

SECURITY SPECIALIST

DEPARTMENT OF THE NAVY

United States Fleet Forces Command

NAVIFOR, Farragut Technical Analysis Center



Resumes limited to two pages



Starting on September 27, 2025, federal agencies will only accept resumes up to two pages in length. [Sign in to your profile and update your resume now.](#)

[Learn more about the new resume requirements.](#)


Summary

You will serve as the Senior Security Specialist executing required functions and tasks to satisfy all government regulations and security requirements within multiple Special Access Programs (SAP) and Controlled Access Programs (CAP). You will apply strong technical expertise regarding the management and execution of security policies and requirements. This position is located within the Acoustic Intelligence (ACINT) Department of FARRAGUT TECHNICAL ANALYSIS CENTER in Suitland, Maryland.

Overview

Accepting applications

Open & closing dates

 09/15/2025 to 09/19/2025

Salary

\$142,488 to - \$185,234 per year

Pay scale & grade

GG 14

Location

1 vacancy in the following location:

 **National Maritime Intelligence Center, MD**

1 vacancy

Remote job

No

Telework eligible

Yes — as determined by the agency policy.

Travel Required

25% or less - You may be expected to travel for this position.

Relocation expenses reimbursed

No

Appointment type

Permanent

Work schedule

Full-time

Service

Excepted

Promotion potential

None

Job family (Series)

- [0080 Security Administration](#)

Supervisory status

No

Security clearance

[Sensitive Compartmented Information](#)

Drug test

Yes

Position sensitivity and risk

[Special-Sensitive \(SS\)/High Risk](#)

Trust determination process

- [Credentialing](#)
- [Suitability/Fitness](#)
- [National security](#)

Financial disclosure

[No](#)

Bargaining unit status

[No](#)

Announcement number

DEST-12800435-25-MAF

Control number

845810200

This job is open to



[The public](#)

U.S. Citizens, Nationals or those who owe allegiance to the U.S.

Clarification from the agency

DoD Military Reserve (MR) and National Guard (NG) Technician Preference eligibles and DoD Retained Grade Preference eligibles and all U.S. citizens in the Washington D.C. commuting area

Duties

- You will be responsible for providing the full spectrum of security guidance, services, and technical advice in a wide range of security functions that support Special Access programs (SAP) and Controlled Access programs (CAP).
- You will take action and make decisions to solve highly complex security problems involved in executing Special Access Program (SAP) and Controlled Access Program (CAP) controls.
- You will ensure that personnel authorized for access to Special Access programs (SAP) and Controlled Access programs (CAP) meet the prerequisite security clearance and Sensitive Compartmented Information (SCI) requirements.
- You will develop and implement policies and procedures that identify, prevent, and protect information, personnel, and facilities where the loss could pose a direct threat to national security.
- You will identify security gaps, specify requirements to fill those gaps, and provide new methodologies and techniques to eliminate gaps.
- You will provide guidance and recommendations to improve the overall security of supported security programs.

Requirements

Conditions of employment

- Must be a US Citizen.
- Must be determined suitable for federal employment.

- Must participate in the direct deposit pay program.
- New employees to the Department of the Navy will be required to successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights and responsibilities, visit e-verify.gov
- You must obtain and maintain a Top Secret security clearance and access to Sensitive Compartmented Information (SCI). Failure to do so may result in the withdrawal of an offer or removal. Indicate the level and date of your clearance in your resume.
- Successful completion of a pre-employment drug test (including marijuana) is required. A tentative offer of employment will be rescinded if you fail to report to the drug test appointment or pass the test. You will be subject to random testing.
- You must acknowledge in writing that you are accepting an appointment in the DCIPS (excepted service) which does not confer competitive status, prior to appointment.
- Within the Department of Defense (DoD), the appointment of retired military members within 180 days immediately following retirement date to a civilian position is subject to the provisions of 5 United States Code 3326.
- Males born after 12-31-59 must be registered for Selective Service.
- All Defense Intelligence positions under the Defense Civilian Intelligence Personnel System (DCIPS) are in the excepted service by specific statute, 10 U.S.C. 1601. This position is in the excepted service and does not confer competitive status.
- This position requires a periodic polygraph examination.
- This position may require a two-year DCIPS trial period requirement.
- Some travel may be required (within/outside OCONUS).
- Must obtain Security Professional Education Development (SPeD) Program certification and the Security Asset Protection Professional Certification (SAPPC) level within 24 months of selection.

Qualifications

Your resume must demonstrate at least one year of specialized experience. Specialized experience must demonstrate the following:

1. Schedule and conduct inspections of Sensitive Compartmented Information Facilities (SCIFs) to assess adequacy of security capabilities and ensure protection of classified information and controlled items;
2. Plan, coordinate, and deliver training on the handling and protection of Sensitive Compartmented Information (SCI) material for assigned personnel;
3. Review interrelated security programs to develop and implement policies and procedures covering multiple security related areas for use throughout an organization.

Additional qualification information can be found from the following Office of Personnel Management website: <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=List-by-Occupational-Series>

Additional qualification information can be found from the following DON DCIPS policy website: <https://flankspeed.sharepoint-mil.us/sites/NIA/Shared%20Documents/Forms/AllItems.aspx?>

[id=%2Fsites%2FNIA%2FShared%20Documents%2FNIA%20N1%20CHCO%20Library%2FDCIPS%20Policy%2FDON%20DCIPS%20CH%205%20Employment%20and%20Placement%2Epdf&parent=%2Fsites%2FNIA%2FShared%20Documents%2FNIA%20N1%20CHCO%20Library%2FDCIPS%20Policy](#)

Education

N/A

Additional information

This position is covered by the Department of Defense Priority Placement Program.

Additional vacancies may be filled by this announcement.

A tentative offer of employment will be rescinded if the selectee fails to meet the pre-employment requirements, including failure to report to any of the scheduled appointments.

Federal annuitant information: The selection of an annuitant is subject to the Department of Defense and Department of the Navy policy on the employment of annuitants. Policy information may be found at: <http://www.secnave.navy.mil/donhr/Documents/CivilianJobs/FedCivAnnuitants.pdf>

During the application process you will have the ability to opt-in to make your resume available to hiring managers in the agency who have similar positions in the local commuting area. Depending on the hiring organization and the position being filled, job requirements (e.g., security clearance, travel, drug testing, financial disclosure filing, bargaining unit status, etc.) may vary. Other hiring managers filling similar positions may offer relocation expense reimbursement and/or may offer recruitment incentives for new employees, depending on funding availability and in accordance with policy. If you opt-in and are referred on a certificate, your resume will be available to other hiring managers for 180-days from the date the job announcement closes. Opting in does not impact your application for this announcement, nor does it guarantee further consideration for additional positions.

ICTAP does not apply to Excepted Service positions.

Recruitment incentives may be authorized to eligible new hires.

PPP applicants will be placed at the FPL, if determined Well Qualified (WQ). To receive priority consideration, the FPL must be the same grade level or equivalent of the retained grade or the grade held immediately prior to separation.

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For more information on the DCIPS occupational structure [click here](#).

For more information about career advancement in DCIPS [click here](#).

Candidates should be committed to improving the efficiency of the Federal government, passionate about the ideals of our American republic, and committed to upholding the rule of law and the United

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. [Learn more about federal benefits.](#)

[Review our benefits](#)

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How you will be evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

In order to qualify for this position, your resume must provide sufficient experience and/or education, knowledge, skills, and abilities to perform the duties of the specific position for which you are being considered. Your resume is the key means we have for evaluating your skills, knowledge, and abilities as they relate to this position. Therefore, we encourage you to be clear and specific when describing your experience.

When the application process is complete, we will review your resume to ensure you meet the hiring eligibility and qualification requirements listed in this announcement. You will be rated based on the information provided in your resume and responses to the Occupational Questionnaire, along with your supporting documentation to determine your ability to demonstrate the following competencies:

- CUSTOMER SERVICE
- INFORMATION MANAGEMENT
- PERSONNEL SECURITY
- SECURITY EDUCATION, TRAINING, AND AWARENESS
- SECURITY PROGRAM MANAGEMENT
- WRITTEN COMMUNICATION

If after reviewing your resume and supporting documentation, a determination is made that you inflated your qualifications and/or experience, your score may be adjusted to more accurately reflect your abilities or you may be found ineligible/not qualified. If selected, you may be required to provide supporting documentation.

Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for

employment.

All eligibility and qualification requirements must be met by the closing date of this announcement.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., professional, philanthropic, religious, spiritual, community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment.

Required Documents

You are required to provide documentation that supports the eligibility and qualification claims made in your resume and assessment questionnaire. You must submit the applicable documents listed here and those listed with the eligibilities you select in the announcement questionnaire with your application package. Applicants who do not provide supporting documentation that fully support their claims will not be referred to the hiring manager. Cover letter is optional.

A complete resume is required. Your resume must show relevant experience, job title, duties and accomplishments. Your resume must show complete information for each job entry to support minimum qualifications. The following information should be provided in your resume, but it is acceptable to provide elsewhere in your application package: employer's name, starting and end dates (Mo/Yr), hours per week, and pay plan, series and grade level (e.g. GS-0201-09) for relevant federal experience. TIP: A good way to ensure you include all essential information is to use the Resume Builder in USAJOBS to create your resume.

Are you claiming membership in any professional organizations, or possession of a license, certificate or credentials? Check the **Conditions of Employment** section above to see if any are required. If you claim membership, license, certification, or credentials, you must submit a copy of said document in your application package.

Are you using education as a substitute for some or all of the experience requirement? Is there a basic education requirement for this position? Check the **Education** section above to see what is allowed and what is required. Any claims you make in your resume or assessment questionnaire regarding education or degrees **MUST** be supported by submitting with your application official or unofficial transcripts or a list of courses, grades earned, completion dates, and quarter and semester hours earned issued from your school. While unofficial transcripts are acceptable for initial application, an official transcript will ultimately be required if you are selected for the position. You may submit a copy your degree(s) if specific coursework does not have to be verified.

DoD Components with DCIPS positions apply Veterans' Preference to preference eligible candidates as defined by Section 2108 of Title 5 USC, in accordance with the procedures provided in [DoD Instruction 1400.25, Volume 2005, DCIPS Employment and Placement](#). **If you are a veteran claiming veterans' preference, as defined by section 2108 of Title 5 U.S.C., you must submit:**

A copy of your latest DD-214 Certificate of Release or Discharge from Active Duty (any copy that shows all dates of service, as well as character of service [Honorable, General, etc.] is acceptable) OR a VA letter that shows dates of service or service connected disability AND character of service. If you have

more than one DD-214 for multiple periods of active duty service, submit a copy for each period of service. If you were issued a DD-215 to amend aforementioned information on the DD-214 you must submit that too. If you are not sure of your preference eligibility, visit the Department of Labor's website: [Veterans' Preference Advisor](#)

You must also provide the applicable supporting documentation of your disability (e.g. disability letter from the VA) as described on Standard Form-15 (SF-15). http://www.opm.gov/forms/pdf_fill/SF15.pdf.

Are you an active duty service member? Active Duty Service Members are required to submit a statement of service printed on command letterhead and signed by the command. The statement of service must provide the branch of service, rate/rank, all dates of service, the expected date of discharge and anticipated character of service (Honorable, General, etc.).

Documents submitted as part of the application package, to include supplemental documents, may be shared beyond the Human Resources Office. Some supplemental documents contain personal information such as SSN and DOB and some documents such as military orders and marriage certificates may contain personal information for someone other than you. You may sanitize these documents to remove said personal information before you submit your application. You must provide an un-sanitized version of the documents if you are selected.

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](#).

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

How to Apply

Click the Apply Online button to create an account or log in to your existing USAJOBS account.

To apply for this position, you must provide a complete Application Package which includes:

1. Complete resume with relevant experience, job title, duties and accomplishments. Your resume must show complete information for each job entry to support minimum qualifications. The following information should be provided in your resume, but it is acceptable to provide elsewhere in your application package: employer's name, starting and end dates (Mo/Yr), hours per week, and pay plan, series and grade level (e.g. GS-0201-09) for relevant federal experience. TIP: A good way to ensure you include all essential information is to use the Resume Builder in USAJOBS to create your resume.
2. Complete assessment questionnaire. For a quick preview of the assessment questionnaire click here: <https://apply.usastaffing.gov/ViewQuestionnaire/12800435>
3. Supporting documentation

Failure to submit a complete application package will result in an ineligible rating and loss of

consideration.

Your complete application (resume, assessment questionnaire, and all supporting documents) must be received by 11:59 pm Eastern Standard Time (EST) on 09/19/2025. Applications received after 09/19/2025 will generally result in an ineligible rating and loss of consideration. If more than one resume is received, only the last resume received and processed will be reviewed.

NOTE: To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account: <https://mydon.usajobs.gov/Account/Login> select Application Status, and click on the more information link under the application status for this position. Your uploaded documents may take several hours to clear the virus scan process so please plan appropriately.

You are encouraged to apply online. Applying online will allow you to review and track the status of your application.

Do not email or send hard copy resumes/applications to the Contact Information or Agency Information listed in this vacancy announcement. All resumes/applications received at the addresses listed in the Contact Information or Agency Information will be destroyed and will not be considered for this vacancy announcement.

It is the applicant's responsibility to verify that all information in their resume and documents are legible and accurate. HR will not modify answers/documents submitted by an applicant.

Agency contact information

Department of Navy EIC

Email

doneic@us.navy.mil

Address

FARRAGUT TECHNICAL ANALYSIS CENTER
4251 Suitland Road
Washington, DC 20020
US

Next steps

When the application process is complete, your complete application (resume, assessment questionnaire, and all supporting documents) will be reviewed to determine if you meet the hiring eligibility and qualification requirements for which you requested consideration. You will be rated based on the information provided in your resume and responses to the questionnaire, along with your supporting documentation to determine your level of knowledge, skill, and ability related to the job requirements.

Generally, only best qualified candidates will be referred to the hiring manager. Sometimes well qualified and minimally qualified candidates are referred. Occasionally, candidates eligible for priority

consideration are referred, and no other candidates are referred.

The hiring manager may choose to conduct interviews.

You will be notified of our rating and referral decision. If you are referred, you will be notified when a hiring decision is made.

NOTE: If you have any questions or need assistance, please email the DON Employment Information Center at DONEIC@us.navy.mil

Fair and transparent

The Federal hiring process is set up to be fair and transparent. Please read the following guidance.

[Criminal history inquiries](#)

[Equal Employment Opportunity \(EEO\) Policy](#)

[Financial suitability](#)

[New employee probationary period](#)

[Privacy Act](#)

[Reasonable accommodation policy](#)

[Selective Service](#)

[Signature and false statements](#)

[Social security number request](#)



USAJOBS is a [United States Office of Personnel Management](#) website.