



Chief Radio Electronics Technician

INFORMATION ASSURANCE TECHNICIAN (IAT)

JOB OPPORTUNITY ANNOUNCEMENT

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| Announcement #: | 19-211-02EXOC **AMENDED RECRUITMENT INCENTIVE** | | |
| Title, Series, Grade (Code) | Chief Radio Electronics Technician (IAT) WM-9995-10 (211) | | |
| Base Salary: | <p>\$68,652 Per annum. A \$34,326 recruitment incentive is authorized for eligible selectees. Actual amount is calculated as 25% of base pay. Incentive is paid as a lump sum at the beginning of employment with the Command, and requires a 2-year service agreement. CIVMAR (VEOA) candidates and Annuitants selected for employment as Chief Radio Electronics Technician (IAT) are not eligible for recruitment incentives.</p> | | |
| Type of Appointment: | Excepted Service Career-Conditional | | |
| Opening Date: | January 10, 2019 | Closing Date | Open continuously with periodic cut-offs |
| Location: | Military Sealift Command (MSC) Vessels Worldwide | | |
| Who May Apply: | <p>All United States citizens and current Military Sealift Command Civil Service Mariner (CIVMAR) eligible to apply under the Veterans Employment Opportunities Act (VEOA). Active Duty Service Members (ADSMs) must submit a certification (i.e., statement of service) at the time of application which certifies that the service member is expected to be discharged or released from active duty service under honorable conditions not later than 120 days after the date the certification is submitted. Relocation expenses are not authorized for this position.</p> | | |
| Duties: | <p>The Chief Radio Electronics Technician (CRET) Information Assurance Technician (IAT) is a Civil Service Mariner (CIVMAR) employed by the Navy to serve the Military Sealift Command (MSC) onboard naval auxiliaries and hybrid-manned warships worldwide, in peace and war. MSC exists to support the joint warfighter across the full spectrum of military operations. MSC provides on-time logistics, strategic sealift, as well as specialized missions anywhere in the world, in contested or uncontested environments.</p> <p>The Chief Radio Electronics Technician (CRET) Information Assurance Technician (IAT) is a direct report to the Ship's Communication Officer (SCO).</p> | | |

The CRET IAT serves as the ship's System Administrator of assigned systems maintained/administered by the Department of Defense (DoD)/Department of the Navy (DON)/Military Sealift Command (MSC). The incumbent is responsible for providing expert technical advice and guidance on critical digital communications issues to ensure the integration of Command, Control, Communications and Computers (C4) programs and services and to solve integration and interoperability issues.

Able to obtain and maintain a Top Secret Security Clearance.

Maintain the MSC Afloat Computing Environment, (CE) and perform vulnerability scans on information systems utilizing tools mandated by DoD and MSC, perform system backups, computer virus scans, and implement security measures when tasked by DoD and MSC. Duties also include the inventory of assets and set up and deletion of e-mail accounts for newly reporting/departing personnel.

Applies Information Assurance Vulnerability Management (IAVM) patches and other patches as mandated by MSC and report IAVM compliance or discrepancy issues to assigned Afloat Support Services. Duties also include briefing the Master and SCO on critical issues and prevention techniques to preserve the CE connectivity, evaluate the potential Information Assurance (IA) security risk and take appropriate corrective and recovery actions.

Diagnose system failures to isolate source of problems between equipment, system software, and application programs. Assist the SCO in the investigation/reporting of any CE and/or personnel, IA Security violations that require Higher Authority involvement and resolution.

Interacts with technical support personnel and peers to resolve hardware and software problems. Provides technical assistance to personnel involved in system programming, and hardware selection. Perform customer assistance and/or training in response to the mission's needs and requirements.

Manage files and records on all Computer equipment assigned to the ships Allocated Equipment Listing (AEL) account, to include location, and shipboard personnel assigned responsibility. Create Standard Operating Procedures (SOP's) on other devices used to interface with shipboards System/Network and report status, discrepancies and outages to the SCO, Afloat Support Services and Global Service Desk (GSD).

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| | <p>Initiate and track all trouble calls to GSD and periodically review Trouble Call log with Service Desk for accuracy.</p> <p>May be called upon to assist the SCO in training newly reporting personnel, or personnel, inclusive of mandated IA Training that has expired, or any other incomplete required training. Perform training of personnel assigned to assist in the maintenance of the organizations CE.</p> <p>May be tasked by the SCO to perform other duties of a Communications/Operational nature outside of the position assigned. Incumbent is required to attend the Electronic Key Management System (EKMS) Course of Instruction and complete MSC EKMS PQS 301 and 302, and maintain his or her overall knowledge of EKMS Policy and procedures both as a Local Element (LE) User and LE Alternate Manager.</p> <p>Must possess a Top Secret clearance.</p> <p>Required to ensure system accreditations remain current.</p> <p>Ensure continuing application and compliance with EEO laws, regulations and policies.</p> <p>Everything in this Position Description is considered to be an essential function of this position.</p> <p>Performs all other duties as assigned.</p> |
| <p>Minimum Eligibility Requirements:</p> | <p>Must be a United States citizen of at least 18 years of age and possess and maintain a valid:</p> <ol style="list-style-type: none"> 1. U.S. Passport with a minimum of seven (7) months remaining of expiration date. 2. United States Coast Guard (USCG) Merchant Mariner's Credential (MMC), with a minimum of ten (10) months remaining of expiration. 3. Transportation Worker Identification Credential (TWIC) card with a minimum of 10 months remaining of expiration date. 4. Must have three (3) years cumulative experience sailing on MSC Vessels as a permanent First Radio Electronics Technician (RET1) or temporary Chief Radio Electronics Technician (CRET). Must have experience aboard an AKE, T-AOE or EPF (Expeditionary Fast Transport) assigned as the LAN Admin or LAN Admin assistant. |

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| | <p>OR</p> <p>5. U.S. Navy trained (E6 or above) with experience as an ISM, or Civilian equivalent working in a Computer Environment, as a Systems or Networking supervisor.</p> <p>AND</p> <p>6. Current Security Plus Certificate within last three years of announcement from an accredited test facility.</p> <p>NOTE: When submitting an application for employment, you must provide a letter from your Facility Security Officer and or Government Security Official to document Top Secret eligibility. You must have Top Secret eligibility within the last 24 months; or current active Secret clearance, or confidential security clearance eligibility, when hired for this position.</p> |
| <p>Evaluation Criteria:</p> | <p>Applicants who meet the minimum eligibility requirements described above will be further evaluated. Documented knowledge, skills, and abilities, education, training, and awards contained in the application package and resume will be reviewed and rated to determine the degree to which applicants possess the required knowledge, skills, and abilities listed below that are essential to perform the duties and responsibilities of the position for which applications are being considered.</p> <ol style="list-style-type: none"> 1. Thorough knowledge of shipboard computer networks, software, applications, computer security protocols and Local Area Network (LAN) administration. 2. Skill in maintaining, patching, troubleshooting, and repairing shipboard computer systems and networks. 3. Detailed knowledge of Policy, Procedures and instructions IAW DOD or Higher Authority in the daily operations of the onboard Network. 4. Ability to use and interpret Information Assurance Vulnerability Alerts (IAVA), computer system technical manuals and network schematic drawings to troubleshoot computer systems and network equipment. 5. Thorough and detailed knowledge of managing the Electronic Key Management System (EKMS) account, as the Local Element (LE) alternate custodian. <p>Related MSC, military, and/or commercial experience,</p> |

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| | <p>etc., will also be part of the rating process.</p> |
| <p>Conditions of Employment</p> | <ol style="list-style-type: none"> 1. CIVMAR positions are subject to drug urinalysis testing. 2. Able to obtain and maintain a Top Secret security clearance with Single Scope Background Investigation (SSBI) eligibility and assignment to a sensitive position. 3. Able to successfully pass the physical examinations (arranged by MSC) and maintain MSC medical, dental and mental requirements. Participate in vaccine immunization; including a tuberculosis (TB) screening test is also required. TB screening is not provided at the MSC-arranged medical examination, but can usually be obtained from your personal medical provider or free at any local public health clinic. If you have previously had a positive TB skin test (i.e. a CONVERTER or REACTOR), another skin test is not required. You must instead provide the medical department written proof that you have completed treatment with medicine (i.e. INH), or that you have started treatment with medicine, or that such treatment is not warranted as determined by competent medical authority. 4. Attend and successfully complete all mandatory training courses, including personal survival, which requires the ability to float in the water for a minimum of sixty (60) seconds. 5. Be ready, willing, and able to physically perform the duties of this position worldwide at all times. 6. Be ready, willing, and able to work in a shipboard environment and wear protective equipment worldwide at all times. 7. Entry-level positions require candidates to pass an English language competency test. 8. Participate in direct deposit/electronic funds transfer as the standard method of payroll payments. 9. Capable of speaking, understanding, reading and writing the English language. <p><u>NOTE:</u></p> <ol style="list-style-type: none"> a. The tentative offer of employment will be rescinded if the selectee fails to report to any of the scheduled appointments, fails the physical examination, fails the language competency test, fails the drug test, fails to disclose employment information, fails to report to new employee orientation, or is unable to obtain a security clearance. |

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| | <p>b. On a case-by-case basis, an applicant who accepts a tentative offer of employment will be required to provide a VA Rating Decisions and/or Office of Worker's Compensation Program (OWCP) Scheduled Awards.</p> |
| <p>How to Apply:</p> | <p>All applications for employment with Military Sealift Command must be submitted through www.sealiftcommand.com/start-the-process.</p> <p>To begin the process you must submit an <u>Information Request Form (IRF)</u>.</p> <p>Your IRF submission will create a secure online profile after which you will receive an email to verify your account. Once verified, you will be able to complete the application process. Applications for this position can only be submitted during the announcement open period (Eastern Standard Time). Please note the email address you create will be used by the Command to correspond with you.</p> <p>In addition to meeting the minimum conditions of employment, you will be required to scan and upload .jpg or .pdf files of the following documents:</p> <ol style="list-style-type: none"> 1. Front and back of United States Coast Guard Merchant Mariner's Credential (MMC), Transportation Worker Identification Credential (TWIC), United States Coast Guard license, and/or STCW certificate, and U.S. Passport. 2. Relevant professional certificates as applicable for this position i.e. American Culinary Federation (ACF), Environmental Protection Agency (EPA) Universal, Global Maritime Distress and Safety System (GMDSS), Security Plus, etc. 3. If you are a current or former federal government employee, a copy of your most recent Notice of Personnel Action (SF-50). 4. If you served in the U.S. military service, you must provide a copy of your Certificate of Discharge (DD-214) that shows the type of discharge you received. This information is located under the "Character of Service" block of your DD-214. If you are claiming 10 points or higher veteran's preference you must provide supporting documentation such as a completed Application for Preference (SF-15) www.opm.gov/forms/pdf_fill/SF15.pdf. Additional information on veteran's preference is available at http://www.fedshirevets.gov/. You will also be required to provide a copy of the VA Rating Decisions upon accepting the tentative offer of employment. 5. Last five (5) years of performance evaluations (if available) and training certificates applicable to the position you are applying for. |

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| | <p>6. Job related honors, awards, and special accomplishments; for example, military, government or recognized professional organizations related to the maritime field and performance awards.</p> <p>You will be able to upload and store versions of these documents in your secure online profile. NOTE: It is the applicant's responsibility to ensure that the documents scanned and uploaded are legible. You have the ability to crop and view each document that is uploaded.</p> <p>You will not be able to submit an application unless you have uploaded the required documentation as indicated here.</p> <p>Applicants may be interviewed prior to being selected for employment.</p> |
| <p>How To Contact Us:</p> | <p>If you require technical support, please use the support tab located in the top right corner of the Start the Process page www.sealiftcommand.com/start-the-process. This will generate an email a message for you to submit your issue. Emails will be responded to during business hours M-F 0800 - 1700 CST.</p> <p>If you have any questions regarding the position or to follow up on an application submitted, please email us at civmar@sealiftcommand.com or call us at (757) 341-4610 or (757) 341-4611, or our toll-free recruitment hotline at 1-877-562-7672 during the hours of 0700 to 2000 EST.</p> |
| <p>NOTE:</p> | <p>FAILURE TO PROVIDE REQUIRED INFORMATION REQUESTED FOR THIS POSITION WILL ADVERSELY AFFECT YOUR ELIGIBILITY.</p> <p>Federal job applicants who make a false statement in any part of the application could be turned down for the job, fired after beginning work, or subject to fine, imprisonment (U.S. Code, Title 18, Section 1001), or other disciplinary action.</p> <p><u>Employment of Federal Civilian Annuitants:</u> Selection of CIVMAR annuitants for MSC positions must be approved by the Director for Civilian Human Resources. Annuitants serve at the will of the appointing officer.</p> <p><u>Benefits Information:</u> In accordance with section 9902(h) of title 5, United States Code, annuitants reemployed in the Department of Defense shall receive full annuity and salary upon appointment. They shall not be eligible for retirement contributions, participation in the Thrift Savings Plan, or a supplemental or re-determined annuity for the reemployed period. Discontinued service retirement annuitants (i.e., retired under section 8336(d)(1) or 8414(b)(1)(A) of title 5, United States Code) appointed to</p> |

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| | <p>the Department of Defense may elect to be subject to retirement provisions of the new appointment as appropriate. (See DoD Instruction 1400.25, Volume 300, at http://www.dtic.mil/whs/directives.)</p> <p>Annuitants are not eligible for recruitment and retention incentives.</p> <p>YOU MAY NOT BE HIRED IF YOU FAIL TO REPORT:</p> <ol style="list-style-type: none"> 1. Previous security clearance issues (intents to deny or the revocation of security clearances). 2. Debts. 3. Previous felony convictions where actual time was served in jail for more than one (1) year. <p>Any questions relative to this issue should be directed to the CIVMAR Support Center at 866-562-7672.</p> |
| <p>MILITARY SEALIFT COMMAND IS AN EQUAL OPPORTUNITY EMPLOYER.</p> | <p>All applicants meeting minimum qualifications will receive consideration without regard to age, sex, race, color, religion, national origin, lawful political affiliation, non-disqualifying disability, marital status, sexual orientation, ethnicity, or other personal condition unrelated to the applicant's basic ability to perform satisfactorily. Please visit www.msc.navy.mil/civmar/eeo.htm for more information. Determinations of whether an accommodation is appropriate shall be made by the agency as soon practicable, after the initial application process and shall be made with regard to all applicable statutes and regulations. If assistance is required to complete the application process, interested applicants should call our CIVMAR Support Center at the above number and refer to the "How to Apply" section of this announcement.</p> |

