

Security Specialist

Department of Air Force
Joint Warfare Analysis Center

Open & Closing Dates

11/04/2021 to 12/3/2021

Service

Competitive

Pay Scale & Grade

DO-II

Salary

\$86,072 to \$135,155 per year

Appointment Type

Permanent

Work Schedule

Full-Time

Location

1 vacancy in the following location:

Joint Warfare Analysis Center

Dahlgren, VA

Relocation Expenses

Relocation expenses or relocation incentives as described in 5 USC 5753 may be authorized in accordance with applicable travel regulations.

Telework

Situational, as determined by JWAC policy and supervisor

This job is open to

The public – U.S. citizens

Announcement Number

JWAC-22-JX-007

Duties

Summary

This is a public notice flyer to notify interested applicants of anticipated vacancies. Applications will not be accepted through this flyer. Interested applicants must follow the directions in the "How to Apply" section of this flyer to be considered. There may or may not be actual vacancies filled from this flyer. Notice of Result letters will not be sent to applicants who respond to this flyer.

Responsibilities

- Provides comprehensive personnel, physical, information, and operational security support safeguarding classified information
- Responsible for security management and assist the STO Chief with the

administration of STO, Common Access Billets (CAB), Special Access Programs (SAP), Sensitive Compartmented Information (SCI), Alternate Compensatory Control Measures (ACCM) and other pertinent security issues. Coordinate with the JWAC Government SAP Security Office and USSTRATCOM SAP Security Manager, as required.

- Execute security policies and requirements for the STO program including, but not limited to: The development and implementation of security policies and procedures to identify and protect sensitive technologies and operations. The implementation, oversight, and centralized control of the Joint Warfare Analysis Center STO Facility and command and control systems.
- Serves as the JWAC OPSEC Manager responsible for the development and implementation of the JWAC OPSEC Instruction including annual reviews. Develops and provides OSPEC training to command personnel.
- Performs work in the development/implementation of policies, procedures and training for identifying and protecting info, personnel, facilities, operations or materials from unauthorized disclosure, misuse, theft, assault or loss
- Plans/carries out work based on established guidelines and supervisor's stated priorities/deadlines
- Analyzes/ resolves difficult but routine problems within assigned area of responsibility
- Determines if a system is providing adequate protection; assesses the adequacy of inventory and management control systems; monitors the manner in which sensitive material is handled/used; recommends appropriate corrective action; makes adjustments as needed
- Makes positive contributions to the overall team's responsibilities devising protection systems which provide maximum security with the least interference in the organization's mission
- Proficient in multiple security disciplines to include Information, Personnel, Physical, SAP, and Operational Security

Travel Required

Occasional travel – You may be expected to travel for this position.

Supervisory Status

No

Promotion Potential

N/A

Job Family (Series)

0080 – Security Specialist

Requirements

Conditions of Employment:

- Must be a U.S. Citizen.
- Incumbent must have or be capable of obtaining and retaining a Top Secret/SCI security clearance.

- This position has been designated by the Air Force as a Testing Designated Position (TDP) under the Air Force Civilian Drug Testing program. The incumbent is subject to random testing for drug use.
- Position is subject to polygraph testing.
- Must be determined suitable for federal employment.
- Must participate in the direct deposit pay program.
- New employees to the Air Force will be required to successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights and responsibilities, visit e-verify.gov.
- Males born after December 31, 1959 must be registered for Selective Service.
- Within the Department of Defense, 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.
- Individual must obtain Security Fundamentals Professionalization Certification (SFPC) within 3 years after selection
- As required by Executive Order 14043, federal employees are required to be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, remote work, etc.), subject to such exceptions as required by law. If selected, you will be required to be vaccinated against COVID-19 and submit documentation of proof of vaccination by November 22, 2021 or before appointment or onboarding with the agency, if after November 22. The agency will provide additional information regarding what information or documentation will be needed and how you can request of the agency a legally required exception from this requirement.

Qualifications

Only applicants who meet the area of consideration are eligible to apply for this job. In order to qualify for this position, you must meet the basic education and/or specialized experience requirements.

Specialized Experience is defined as work in the private or public sector performing duties in or related to the work of the position being filled. Examples of specialized experience include: 1) ability to communicate in written and oral form, AND 2) problem solving skills, AND 3) knowledge of office automation software to support office operations and produce a variety of documents, such as letters, reports, spreadsheets, databases, and graphs; ability to locate, assemble, and compose information for routine reports, inquiries, and nontechnical correspondence, AND 4) interpersonal skills or teamwork; time management or planning skills; or customer service

This definition of specialized experience is typical of work performed at the DO-II/GS-12/13 broadband position in the federal service.

Other Desired Qualifications (The following will be used to help rate and rank eligible candidates.):

Additional qualification information can be found from the following Office of Personnel Management web site: <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=List-by-Occupational-Series>

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., professional, philanthropic, religious, spiritual, community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment.

Education

- Not Applicable

While unofficial transcripts are acceptable for initial application, an official transcript will ultimately be required if you are selected for the position. You may submit a copy of your degree(s) if specific coursework does not have to be verified.

Background Checks & Security Clearance

- Incumbent must have or be capable of obtaining and retaining a Top Secret/SCI security clearance.
- This position has been designated by the Air Force as a Testing Designated Position (TDP) under the Air Force Civilian Drug Testing program. The incumbent is subject to random testing for drug use.
- Position is subject to polygraph testing.

How You Will be Evaluated & Documentation Required

In order to qualify for this position, your resume must provide sufficient experience and/or education, knowledge, skills, and abilities to perform the duties of the specific position for which you are being considered.

Your resume is the key means we have for evaluating your skills, knowledge, and abilities as they relate to this position. Therefore, we encourage you to be clear and specific when describing your experience. You should list any relevant performance appraisals and incentive awards in your resume as that information may be taken into consideration during the selection process. If selected, you may be required to provide supporting documentation. Your resume must show relevant experience, job title, duties and accomplishments. Your resume must show complete information for each job entry to support minimum qualifications. The following information should be provided in your resume, but it is acceptable to provide elsewhere in your application package: employer's name, starting and end dates (Month/Year), hours per week, and pay plan, series and grade level (e.g. GS-0201-09) for relevant federal experience.

Are you claiming membership in any professional organizations, or possession of a license, certificate or credentials? Check the Conditions of Employment section above to see if any are required. If you claim membership, license, certification, or credentials, you must submit a copy of said document in your application package.

As vacancies occur, the Human Resources Office will review your resume to ensure you meet the hiring eligibility and qualification requirements listed in this flyer. You will be rated based on the information provided in your resume, along with your supporting documentation.

If selected, you may be required to provide additional supporting documentation.

If after reviewing your resume and supporting documentation, a determination is made that you inflated your qualifications and/or experience, you may be found ineligible/not qualified.

Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.

All eligibility, qualification requirements, or other requirements must be met by the closing date of this announcement to be considered for any vacancies.

Are you an active duty service member? Active Duty Service Members are required to submit a statement of service printed on command letterhead and signed by the command. The statement of service must provide the branch of service, rate/rank, all dates of service, the expected date of discharge and anticipated character of service (Honorable, General, etc.).

Documents submitted as part of the application package, to include supplemental documents, may be shared beyond the Human Resources Office. Some supplemental documents contain personal information such as SSN and DOB and some documents such as military orders and marriage certificates may contain personal information for someone other than you. You may sanitize these documents to remove said personal information before you submit your application. You must provide an un-sanitized version of the documents if you are selected.

Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. [Learn more about federal benefits.](#)

How to Apply

Interested employees are required to submit (1) a resume not to exceed 4 pages and (2) a written response not to exceed 2 pages addressing how you meet the qualifications and competencies required and why you wish to be considered for the position, to JL1 Talent

Acquisition and Compensation Branch, stratcom.south-potomac.jwac.list.jwac-jobs@mail.mil by midnight of the closing date. Applications will be rated, and top candidates may be interviewed for selection.

Failure to submit a complete application package will result in an ineligible rating and loss of consideration.

Fair & Transparency

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Opportunity Employment Policy: The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](#)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about [disability employment and reasonable accommodations](#)

[\(https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/\)](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)

Other Information:

- This position is covered by the Department of Defense Priority Placement Program.
- Additional vacancies may be filled by this announcement.
- A tentative offer of employment will be rescinded if the selectee fails to meet the pre-employment requirements, including failure to report to any of the scheduled appointments.
- Relocation/recruitment bonus may or may not be authorized, if eligible.
- Relocation expenses (i.e., PCS) may or may not be authorized, if eligible.
- Vacancies filled from this announcement may be filled at any broadband level listed.
- If selected below the full performance level, you may be noncompetitively promoted to the next higher broadband level after meeting all regulatory requirements, and upon the recommendation of management. Promotion is neither implied nor guaranteed.

Legal & Regulatory Guidance

Financial suitability

[\(https://www.usajobs.gov//Help/working-in-government/fairand-transparent/financial-suitability/\)](https://www.usajobs.gov//Help/working-in-government/fairand-transparent/financial-suitability/)

Social security number request

[\(https://www.usajobs.gov//Help/working-in-government/fairand-transparent/social-security-number/\)](https://www.usajobs.gov//Help/working-in-government/fairand-transparent/social-security-number/)

Privacy Act

[\(https://www.usajobs.gov//Help/working-in-government/fairand-transparent/privacy-act/\)](https://www.usajobs.gov//Help/working-in-government/fairand-transparent/privacy-act/)

Signature & False statements

[\(https://www.usajobs.gov//Help/working-in-government/fairand-transparent/signature-false-statements/\)](https://www.usajobs.gov//Help/working-in-government/fairand-transparent/signature-false-statements/)

Selective Service

[\(https://www.usajobs.gov//Help/working-in-government/fairand-transparent/selective-service/\)](https://www.usajobs.gov//Help/working-in-government/fairand-transparent/selective-service/)