

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

31 July 2015

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #15-093
****INDEFINITE POSITION****

POSITION: Information Security Specialist D213800, GS-0080-12, EXCEPTED POSITION

LOCATION: 101st Air Refueling Wing, Bangor, Maine

SALARY RANGE:

\$70,192 to \$91,255 per annum

GS-12

CLOSING DATE: 21 August 2015

AREA OF CONSIDERATION:

AREA I - All permanent and indefinite Enlisted and Officer Technicians in the Maine Air National Guard.

AREA II - All Enlisted and Officers Members of the Maine Air National Guard.

PERMANENT CHANGE OF STATION (PCS): PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

DUTIES: See attached duties and responsibilities.

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

GENERAL EXPERIENCE: All Series GS-0080 personnel *must be certified at the next higher level before* being eligible for that level. Each applicant must have the education and validated understanding of the basic principles and concepts of the occupational series and grade for the Information Protection Program Discipline. Applicants must have the experiences, education, or training that demonstrates the ability to follow directions, to read, understand, and retain a variety of instructions, regulations, and procedures. Applicants must demonstrate the ability or have endorsements that indicate the ability to learn and perform the cited position's duties.

Basic Requirements:

1. Skilled in collecting and analyzing data effectively, efficiently, and accurately;
2. Ability to clearly enunciate English without impediment of speech that would interfere or prohibit; effective two-way radio or telephone communication;
3. Ability to write English in reports and presentation formats;
4. Ability to communicate -orally and in writing- clearly and effectively;
5. Ability to assess body language and perceive immediate risk levels; and,
6. Skilled in applying procedures and directives by reading and interpreting technical material.

SPECIALIZED EXPERIENCE: Must have thirty-six months of experience for the GS-12 level, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities.

GS-12

1. Knowledge of formulating and implementing the Wing's Information Protection (IP) functions and activities.
2. Knowledge of managing the IP program's plans, processes, and policies.
3. Skill in establishing and adjusting short term and long term priorities.
4. Ability to establish metrics and analysis systems to assess the IP program's efficiencies and effectiveness.
5. Skill in identifying the IP program's needs and priority changes and experienced in executing those changes as required with full control and monitoring skills.
6. Experiences included establishing review systems and procedures that ensured governmental IP requirements were validated, enforced, monitored, and maintained.

NOTE:

1. This position requires a security clearance (Top Secret) the selected applicant must possess or be able to obtain a clearance within one year of appointment.
2. This position is indexed as requiring a Tier I, Security Fundamentals, DoD Certification. The selected applicant must obtain the required certification within one year of appointment or obtain an approved time waiver.

3. Must not have any disciplinary action (Article 15 or Court-Martial) for engaging in an unprofessional or inappropriate relationship as defined in applicable DoD Instructions concerning Army and Air Force Professional and Unprofessional Relationships.

4. No record of claustrophobia or claustrophobic tendencies.

5. Prior to appointment, an applicant's military medical record must indicate a completed and current medical physical, medical profile, and drug test.

6. **To maintain the position** - The incumbent must have a current Network License according to Army or Air Force Directives, *Licensing Network Users and Certifying Network Professionals*.

COMPATIBILITY CRITERIA: 31PX, 14NX, 1N0X1, 3P0X1

NOTE: If you do not possess the compatible AFSC, you will not be disqualified from being considered. Selected applicant must be prepared to attend the appropriate school.

EDUCATION REQUIREMENTS: ANG Officer: An undergraduate degree from an accredited college/university is **mandatory**. The college degree work should include completed academic courses in sociology, criminology, police administration, criminal justice, or a related area. A graduate degree from an accredited civilian academic college or from an equivalent professional military education school is **optimum**. **ANG Enlisted Member:** Must have a high school diploma.

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 MeANG Incentive Manager Norman Stanton, MSgt DSN - 698-7391 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 626-6013/COM (207) 430-6013 FAX: DSN 626-4246/COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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LISA M SESSIONS
MAJ, AG
Human Resources Specialist
(Recruitment & Placement/Compensation)

25.

a. INTRODUCTION:

The primary purpose of this position is to serve as the Wing Chief of Information Protection at Air National Guard installations. Administers the Information Protection (IP) Program to include protection from espionage, terrorism, and threats of unauthorized disclosure and/or compromise of information or material considered vital to wing and command mission interests, national defense or national security. The position reports directly to the Vice Wing Commander and is part of the Wing Agency Staff.

b. DUTIES AND RESPONSIBILITIES:

(1) Serves as the Wing Information Protection Program Manager executing/enforcing all operational, functional, and mission assurance aspects of the program. Formulates wing program goals, plans, policy implementation guidelines, procedures, and work plans dealing with the development and operation of wing-wide information security programs and activities and provides technical and administrative direction to subordinate wing information security personnel. Interprets National Guard Bureau (NGB), Air National Guard (ANG), Air Force (AF), Department of Defense (DoD), and other federal regulations for information security processes as they apply and are implemented within the Wing. Demonstrates expert knowledge of the information security field that is necessary to provide effective guidance, training, and direction to subordinate squadron level organizations/activities/units. Establishes and maintains liaisons with senior personnel at wing, NGB, ANG, and MAJCOM. Prepares information security review reports and provides recommendations and advice.

Analyzes and evaluates the classification downgrading, declassification, and destruction programs. Advises installation project engineers, project managers, command mission leads, action officers, and effected operational officers of their responsibility to provide proper classified management guidance and specification requirements during performance of respective duties. Oversees, directs, monitors, and conducts regulatory and non-regulatory security surveys and Information Security Program Reviews (ISPRs) to monitor and enforce implementation and oversight of DoD Information, Personnel, and Industrial Security Programs. Evaluates compliance of activities with complex security requirements, identifies deficiencies, and ensures corrective action is identified for each deficiency found. Prepares ISPR reports and briefs commanders on requirements and recommendations. Researches, evaluates, prepares, and disseminates replies to policy questions relative to all assigned programs. Analyzes major problems, mission vulnerabilities, security impacts to mission assurance, and convergence difficulties involving one or more security disciplines as directed or self-identified and provides cost effective, efficient, and productive solutions to ensure mission success. Analyzes complex information security problems, mission vulnerabilities, security impacts to mission assurance, and convergence difficulties involving multiple security disciplines and other functional areas and provides cost effective, efficient, and productive solutions to ensure mission success. Analyzes weaknesses identified during ISPRs, and higher headquarters inspections of systemic security problems in order to modify and apply recommended solutions. Reviews,

analyzes, and briefs on the results of preliminary inquiries and formal investigations resulting from security violations/incidents.

(2) Makes information protection risk assessments and risk management/mitigation strategies/recommendations based on intelligence-derived threat issues that may require deviations from or synthesis of policies. Uses initiative and resourcefulness in researching and implementing new and improved security methods and procedures. Complexity of duties is amplified as useful precedents often do not exist, technological advancements constantly change parameters for problem solutions, and unknown events significantly change circumstances. Collects, assembles, analyzes, and assesses background, data and other intelligence information. Develops processes, methods and recommendations to defeat intelligence gathering or risk exposure of information and ultimately prevent the compromise, loss, unauthorized access/disclosure, destruction, distortion or non-accessibility of information, regardless of physical form or characteristics, over the life cycle of the information, including actions to regulate access to sensitive information, controlled unclassified information and classified information produced by, entrusted to or under the control of the United States Government. Recommends studies that frequently cross organizational and functional boundaries, and have the ability to significantly affect budgets and resources. Analyzes problems, mission vulnerabilities, security impacts to mission assurance, an convergence difficulties involving one or more security disciplines and makes recommendations for solutions. Incumbent must remain cognizant of conditions that could develop into critical security problems. Utilizes advanced risk assessment software programs where available. Collaborates with Personnel and Industrial Security specialists and associated functions to provide Wing leadership a single protection view of risk avoidance and risk mitigation and ensure functions are fully converged from an operational viewpoint.

(3) Delivers, Security Awareness and Education Programs to satisfy security education and training requirements for all assigned organizations. Revises or augments training to support unique requirements. Oversees the development of recurring education and training for Top Secret Control Officers (TSCO) and Original Classification Authorities (OCA). The education program involves a combination of security managers performing full time as well as part time security manger duties. Formulates and manages supplemental security education and training courses, meetings, and aids to assure maximum effectiveness of the programs. Presents security material and distributes pertinent security information at semiannual Security Managers and Contractor Facility Security Managers meetings. Provides technical advice, training, and assistance to commanders, directorates, and security managers regarding all aspects of Information Security and the convergent effect on industrial security and personnel security. Provides advice, assistance, and training on Information Security matters to all wing security specialists supporting other programs and organizations.

(4) Performs other duties as assigned.