

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

13 December 2013

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #13-116

****Temporary Position lasting until 30 June 2014****

POSITION: Information Technology Specialist (INFOSEC) (D0257000) (GS-2210-09/11)
EXCEPTED POSITION

LOCATION: Deputy Chief of Staff, Information Management (DCSIM), Camp Keyes,
Augusta, Maine

SALARY RANGE:

\$54,032 to \$70,236 per annum **GS-09**

\$59,339 to \$77,138 per annum **GS-11**

CLOSING DATE: 02 January 2014

AREA OF CONSIDERATION: First consideration will be given to all qualified permanent and indefinite Maine Army National Guard **Warrant Officer and Enlisted Technicians** who apply. In the event no selection is made from the initial Promotion and Placement Certificate, concurrent consideration will be given to qualified Maine Army National Guard **Warrant Officer and Enlisted** who apply.

DUTIES: See attached duties and responsibilities.

QUALIFICATIONS: This position may be filled at the GS-09 or GS-11 grade. If filled at the GS-09 grade, the individual selected may be promoted to GS-11 grade without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Technical, analytical, supervisory, or administrative experience which demonstrates the applicant's ability to analyze problems of organization, workforce, information requirements, etc. and provide systematic solutions; and the ability to deal satisfactorily with others.

SPECIALIZED EXPERIENCE: Must have twenty-four (24) months experience for GS-09 or thirty-six (36) months experience for GS-11, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

1. Knowledge of the organizational structure of the state, to include technical knowledge of the data flow and requirements at each level in the state command structure.
2. Knowledge of computer operating systems and network operating systems, (i.e. Windows NT, Windows 2000, CISCO OS, and UNIX.)
3. Knowledge of all types of database engines, system configurations, and formats in use in the network infrastructure.(i.e. Structured Query Language (SQL), Microsoft Access, Oracle, Informix, and Sybase).
4. Knowledge of security required for Network Operating Systems (NOS) in the state and the impact they have on data flow and capabilities. (i.e. Windows NT, Windows 2000, UNIX (NETBIOS over TCP/IP and TCP/IP), and NOVELL (IPX / SPX).
5. Knowledge and skill to conduct effective security reviews of present systems and networks and to recommend revised or new measures based upon accreditation reviews or new equipment fielding requirements.

SELECTIVE PLACEMENT FACTOR: *Applicant must provide copy of NALC security clearance of SECRET or higher to minimally qualify.*

ADDITIONAL REQUIREMENT: As a condition of employment, individuals have 6 months in which to complete and receive Information Assurance Training Level II (for the level and grade at which the person is serving) mandated by the DoD Career Development Program for Information Assurance Workforce Improvement Program (DoD 8570.01M).

COMPATIBILITY CRITERIA: Warrant: 250N, 251A
Enlisted MOS: 25B, 25U, 25Y, 25Z

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:

A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in a computer related field such as Computer Science, Data Processing, or Information Management. **Must provide a copy of transcript to receive consideration for substitution of specialized experience.**

SELECTED RESERVE INCENTIVE PROGRAM (SRIP): Non-Technician Maine National Guard personnel who are SRIP participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped if selected as a permanent military Technician. Applicants should contact the MEARNG Incentive Manager at 626-4278 to

determine any possible termination and/or recoupment actions that may result from accepting this position.

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled “Technician Vacancy Announcement Guide” which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA”. Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: ng.me.mearng.list.hro-applications@mail.mil

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6017/COM (207) 430-6017 FAX: DSN 626-4246/COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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CRAIG P. BAILEY
MSG, MEARNG
Human Resources Specialist
(Recruitment & Placement/Compensation)

D0257000

a. INTRODUCTION

This position is located in an information management organization. The purpose is to ensure compliance for information assurance throughout the state.

This position requires military membership. It is designated for an ARNG Warrant Officer/Enlisted incumbency. In accordance with DA Pamphlet 611-21, the incumbent provides technical guidance to subordinates and specialized team leadership to non-dual status (NDS) and dual status (DS) employees. The incumbent plans, organizes, and performs technical analyses, as required. Manages assigned command, control, communications and computers (C4) functions in support of programs essential to state information management daily operations, training, and readiness missions. Utilizes particular area(s) of expertise to foster technical excellence in an environment conducive to teamwork among service providers and customers in meeting state C4 requirements.

b. DUTIES AND RESPONSIBILITIES

--Receives and reviews written guidance from a variety of Department of Defense (DoD), federal and state investigative and enforcement agencies and interprets for impact in the state. Enforces established policy and guidance for all Information Assurance Systems Officers throughout the state. Enforces the state information assurance and accreditation policy.

--Directs actions required to prevent and/or correct information assurance deficiencies and violations. Exercises authority for denial of computer access and coordinates re-establishment of service.

--Assures compliance with security policy for external connections to the state network and assures compliance with the national and state policies. Works with the System Security Manager to develop procedures to protect information in the state networks. Monitors external connections to other state, territorial, or federal network domains as necessary. Identifies and reports violations of system security. Administers firewalls and intrusion detection systems (IDS) and monitors unauthorized access. Implements virus protection plan.

--Evaluates the effectiveness of systems, devices, procedures, and methods used to safeguard information in computer accessible media and ensures correction of all state deficiencies on systems containing applicable security technologies.

--Reviews/tests/updates continuity of operations plans (COOPS) and Security SOP's and actively participates in accreditation/reaccreditation processes.

--Performs other duties as assigned.

