



## UNITED STATES ARMY INTELLIGENCE AND SECURITY COMMAND

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

**ANNOUNCEMENT NUMBER:** INSCOM-JF-NGIC-0027  
**JOB TITLE:** SUPERVISORY IT SPECIALIST (INFOSEC/PLCYPLN)  
**SERIES & GRADE:** GG-2210-14  
**SALARY RANGE:** \$104,821.00 - \$136,271.00 per Year  
**OPEN PERIOD:** 25 JULY 2019  
**POSITION INFORMATION:** Full Time - Excepted Service Permanent  
**DUTY LOCATION:** 1 vacancy in the following location: Charlottesville, VA  
**WHO MAY APPLY:** US Citizens  
**SECURITY CLEARANCE:** Top Secret/SCI  
**SUPERVISORY STATUS:** Yes

### PCS IS NOT 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, National Ground Intelligence Center, Information Technology Directorate, Cybersecurity Office, Charlottesville, VA.

**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.

- 10-Point Other Veterans' Rating (10-Point Veteran)
- 30 Percent or More Disabled Veterans (30% DV)
- 5-Point Veterans' Preference (5-Point Veterans)
- Current Army Defense Civilian Intelligence Personnel System (DCIPS) Employee (Army DCIPS)
- Current Department of Army Civilian Employees (Army Employee)
- Current DoD Defense Civilian Intelligence Personnel System (DCIPS) Employee (non-Army) (DCIPS)
- Current Permanent Department of Defense (DOD) Civilian Employee (non-Army) (DoD Transfer)
- Defense Civilian Intelligence Personnel System (DCIPS) Interchange Agreement (DCIPS Inter Agr)
- Disabled Veteran w/ a Service-Connected Disability, More than 10%, Less than 30% (Disabled Veteran)
- Non-Department of Defense (DoD) Transfer (Non-DoD Transfer)
- Prior Federal Service Employee (DCIPS prior)
- United States Citizen Applying to a DCIPS Position (DCIPS US 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) 34 Information Technology Management

**Duties:** Serves as Supervisory Information Technology (IT) Specialist, Cyber Security Office Chief, Information Systems Security Manager (ISSM), and Cyber Security Manager for the National Ground Intelligence Center (NGIC). Expert on information technology, cyber security operations, computer network defense, and certification and accreditation. Guides and directs cyber security (CS) activities and infrastructure protection assessments at NGIC facilities in Charlottesville, VA, Aberdeen Proving Ground, MD and Ft. Meade, MD.

The incumbent will utilize guidelines established by the Director to develop the concepts, technologies, and implementation plans necessary. Directs work assignments and projects, the priorities of which are subject to daily change. Assists Department of the Army senior-level CS staff in developing and implementing policy, conducting strategic planning, and assessing infrastructure protection. Provides executive CS technical expertise and leadership for NGIC and the Department of the Army (DA) Intelligence Community. Provides technical oversight and guidance at all levels of the NGIC, with a principal advisor role to the Center's Chief Information Officer (Director, Information Technology) on cyber security topics, secure communications, and wide area networking. Provides substantive technical expertise on the development, procurement, and integration of secure systems and networks. Analyzes NGIC operational requirements and determines solutions. Technically and administratively supervises and provides guidance to employees in the Cyber Security Office, which includes planning and revising work schedules; answering technical questions;

counseling/advising on work products to ensure acceptable quantity, quality, and timeliness; and reviewing, accepting, rejecting or amending the work of employees.

**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-13). Specialized experience is defined as:

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

- Knowledge of IC Cyber Security Infrastructure, Principle and Methods
- Knowledge of wide range of IT Enterprise Architecture and infrastructure concepts, principles, and practices working difficult and complex assignments
- Knowledge of IC Government IT Policy and Procedures
- Ability to develop implementation plans and IT planning packages
- Knowledge of Human Resources Management
- Ability to Communicate Verbally and in Writing

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:

- Customer Service
- Information Management
- Network Management
- Problem Solving
- Teaching Others

**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.

**Incentives:** Recruitment, Retention, and/or Relocation expenses may be authorized if it is determined to be in the best interest of the Government.

## **\*\* CONDITIONS OF EMPLOYMENT**

1. Employee must be able to obtain and maintain a Top Secret security clearance based on an SBI 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, employee must successfully pass a urinalysis screening for illegal drug use prior to appointment and periodically thereafter.
3. All INSCOM employees may be subject to extended TDY or worldwide deployments during crisis situations to perform mission essential functions as determined by management.
4. This position is eligible for certification IAW DoD 8570-01-M, 12/19/05.

### **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**

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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.