



# Ship Communications Officer

## INFORMATION ASSURANCE MANAGER (IAM)

### JOB OPPORTUNITY ANNOUNCEMENT

Announcement #	24-202-01EXOC		
Title, Series, Grade, (Code):	Ship Communications Officer (IAM) WM - 9908-28 (202)		
Base Salary:	\$98,725 Per annum		
Opening Date:	October 2, 2023	Closing Date:	Open Continuous 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.</p> <p>Relocation expenses are not authorized for this position.</p>		
Duties:	<p>The Ship Communications Officer (SCO) Information Assurance Manager (IAM) 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 SCO(IAM) is the head of the Communications Department and is responsible to the Master for all operational, administrative and maintenance functions of the Communications Department to include the ships Computer Network he/she will function as the ships Information Assurance Manager/Information Security Officer for all matters related to Cyber security.</p> <p>SCO(IAM) will keep the Master informed of all capabilities, limitations and conditions of assigned equipment in compliance with current policies and instructions; and initiate actions to correct all equipment deficiencies. SCO (IAM) is responsible for proper planning, managing, and executing of all Communications Department evolutions and Communications Department roles in ship-wide functions. SCO</p>		

(IAM) will manage the Command, Control, Communications, Computer (C4) systems.

The incumbent is responsible for the proper operation, maintenance and repair of electronic communications information systems and equipment aboard the ship. Responsible to provide appropriate safeguards of classified and sensitive keying material, cryptographic publications, messages, documents, equipment and related devices. Maintains close liaison with the Master and Operations Officer, staying abreast of the ship's current and future tasking. The SCO (IAM) must be cognizant of all communication annexes for current operations or missions assigned to the ship.

Maintains detailed knowledge of information found in Allied Communications Publications (ACP), Naval Warfare Publications (NWP), Naval Telecommunications Publications (NTP) and other associated communication publications.

Responsible for maintaining/operating the ships onboard Network, in the event of the loss of the CRET (IAT), until a replacement is received onboard. Responsible to the Master for ensuring all incoming and outgoing naval message traffic is processed accurately and in compliance with existing regulations.

Ensures personnel in the Communications Department are properly supervised, trained and instructed to efficiently and accurately process naval message traffic and operate equipment within the Communications Department area of responsibility (AOR).

Responsible for ensuring an aggressive Safety Program is established and maintained in the Communications Department in compliance with current policies and instructions. Coordinate with the Electrical Safety Officer (Chief Engineer) and establish a Tag-Out/Lock-out Program within the Communications Department and ensure compliance with applicable safety standards and procedures.

Responsible for all tests, inspections and routine maintenance of equipment within the Communications Departments AOR as required by policy, instruction, directive or competent authority

Responsible for the judicious and effective use of funding for spares, consumables, and repair parts. Maintains and manages both the Communications Department Watch Bill assignments for watch personnel. Along with the work

	<p>assignment for Cyber Security Network personnel (IAT's).</p> <p>This SCO (IAM) is designated as a Cyber-IT/Cybersecurity Workforce position in specialty area (System Security Analyst (461 - primary) and Information System Security Manager (722 - secondary) and as a condition of employment incumbents of the position are required to comply with the DON Cyber IT/CSWF Program requirements of SECNAV M-5239.2.</p> <p>Everything in this position description is considered essential functions of this position. 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"> <li>1. U.S. Passport with a minimum of seven (7) months remaining of expiration date.</li> <li>2. Transportation Workers Identification Card (TWIC) and/or Department of Defense (DOD) Common Access Card (CAC) ten (10) months remaining of expiration date.</li> <li>3. United States Coast Guard (USCG) Merchant Mariner's Credential (MMC), with a minimum of ten (10) months remaining of expiration.</li> <li>4. US Navy E7 or above (Cyber IT rating) with experience in shipboard Communications Center (i.e. Radio Central). Other branches of the Military/National Guard, experience working in shore base Communications/Cyber center or Operations Center (not a Combat Information Center (CIC)). Experience must be within the recent ten (10) years of announcement.</li> </ol> <p><b>OR</b></p> <ol style="list-style-type: none"> <li>5. Must have three (3) years cumulative experience sailing on MSC vessels as a permanent Ships Communications Officer (SCO), Chief Radio Electronics Technician (IAT) or temporary Ships Communications Officer (SCO). Experience must have been aboard at least two (2) ship class types, i.e. AO, AKE, EPF, etc.</li> </ol> <p><b>AND</b></p> <ol style="list-style-type: none"> <li>6. Current Security Plus Certificate from an accredited test facility issued within the last 3 years from the date of this announcement.</li> </ol> <p><b>Note: Security Plus Certification is not required with Merit Promotion package or External application. However,</b></p>

	<p>Promotion and/or employment are contingent upon receipt of current Security Plus Certification from an accredited test facility issued within last three (3) years from the date of the announcement.</p> <p><b>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.</b></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"> <li>1. Detailed knowledge of Shipboard communications and Network operations procedures to include Radio Communications operations, Network Management and Risk management protocols, Security Policies in both classified information and Physical security procedures, Training and Maintenance.</li> <li>2. Thorough knowledge of Vulnerability and Patch management related to Network Security. Instructs/Trains IAT personnel in analyzing and reviewing Information Assurance Vulnerability Alerts (IAVA) Patch Management and Security Scan procedures.</li> <li>3. Demonstrated ability in effectively managing the C4S assets, Network Requirements, Communication Systems, Resources and Personnel.</li> <li>4. Demonstrated ability in managing the onboard Command Local Element (LE) CMS Account as LE COMSEC Custodian and skilled in training the LE Custodian team of Alternate Custodians and User personnel.</li> <li>5. Ability to perform Risk Assessments on the onboard Network, and possesses the skill and knowledge in the Development of the Disaster Recovery plan for all Communications/Network Systems.</li> </ol> <p><b>Related MSC, military, and/or commercial experience, etc., will also be part of the rating process.</b></p>

Conditions of Employment:

1. To comply with the recent preliminary nationwide injunction on Executive Order 14043, Requiring Coronavirus Disease 2019 Vaccination for Federal Employees, the Department of the Navy is not taking any action to implement or enforce the COVID-19 vaccination requirement. New hires will need to provide their vaccination status as well as comply with workplace safety protocols related to masking, physical distancing, testing, travel, and quarantine.
2. CIVMAR positions are subject to drug urinalysis testing. As the laws for marijuana usage become legal for some states, it is still illegal at the Federal level and will have the same impact on suitability and security as it did before.
3. Able to obtain and maintain security clearance eligibility and assignment to a sensitive position.
4. 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.
5. 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.
6. Be ready, willing, and able to physically perform the duties of this position worldwide at all times.
7. Be ready, willing, and able to work in a shipboard environment and wear protective equipment worldwide at all times.
8. Entry-level positions require candidates to pass an English language competency test.
9. Participate in direct deposit/electronic funds transfer as the standard method of payroll payments.
10. Capable of speaking, understanding, reading and writing the English language.

**NOTE:**

	<p>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.</p> <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 <a href="http://www.sealiftcommand.com/start-the-process">www.sealiftcommand.com/start-the-process</a>.</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 <b>scan and upload .jpg or .pdf</b> files of the following documents:</p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. If you are a current or former federal government employee, a copy of your most recent Notice of Personnel Action (SF-50).</li> <li>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) <a href="http://www.opm.gov/forms/pdf_fill/SF15.pdf">www.opm.gov/forms/pdf_fill/SF15.pdf</a>. Additional information on veteran's preference is available at <a href="http://www.fedshirevets.gov/">http://www.fedshirevets.gov/</a>. You will also be required</li> </ol>

	<p>to provide a copy of the VA Rating Decisions upon accepting the tentative offer of employment.</p> <p>5. Last five (5) years of performance evaluations (if available) and training certificates applicable to the position you are applying for.</p> <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><b>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.</b></p> <p><b>You will not be able to submit an application unless you have uploaded the required documentation as indicated here.</b></p> <p><b>Applicants may be interviewed prior to being selected for employment.</b></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 <a href="http://www.sealiftcommand.com/start-the-process">www.sealiftcommand.com/start-the-process</a>. 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 <a href="mailto:civmar@sealiftcommand.com">civmar@sealiftcommand.com</a> 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><b>NOTE:</b></p>	<p><b>FAILURE TO PROVIDE REQUIRED INFORMATION REQUESTED FOR THIS POSITION WILL ADVERSELY AFFECT YOUR ELIGIBILITY.</b></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</p>

	<p>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 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 <a href="http://www.dtic.mil/whs/directives">http://www.dtic.mil/whs/directives</a>.)</p> <p>Annuitants are not eligible for recruitment and retention incentives.</p> <p><b>YOU MAY NOT BE HIRED IF YOU FAIL TO REPORT:</b></p> <ol style="list-style-type: none"> <li>1. Previous security clearance issues (intents to deny or the revocation of security clearances).</li> <li>2. Debts.</li> <li>3. Previous felony convictions where actual time was served in jail for more than one (1) year.</li> </ol> <p>Any questions relative to this issue should be directed to the CIVMAR Support Center at 866-562-7672.</p>
<p><b>MILITARY SEALIFT COMMAND IS AN EQUAL OPPORTUNITY EMPLOYER.</b></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 <a href="http://www.msc.navy.mil/civmar/eeo.htm">www.msc.navy.mil/civmar/eeo.htm</a> 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>

