

AIR NATIONAL GUARD
MILITARY TECHNICIAN VACANCY

HUMAN RESOURCES OFFICE
NEW MEXICO NATIONAL GUARD
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ANNOUNCEMENT NUMBER: T-04-2059

CLOSING DATE: 4 November 2004

<u>POSITION TITLE, SERIES, AND GRADES</u>	<u>SALARY RANGE</u>
Information Technology Specialist (INFOSEC) GS-2210-11	\$52,080 - \$67,703 per year
Information Technology Specialist (INFOSEC) GS-2210-09	\$47,421 - \$61,649 per year
Information Technology Specialist (INFOSEC) GS-2210-07	\$39,662 - \$51,560 per year
Information Technology Specialist (INFOSEC) GS-2210-05	\$33,224 - \$43,197 per year

For a complete listing of current vacancy announcements, please visit our website:
<https://www.nm.ngb.army.mil>

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AREA OF CONSIDERATION: All members of the New Mexico Air National Guard.

APPOINTMENT FACTORS: Excepted Federal Service – **Enlisted (E-7 and below).**

POSITION LOCATION: 150th Communications Flight, 150th Fighter Wing, New Mexico Air National Guard, Kirtland Air Force Base, New Mexico.

OPENING DATE: 13 October 2004.

DATE VACANCY EXISTS: Position vacancy will exist approximately 12 November 2004.

POSITION NUMBERS: 80411000, 80411000A, 80411000B, 80411000C.

POSITION POTENTIAL: The top grade of this position is GS-11. This position is also being advertised at the GS-09, GS-07 and GS-05 levels to provide additional applicant competition. Upon meeting all legal and regulatory requirements, and upon recommendation of the supervisor, an individual selected at the GS-09, GS-07 or GS-05 level may be promoted to the target grade of GS-11 without further competition.

APPOINTMENT REQUIREMENTS: Excepted Civil Service. Individual selected must be assigned to an enlisted position in the New Mexico Air National Guard. Individual must wear the uniform as prescribed by National Guard Bureau policies and the Adjutant General of New Mexico.

ACTIVE GUARD RESERVE (AGR) ANNOUNCEMENT: This position is also being advertised as Vacancy Announcement M-04-2060 AIR/AGR for presently employed AGR personnel who wish consideration with retention of AGR status.

RE-PROMOTION STATEMENT: New Mexico Air National Guard technicians who were previously downgraded from a grade equal to, or higher than that advertised at the target grade in this announcement, and who are still receiving pay retention benefits from that downgrade, may be considered for this position as an exception to competition. Technicians who desire re-promotion consideration must send a letter to the Human Resources Office, prior to the closing date of this announcement, requesting consideration for re-promotion.

PERMANENT CHANGE OF STATION (PCS) BENEFITS: PCS benefits are not authorized.

LOWEST PAY GRADE ACCEPTED: Applicants must indicate on their application the lowest pay or grade that will be accepted.

EQUAL OPPORTUNITY: The New Mexico National Guard is an Equal Opportunity Employer. Selection for a position will be made without regard to race, religion, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization, non-disqualifying physical handicap, age (except military requirement for excepted technicians) or any other non-merit factor. Under Public Law 90-486, veterans' preference is not applicable.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determination for reasonable accommodation will be made on a case-by-case basis.

INSTRUCTIONS FOR APPLYING: Individuals who think that they meet the basic qualification requirements may apply. Application will be made by résumé, Optional Form 612, Standard Form 171, or in any other written format. Permanent presently employed technicians of the New Mexico National Guard may submit AGONM Form 300. Although the federal government does not require a standard application form for most jobs, we do need certain information to evaluate your qualifications and determine if you meet legal requirements for federal employment. If your application does not provide all the information requested in the job vacancy announcement, you may lose consideration for a job. Applications will be accepted only if they are received in the Human Resources Office by close of business on the closing date of the vacancy announcement; received postmarked (or other common carrier receipt mark) on or before the closing date of the vacancy announcement; or delivered to the Human Resources Office representative during her/his regularly scheduled Thursday trip to the New Mexico Air National Guard Headquarters Building.

Assurance of a legible postmark or other carrier receipt mark is the responsibility of the applicant. It is a violation of 18 USC 1719 to use government postage to send applications and violators may be subject to disciplinary action and fine as prescribed by law. Applications submitted by facsimile equipment (FAX) will be accepted for consideration. The New Mexico National Guard is not responsible for monitoring the quality or completeness of the FAX. Technicians who wish to be considered for technician positions while absent (deployment, service schools, extended illness, etc.), may request the\at their supervisor submit their applications during the period of absence. It is recommended that the technician who anticipates an absence furnish the supervisor with a written request and a sufficient supply of applications to cover the period of absence. It is a regulatory responsibility of the supervisor to ensure that the applications are submitted to the Human Resources Office on, or before, the closing date of the announcement.

EVALUATION METHOD: All applicants will be initially screened against mandatory qualifications. If more than ten applicants are qualified, applicants will be evaluated on the basis of relevant experience, training and education, awards, and performance appraisals to determine the ten best qualified. Rating and ranking to determine best qualified will be conducted by a panel of representative who have technical expertise in the career field of the position being filled and a staff representative of the Human Resources Office. The evaluation will be based on the knowledge, skills, and abilities (KSAs) considered necessary for successful performance in the position.

MILITARY COMPATIBILITY: Individual selected must be assigned, prior to appointment, to a compatible Duty Air Force Specialty Code of: 3C0XX or 3C3XX.

BASIC QUALIFICATION REQUIREMENTS: The basic qualification requirements are indicated below. These qualification requirements must be met, in addition to any military requirements, in order to be found qualified for and selected to this position.

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

SPECIALIZED EXPERIENCE:

GS-11: Must have thirty-six months' experience that has demonstrated the following knowledge, skills, and abilities:

1. Knowledge of a wide range of telecommunications and computer security, techniques, requirements, methods, sources, and procedures for the following programs: Computer Security (COMPUSEC); network security; communications security (COMSEC), Electronic Key Management System (AFEKMS), Emissions Security (EMSEC), STU III, FORTEZZA security, and Security Awareness Training and Education (SATE).
2. Knowledge of concepts, principles, methods, and practices in the information systems security to design, develop, implement, and maintain secure systems and services, assess the effectiveness of current systems security and services, evaluate the feasibility of new systems security and services, and provide advice and guidance on complex issues.
3. Knowledge of information systems security principles and methods to design, develop, implement, and manage systems, networks, and data that ensure confidentiality, integrity, and availability.

4. Knowledge of methods for evaluating, implementing, and disseminating information systems security tools and procedures to ensure, protect, and restore information security systems and network services and capabilities.
5. Knowledge of COMSEC and Emissions Security (EMSEC) programs. COMSEC accounting techniques, and procedures, both manual and with the AFEKMS system. Including knowledge of the Computerized Management of COMSEC Material (CM2), and key management systems KEYMAN software.
6. Knowledge of software and procedures used to protect systems from viruses, data tampering, and unauthorized system entry.
7. Knowledge of Security Awareness Training and Education (SATE) security training program, training materials, and sources.
8. Knowledge of information systems security certification and accreditation requirements to monitor and evaluate systems' compliance with those requirements.
9. Ability to isolate and analyze relevant data to conduct analyses of complex issues affecting the specialty area.
10. Knowledge of a wide variety of security concepts, principles, practices and governing directives to disseminate policy, adapt local policy, and implement instructions for base personnel.
11. Skill in oral and written communication to prepare and present reports, interpret policies and guidelines, provide advice and guidance to customers, and represent the organization in interactions with other organizations.
12. Ability to provide technical leadership on projects that require group efforts.

GS-09: Must have twenty-four months' experience that has demonstrated the following knowledge, skills, and abilities:

1. Knowledge of concepts, principles, methods, and practices in the information systems security to design, develop, implement, and maintain secure systems and services, assess the effectiveness of current systems security and services, evaluate the feasibility of new systems security and services, and provide advice and guidance on complex issues.
2. Knowledge of information systems security principles and methods to design, develop, implement, and manage systems, networks, and data that ensure confidentiality, integrity, and availability.
3. Knowledge of methods for evaluating, implementing, and disseminating information systems security tools and procedures to ensure, protect, and restore information security systems and network services and capabilities.
4. Knowledge of COMSEC and Emissions Security (EMSEC) programs. COMSEC accounting techniques, and procedures, both manual and with the AFEKMS system. Including knowledge of the Computerized Management of COMSEC Material (CM2), and key management systems KEYMAN software.

5. Knowledge of software and procedures used to protect systems from viruses, data tampering, and unauthorized system entry.
6. Knowledge of Security Awareness Training and Education (SATE) security training program, training materials, and sources.
7. Knowledge of information systems security certification and accreditation requirements to monitor and evaluate systems' compliance with those requirements.
8. Ability to isolate and analyze relevant data to conduct analyses of complex issues affecting the specialty area.
9. Knowledge of a wide variety of security concepts, principles, practices and governing directives to disseminate policy, adapt local policy, and implement instructions for base personnel.

GS-07: Must have twelve months' experience that has demonstrated the following knowledge, skills, and abilities:

1. Knowledge of information systems security principles and methods to design, develop, implement, and manage systems, networks, and data that ensure confidentiality, integrity, and availability.
2. Knowledge of methods for evaluating, implementing, and disseminating information systems security tools and procedures to ensure, protect, and restore information security systems and network services and capabilities.
3. Knowledge of software and procedures used to protect systems from viruses, data tampering, and unauthorized system entry.
4. Knowledge of information systems security certification and accreditation requirements to monitor and evaluate systems' compliance with those requirements.
5. Ability to isolate and analyze relevant data to conduct analyses of complex issues affecting the specialty area.
6. Knowledge of a wide variety of security concepts, principles, practices and governing directives to disseminate policy, adapt local policy, and implement instructions for base personnel.

GS-05: Must have six months' experience that has demonstrated the following knowledge, skills, and abilities:

1. Knowledge of computer systems and applications.
2. Skill in the use of computer programs.
3. Ability to research and analyze data.
4. Skills in organizing work in a logical sequence.
5. Ability to communicate orally and in writing.

EDUCATION SUBSTITUTION: Military education, related to the position, may be substituted for specialized experience on a day-for-day basis for qualification at the GS-09, GS-07 and GS-05 levels. Certificates/diplomas must be submitted with application for award of credit. Civilian education, above the high school level, may be substituted for specialized experience on a case-by-case basis. Transcripts or equivalent must be submitted for award of credit.

QUALITY AND TYPE OF EXPERIENCE: The required amount of experience/education will not in itself be accepted as proof of qualification. The quality, type and scope of the experience/education must be of such nature as to demonstrate that applicants are fully qualified to perform the duties at the level for which they apply.

DOCUMENTATION: Applicants must explain in detail, in the application, how the specialized experience was acquired, including applicable dates. Applicants should include, with application, any training completion certificates/transcripts in the areas covered in the KSAs.

SUMMARY OF DUTIES: Serves as the Base Information Assurance Manager and focal point for Information Warfare and all telecommunications and computer security related functions at Flying Wing. Manages the COMSEC account for the Wing and subordinate units. Manages the AFKEMS program for the Wing. Prepares Emergency Action Plans (EAPs) operating instructions to ensure that the EAPs can be implemented immediately. Serves as the Base Computer Security (COMPUSEC) Manager. Uses state-of-the-art information security software and hardware tools to gather information and manage security on assigned telecommunication networks and in the base “firewall” or “Barrier Reef” software and hardware. Manages the Information Protection Assessment and Assistance Program (IPAAP) for the Wing, tenants, and GSUs. Manages, develops and conducts the base computer Security Awareness Training and Education program. Serves as the Telecommunications Monitoring and Assessment Program (TMAP) Manager. Manages the Base Emissions Security (EMSEC) program. Establishes, maintains, and exercises Information Condition (INFOCON) adjustment plans and procedures to ensure mission critical systems capabilities are maintained and sustained. Serves as the central focal point for all Time Compliance Network Orders (TCNO) system vulnerability alerts. Assists users in determining equipment requirements to prescreen and determine if proposed system meets the COMPUSEC needs of the user, to include future expansion, and complies with the AF computer security standards. Provides technical oversight, guidance, and direction to lower graded personnel. Performs other duties as assigned.