agency, other agencies, or organizations
outside the Government) to assess their needs, provide information or assistance,
resolve their problems, or satisfy their expectations; knows about available products and
services; is committed to providing quality products and services.
3. **Oral Communication** - Expresses information (for example, ideas or facts) to
individuals or groups effectively, taking into account the audience and nature of the
information (for example, technical, sensitive, controversial); makes clear and
convincing oral presentations; listens to others, attends to nonverbal cues, and
responds appropriately.
4. **Problem Solving** - Identifies problems; determines accuracy and relevance of
information; uses sound judgment to generate and evaluate alternatives, and to make
recommendations.
You will be evaluated on the basis of your level of competency in the following areas:

- Communications Security (COMSEC)
- Automated Information Systems
- Network Security Management

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. Employee must be able to obtain and maintain a TOP SECRET security clearance based on a single scope background investigation (SSBI) with eligibility for sensitive compartmented information (SCI).

2. 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.

3. Travel will be required (CONUS/OCONUS) approximately 15% of the time, as well as frequently extended duty with long hours under high pressure and generally high-risk job responsibilities.

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

5. Incumbent (or Selectee) is required to satisfactorily complete the appropriate training and obtain the required certification/recertification for this position as outlined in DoD Publication 8570.01-M, Information Assurance Workforce Improvement Program, dated 19 December 2005 (incorporating Change 4, 11/10/2015). Must obtain and maintain Information Assurance (IA) Training and Certification Requirements in the Defense Civilian Personnel Data Systems (DCPDS) as stated in the DoD Directive 8750.01 dated 15 August 2004. All DoD personnel performing cybersecurity functions - whether performed as a primary or as an additional duty - will have their cybersecurity Certification and Training.

6. Employee must be able to obtain and maintain all COMSEC-related training and certifications.
7. Must be able to lift up to 50 pounds.

8. Pre-employment physical required.

9. This is an Emergency Essential position that ensures the success of combat operations or supports essential combat systems after a mobilization, evacuation order, or other military crisis. Incumbent may be required to deploy, on very short notice, to potentially high-threat, hostile OCONUS environments and to undergo specific training and immunization requirements as appropriate for OCONUS deployments. Anthrax vaccination will be required. Incumbent may be required to perform duties under austere and potentially hazardous conditions during exercise and real-world crisis deployments.

**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](http://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.