



**VIRGIN ISLANDS NATIONAL GUARD
JOINT FORCE HEADQUARTERS
4031 LA GRANDE PRINCESSE, LOT 1B
CHRISTIANSTED, ST. CROIX, USVI 00820-4353**

ANNOUNCEMENT 23-10

INFORMATION TECHNOLOGY SPECIALIST (INFOSEC)

Opening Date: 3 June 2010	18 June 2009
Position: INFORMATION TECHNOLOGY SPECIALIST (INFOSEC)	Series/Grade: GS-2210-09/11
Salary Range:	GS-09-\$55,994.00-72,786.00 GS-11-\$61,210.00-\$79,570.00 Plus 20.94% COLA 4.72% Locality Pay
Military Requirements:	WO: WO1-CW3 MOS:250N/251A ENL: E4-E8 MOS: 74B/C/Z 25B/D/Y
Position Description#	D0257000
Location:	Information System Support Branch
Type of Appointment:	EXCEPTED
Selecting Official:	LTC Gordon R. Moore, G-6/ DCSIM

Area of Consideration:

All military technicians in the Virgin Islands National Guard.

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BRIEF DESCRIPTION OF DUTIES

This position is located in the USPFO Information management Branch. The purpose of the position is to ensure compliance for information assurance throughout the state. The incumbent performs duties necessary to accomplish information technology management functions in support of command, control, communications and computers (C4) programs essential to state information management daily operations, training, and readiness missions. Receive and reviews written guidance from a variety of Department of Defense (DOD) federal and state investigative and enforcement agencies and interprets for impact on the state. Directs actions required to prevent and/or correct information assurance deficiencies and violations. Assures compliance with security policy for external connections to the state network and assures compliance with the national and state policies. Evaluates the effectiveness of systems, devices, procedures, and methods used

DESCRIPTION OF DUTIES CONTINUED:

to safeguard information in computer accessible media to ensure correction of all state deficiencies on systems containing applicable security technologies.

Reviews/tests/updates continuity of operations plans (COOP) and Security SOP's and actively participates in accreditation/reaccreditation processes. Performs other duties as assigned.

THE VIRGIN ISLANDS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER.

All qualified applicants will receive consideration for appointment without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, or any other non-job related factor.

QUALIFICATIONS

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

Applicant must have twenty four (24) months of specialized experience to qualify for the GS-09 position and thirty six (36) months of specialized experience to qualify for the GS-11 directly related to the position being filled that demonstrates the knowledge, skills and abilities (KSAs) required for the position.

APPLICANTS WHO MEET THE ELIGIBILITY REQUIREMENTS WILL BE FURTHER EVALUATED BASED ON THE FOLLOWING KNOWLEDGE, SKILLS AND ABILITIES (KSAs) WHICH ARE CONSIDERED ESSENTIAL TO PERFORM THE DUTIES AND RESPONSIBILITIES OF THIS POSITION. Applicant must address each KSA on a separate sheet of paper. Stating when, where and how obtained each; either through experience, education or training. Failure to submit this information may affect your ranking for referral for this position.

- Extensive knowledge of the organizational structure of the state, to include technical knowledge of the data flow and requirements at each level in the state command structure.
- Extensive knowledge of computer operating systems and network operation systems, to include but not limited to Windows NT, Windows 2000, CISCO OS, and UNIX. Operational and technical knowledge of all types of database engines, system configurations, and formats in use in the network infrastructure. This may include not limited to Structured Query Language (SQL), Microsoft Access, Oracle, Informix and Sybase.
- Extensive knowledge of security required for the Network Operating System (NOS) in the state and the impact they have on data flow and capabilities. This may include but is not limited to, Windows NT, Windows 2000, UNIX (NETBOIS over TCP/IP and TCP/IP), and NOVELL (IPX/SPX).
- Extensive knowledge of the critical systems within the state and ability to prioritize protection of these and respond to new requirements in the IT architecture.

KSA's CONTINUED:

- Thorough knowledge and sufficient skill to conduct effective security reviews of the present systems and networks and to recommend revised or new measures based upon accreditation reviews or new equipment fielding requirements.
- Sufficient knowledge to evaluate various authentication technologies and recommend purchase of hardware, software, or both to meet security requirements. Implementation includes adequate administration and oversight of the program.

BRIEF DESCRIPTION OF WORK

Describe in detail your work experiences (paid or unpaid), training, education, and /or other information that relates to the specialized experience stated on the vacancy announcement. Use complete dates to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail. You may use continuation pages to include all related experience. Ensure that both military and civilian experiences are fully described, to include time frame, for which you are applying. If you describe more than one type of work, write the approximate time period in each. Please enter the month, and year for each period. **Omission of these requirements can result in disqualification of your application. List your military grade, unit of assignment, and MOS. List your National Guard (weekend duties) separately from your other job experiences. List your position, military Supervisor, phone numbers, dates you have held each position and detailed duty description. If you have completed any college courses, **include copies of your college transcript with the application.****

TO APPLY: Deliver Optional Form 612, or Resume to Joint Forces Headquarters, ATTN: HRO (SSG Williams) 4031 La Grande Princesse, Lot 1B, Christiansted, VI 00820-4353. Applications must include all necessary information required on the vacancy announcement. MOS/SSI and rank must be indicated on application. Verification on non-flagging action MUST be included. Applications post marked or hand delivered to the HRO after the closing date will not be considered. Business hours are 0800-1700, Monday thru Friday. All applications will be retained for our records.

CONDITION OF EMPLOYMENT AND MILITARY REQUIREMENTS

1. Wearing of military uniform is a requirement. Acceptance of this position constitutes concurrence with this requirement and is a condition of continuation of employment.
2. As a condition of employment, selectee must be able to acquire security clearance, as required.
3. Failure to complete NGB prescribed courses at the National Guard Professional Education Center (PEC) within the first year of employment may be cause for reassignment to another full-time position or termination from full-time employment unless there are extenuating circumstances that preclude the full-time member from course attendance.
4. Selectee must enroll in electronic fund transfer (EFT) upon appointment.
5. **If applicant's record is flagged, individual will be barred from favorable personnel action. Verification of non-flagging action must be included with package.**

6. This position requires a compatible military assignment as follows: WO: WO1-CW3: MOS: 250N/251A ENL: E4-E8: MOS: 74B/C/Z 25B/D/Y

7 **Permanent Change of Station (PCS) is not authorized for this position.**

FOR THE ADJUTANT GENERAL:

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KAI A. SCHJANG
LTC, GS
Human Resources Officer

Here's what your resume or application must contain

(in addition to specific information requested in the job vacancy announcement)

JOB INFORMATION

Announcement number, and title and grade(s) of the job for which you are applying.

PERSONAL INFORMATION

Full name, mailing address (with ZIP Codes) and day and evening phone numbers (with area code)

Social Security Number

Country of citizenship (Most Federal jobs required United States citizenship.)

Reinstatement eligibility (If requested, attached SF 50 proof of your career or career-conditional status.)

Highest Federal civilian grade held (Also give job, series, and dates held)

EDUCATION

High school:

Name, city, and State (ZIP Code if known)

Date of diploma or GED

Colleges and universities:

Name, city, and State (ZIP Code if known)

Majors

Type and year of any degrees received

(If no degree, show total credits and indicate whether semester or quarter hours.

Send a copy of your college transcript only if the job vacancy announcement requests it.

WORK EXPERIENCE

Give the following information for your **paid and non-paid work experience related to the job** for which you are applying:
(Do not send job descriptions)

Job title (include series and grade if Federal job)

Duties and accomplishments

Employer's name and address

Supervisor's name and phone number

Starting and ending dates (month and year)

Hours per week

Salary

Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

Job related training courses (title and year).

Job related skills, for example, other languages, computer software/hardware tools, machinery, typing speed.

Job related certificates and licenses.
(current only)

Job related honors, awards, special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards.
(Give dates but do not send documents unless requested.)

Verification of non-flagging action from unit.

Selective Service verification form.