



# DEPARTMENT OF NAVY

## Naval Intelligence Vacancy Announcement

### Information Technology Specialist (INFOSEC)

*Open Period: 11/7/2022 – 11/11/2022*

#### KEY POSITION DETAILS

**Salary Range:** \$126,233 – 164,102 per year  
**Series & Grade:** GG-2210-14  
**Org Code/Org Title:** NIARDSA  
**Position Information:** Permanent/Full Time  
**Duty Location:** Springfield, VA  
**Relocation Expenses Reimbursed:** Not Authorized  
**PCS Expense Authorized:** Not Authorized

**Travel Required:** Occasional, May be Required  
**Who May Apply:** The Public, All US Citizens (Washington DC National Capital Region ONLY)  
**Security Clearance:** Top Secret/SCI  
**Supervisory/Non-Supervisory:** Non-Supervisory  
**Drug Testing:** Yes  
**Obtain/Maintain Certifications:** CyberSecurity Certifications

#### JOB SUMMARY

Serves as an Information Technology Specialist (INFOSEC) for the Research and Development Support Activity (RDSA), responsible for ensuring confidentiality, integrity, and availability of information systems, networks, and data through the planning, analysis, development, implementation, maintenance, and enhancement of RDSA's information technology and communication security programs. Conducts information systems assessments as part of the risk management framework. Conducts research and analysis of national and organizational level guidelines and standards that may be applicable to RDSA information systems. This position has been designated as a Cyber IT/Cybersecurity Workforce position in specialty area 612 and as a condition of employment incumbents of the position are required to comply with the DON Cyber IT/CSWF Program requirements of SECNAV M-5239.2, which include:-- 1. Earn and maintain appropriate credentials from the Cyber IT/CSWF Qualification Matrix (described in SECNAV M-5239.2) associated with the specialty area and level commensurate with the scope of major assigned duties for the position to which you are assigned, and;-- 2. Participate in a continuous learning program as described in SECNAVINST 1543.2. A minimum of 40 hours of Cyber IT/CSWF related continuous learning annually documented in a current individual development plan signed by both the employee and supervisor. This position performs a primary cyber work role of 612 per the DoD Cyber Workforce Framework.

#### Specific Duties

- Serves as the senior Security Control Assessor (SCA) for RDSA. Ensures the security, reliability and accessibility of Information Technology (IT) networks and data.
- Coordinates and conducts technical security testing, audits, and vulnerability assessments of planned and installed information systems to identify vulnerabilities, risks, and protection needs.
- Prepares, presents briefings and or status updates in a clear manner to supervisors, and to Information System Owners and their staff throughout the life cycle of various information systems.



**Dept. of Navy – Naval Intelligence**  
**JOB TITLE HERE**

- Analyzes IT policies and provides updates to policies for implementation to help protect and defend the network. Serves as primary advisor to the Chief Information Security Officer (CISO) regarding compliance with prescribed policy and/or guidance.
- Click or tap here to enter text.

### **Specialized Experience & Minimum Qualifications**

Applicants 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. Qualifying experience is demonstrated through the following competencies:

- CYBERSECURITY
- INFORMATION TECHNOLOGY
- POLICY AND PLANNING
- ACCOUNTABILITY
- PROBLEM SOLVING
- WRITTEN COMMUNICATION
- ORAL COMMUNICATION

In addition, individuals must meet the Office of Personnel Management (OPM) qualification standards of 1 year of specialized experience equivalent to the next lower grade level to the position filled and any Individual Occupational Requirements (IOR) for the series/grade selected as identified within the standard. For further details on the specific occupational series requirements, please go the following link: <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=List-by-Occupational-Series>

### **Conditions of Employment**

- **Vacancy open to Washington DC National Capital Region ONLY**
- You must be a US Citizen
- 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 [www.dhs.gov/E-Verify/](http://www.dhs.gov/E-Verify/).
- Selectee must be determined suitable for federal employment
- Selectee may be required to successfully complete a 2-year trial period
- Selectee is required to participate in the direct deposit pay program
- Selectee may be required to successfully complete a polygraph examination
- Selectee must complete a Special Background investigation and receive a favorable adjudication by a determining authority. 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.



**Dept. of Navy – Naval Intelligence**  
**JOB TITLE HERE**

- 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

**How to Apply**

1. Click on: <https://navy.hirevue.com/signup/tfhC3h7bQYU9AHvcuiLagj/>.
2. Click Register. Sign-up by completing the registration form. Upload your resume and any supporting documents (e.g. college transcripts). Once the documents are visible on the sign in screen, select the “start” button to apply and complete the basic assessment.
3. Please do not upload documents that contain PII without redacting sensitive information. Do not upload any **classified** information with your application submission.
4. Complete applications to include a Resume and response to basic eligibility questions must be submitted by 11:59 pm Eastern Standard Time (EST) on the closing date of the announcement. Incomplete packages may be removed from consideration.

**Requested Documents:** **A COMPLETE RESUME IS REQUIRED.** Your resume must show relevant experience (cover letter optional) where you worked, job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and end dates (Mo/Yr), hours per week & salary. **If you are a current Federal employee or previous Federal employee, provide your pay plan, series and grade level i.e. GS-0201-013 on your resume for each Federal position.**

*This position is a Defense Civilian Intelligence Personnel System (DCIPS) position in the Excepted Service under 10 U.S.C. 1601. DoD Components with DCIPS positions apply Veterans' Preference to preference eligible candidates as defined by Section 2108 of Title 5 U.S.C., in accordance with the procedures in DoD Instruction 1400.25, Volume 2005, DCIPS Employment and Placement.*

The United States Government does not discriminate in employment based on race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, status as a parent, genetic information, disability, age, membership or non-membership in an employee organization, or on the basis of personal favoritism.