



Chief Radio Electronics Technician

INFORMATION ASSURANCE TECHNICIAN (IAT)

MERIT PROMOTION OPPORTUNITY ANNOUNCEMENT

Announcement #	21-211-01MP		
Title, Series, Grade, (Code):	Chief Radio Electronics Technician (IAT), WM-9995-11, (211)		
Base Salary:	\$72,125 Per Annum		
Opening Date:	October 19, 2020	Closing Date:	November 2, 2020
Location:	Military Sealift Command (MSC) Vessels Worldwide		
Who May Apply:	Open to all permanent qualified Military Sealift Command (MSC) Civil Service Mariner (CIVMARS) employees. Applicants, who previously applied under 20-211-01MP, must reapply, if they wish to be considered for this position.		
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> <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.</p> <p>Able to obtain and maintain a Top Secret Security Clearance.</p> <p>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</p>		

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).

Initiate and track all trouble calls to GSD and periodically review Trouble Call log with Service Desk for accuracy.

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.

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>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 possess current and valid:</p> <ol style="list-style-type: none"> 1. United States Coast Guard (USCG) Merchant Mariner's Credential (MMC) endorsed as: Ordinary Seaman, Wiper and Steward Department (FH). 2. Must have three (3) years cumulative experience sailing MSC Vessels as a permanent First Radio Electronics Technician Information Assurance Technician (RET1 (IAT)). 3. 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. <p>OR</p> <ol style="list-style-type: none"> 4. U.S. Navy or other Military Branch (E6 or above) trained experienced as an ISM, Computer Network / System Supervisor or equivalent. Civilian equivalent working in a Computer Environment, as a Systems or Networking supervisor. <p>AND</p> <ol style="list-style-type: none"> 5. Current Security Plus Certificate or higher within last 3 years of announcement from an accredited test facility. <p>Note: Security Plus Certification not required with Merit Promotion package or External application. However, Promotion and/or employment are contingent upon receipt of current Security Plus Certification. Any Security Plus certification from 2010 or earlier will not be accepted. 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 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 applicants are being considered.</p> <ol style="list-style-type: none"> 1. Thorough and detailed knowledge of the ships onboard Computer Network functions, capabilities/limitations and security protocols as it relates to the duties and responsibilities of the LAN Administrator Supervisor. 2. Detailed knowledge of DOD, DON, Fleet Forces and Command manuals/instructions that govern policy and procedures in the operations of the Afloat Network. 3. Detailed knowledge and abilities in analyzing, performing and training LAN Admin personnel in reviewing Information Assurance Vulnerability Alerts (IAVA), Network patching/scanning and Risk management requirements. 4. Demonstrated knowledge and abilities in the reviewing, revising and/or development of the shipboards Network disaster recovery plan and command instructions. 5. Demonstrated ability in assuming the duties and responsibilities in the management of the shipboard CMS LE COMSEC account in the event of shipboard emergency. <p>To earn the highest rating possible, you are encouraged to submit detailed information of the knowledge, skills, and abilities listed above. Related MSC, military, and/or commercial experience, etc., will also be part of the rating process.</p>
<p>Conditions of Employment:</p>	<ul style="list-style-type: none"> • All MSC Civil Service Marine positions are subject to random drug urinalysis testing and require participation in vaccine immunization program. In order to be permanently promoted for this position, the selectee must: <ul style="list-style-type: none"> • Meet the medical, dental and mental requirements, • Successfully complete the training requirements, • Be clear of any adverse or disciplinary action, • Be able to obtain and maintain the appropriate security clearances, • Be ready, willing, and able to physically perform

	<p>the duty of this position worldwide at all times,</p> <ul style="list-style-type: none"> • Be ready, willing, and able to, work in shipboard environmental conditions, and wear protective equipment worldwide at all times, and • Have overall "Good" or above evaluation ratings.
How to Apply:	<p>ALL documents MUST be postmarked by the cut off or closing date of this announcement (Eastern Standard Time). MSC is not responsible for obtaining documents to include in your package.</p> <p>1. Application packages will not contain national security classified information. Inclusion of classified information is a security violation and WILL disqualify an application from consideration and appropriate administrative or disciplinary action, up to and including removal, WILL be taken. Depending on the severity of the security violation, it may be considered a violation of U.S. criminal law under United States Code Title 18 or Title 50, and appropriate action taken. Should there be a desire to include information that was cited in a Bravo Zulu message regarding performance, the applicant can cite the message DTG and include pertinent UNCLASSIFIED comments in their resume or elsewhere in the application. No change from previous guidance.</p> <p>2. In order to preclude any Privacy Act, HIPAA or other like violations, applications shall not include date of birth, full Social Security Number, references to religion, national origin, sex, race, etc., photographs, CD's, news clippings or medical information/records. With regard to news clippings, articles, or the like - if these documents contain information, experience or accomplishments that are in direct relation to the position that the applicant is applying for, he/she may reference them with a summarized explanatory note. Where and how to do that is left to the applicant's discretion. No change from previous guidance.</p> <p>3. Application packages are to be one-sided and shall not exceed 35 pages (evaluations are excluded from this page limitation). Application packages shall not be stapled, taped, spiral bound, or placed in three ring binders. A paper clip, binder clip, or folder is recommended. Standard business format and font, to the extent practicable (i.e. Courier New, 12 pitch), is recommended. Application packages that exceed the page limitation WILL NOT be considered. No change from previous guidance.</p> <p>4. As noted above, application packages SHALL NOT exceed 35 one-sided pages. The following documents are required and are to be packaged in the following order:</p>

a. Completed MSC Promotion Application.

b. Resume. All resumes must show sufficient experience and/or education, knowledge, skills, and abilities to perform the duties of the specific position for which applicants are being considered in order to receive maximum credit. Resumes shall include the following information:

(1) Full name.

(2) Highest CIVMAR permanent position held and inclusive dates.

(3) Relevant work experience within the last 5 years including paid and non paid public or private sector work experience related to the job for which applying.

(4) Colleges or universities name, city, and state (with zip code), major(s), type and year of any degree received (if no degree, show total credits earned and indicate whether semester or quarter hour).

c. Summary of ship assignments including position held and dates assigned for at least the last five (5) years. However, if this information is already contained in the resume it is not necessary to duplicate it.

d. Job related training courses (list courses with title and date completed only). Do not submit copies of course completion certificates.

e. Job related honors, awards, and special accomplishments; for example, Military, Government, or recognized professional organizations related to the maritime field and performance awards (give date, type, and short synopsis of accomplishment but do not send documents).

f. Last five (5) years of evaluations signed by supervisory chain-of-command this can include MAP Evaluations. Note that MAP evaluations submitted will be used to validate the HRMS database and will be extracted from the "package" once the MAP HRMS data is identified. Evaluations do not count against the 35 page limitation.

5. Except as otherwise stated in the advisory and the specific POA to which the applicant is responding, the overall score will be reduced if the applicant fails to submit required information according to the instructions contained in the advisory or POA.

	<p>6. Failure to submit required information to show that you meet the minimum qualifications as outlined in the POA will result in the applicant being found ineligible.</p> <p>7. All applications and supporting documents will become the property of MSC and will not be returned to the applicant once submitted. Applicants are encouraged to make copies prior to submission.</p> <p>8. Any questions may be directed to the MSC Employment Division via email at MSCPOAInbox@navy.mil. Inquiry responses will be provided within 2 business days.</p>
<p>How To Contact Us:</p>	<p>Completed application packages will be accepted via Regular mail, FedEx, Email, Fax, and hand-delivered.</p> <ul style="list-style-type: none"> • Mail completed packages to: Military Sealift Command Attn: Marine Employment Division N121 Bldg SP-64, 471 East C Street Norfolk, VA 23511-2419 • Fax completed packages to the MSC Marine Employment Division at (757) 443-2936. • Email packages to: MSCPOAInbox@navy.mil (Subject line of email should contain the announcement number and position title.) • Hand Deliver completed packages to the MSC Marine Employment Division, Bldg SP-312, 581 A Street, Norfolk, VA 23511
<p>NOTE:</p>	<p>FAILURE TO PROVIDE THE 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>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, other personal condition unrelated to the applicant's basic ability to perform satisfactory. Please visit http://www.msc.navy.mil/civmar/eo.htm for more information. The agency provides reasonable accommodation to applicants with disabilities, where appropriate. Determinations of whether an accommodation is appropriate shall be made by the agency as soon as practicable, after the initial application process and shall be made with regard to all applicable statutes and</p>

regulations. If assistance is required to complete the application process, interested applicants should send an email to **MSCPOAInbox@navy.mil** and/or refer to the "How to Apply" section of this announcement.



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