



## Information Assurance Technician (IAT) “Contingent Upon Award”

**Job Title:** Information Assurance Technician (IAT)  
**Work Location:** San Antonio, TX  
**Position Classification:** Full Time  
**Background Investigation:** National Agency Check with Local Agency and Credit Checks (NACLC), Ability to obtain a SECRET DOD Security Clearance

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### Overview

Trident Technologies and Consulting - Global, LLC (T2C-Global) is a Woman Owned Small Business (WOSB) and Certified Woman Owned Florida Business Enterprise specializing in providing innovative global defense services and solutions.

### Responsibilities

The Information Assurance Technician (IAT) provides IT technical support for the NETC TRANET-U, the Navy and Marines Corps Intranet (NMCI), NTTC Lackland legacy computer equipment and Air Force computing environment as well as functions as one of the NTTC Lackland’s Information Assurance Officers (IAO) on both the Navy and Air Force systems. The Information Assurance Technician works closely with NTTC Lackland and CENSECFOR N6 staff in the accomplishment of the daily workload. The IAT interfaces with command staff, Air Force Communications Squadron personnel and student personnel to ensure IT training equipment is available and meets minimal DoD and DON standards for information security. Additionally, the IAT works closely with military, government civilians, and other contractors in support of the Navy and Marine Corps Internet (NMCI). The IAT will typically perform the following duties:

- Functions in an Information Assurance (IA) Workforce Technical capacity as an IAT Level I for NTTC Lackland legacy assets. In this role, the contractor will:
  - Recognize a potential security violation, take appropriate action to report the incident as required by regulation, and mitigate any adverse impact,
  - Apply instructions and pre-established guidelines to perform IA tasks within CE,
  - Provide end user IA support for all CE operating systems, peripherals, and applications,
  - Support, monitor, test, and troubleshoot hardware and software IA problems pertaining to their CE,
  - Apply CE specific IA program requirements to identify areas of weakness,
  - Apply appropriate CE access controls,
  - Install and operate the IT systems in a test configuration manner that does not alter the program code or compromise security safeguards,
  - Conduct tests of IA safeguards in accordance with established test plans and procedures,
  - Implement and monitor IA safeguards for CE system(s) in accordance with implementation plans and standard operating procedures,



- Apply established IA security procedures and safeguard and comply with responsibilities of assignment,
- Comply with system termination procedures and incident reporting requirements related to potential CE security incidents or actual breaches,
- Implement applicable patches including IA vulnerability alerts (IAVA), IA vulnerability bulletins (IAVB), and technical advisories (TA) for the CE operating system(s),
- Install, test, maintain, and upgrade CE operating systems software and hardware to comply with IA requirements,
- Understand and implement technical vulnerability corrections,
- Enter assets in a vulnerability management system,
- Apply system security laws and regulations relevant to the CE being supported,
- Implement DoD and DoD Component password policy,
- Implement specific IA security requirements and countermeasures,
- As necessary, provide documentation, drawings and completes tests, patching, updating and other activities for systems, hardware and software in order to achieve Authority to Operate (ATO) through the Risk Management Framework.
- Function as Assistant Activity Customer Technical Representative (ACTR) for Navy and Marine Corps Intranet. In this role, the contractor will:
  - Assist with Track “Move, Add, Change (MAC) Requests”,
  - Assist in the creation and deletion of NMCI accounts,
  - Assist with managing user-shared folders, groups, and email public folder permissions,
  - Inventory NMCI assets and maintain user location,
  - Assist users with general computer problems and coordinate with NMCI Help Desk and Base Operations personnel when additional assistance is required,
  - Order, inventory, and dispense computer and printer consumables,
  - Inform and train users on NMCI policy changes,
  - Assist with maintaining user and asset data in various NMCI management systems such as NET and eMarketplace.
  - Assist with user support services such as data migration,
  - Assist with local NMCI maintenance actions as NTTC Lackland is a NMCI remote site,
  - Other NMCI duties and functions are required.
- Function as Alternate NTTC Lackland Navy representative with the Air Force Communications Squadron dealing with Telephones and telephone systems (TCO), Air Force ground radio program and Air Force Unit Communications Requirements Manager (UCRM), as necessary, in:
  - Initiate and Tracks “Move, Add, Change (e-CRD) Requests”,
  - Initiate creation and deletion of Air Force accounts,
  - Inventory Air Force assets and maintain user location,
  - Assist with data migration of users changing workstations,
  - Assist users with general computer problems and coordinate with Air Force Help Desk and Base Operations personnel when additional assistance is required
  - Maintain records of Air Force radios as well as maintenance of said radios.
- Function as a Resource Management Representative. In this role, the contractor will:



- Coordinate the procurement, maintenance, management and disposition of various peripheral data equipment and communication devices,
- Manage telecommunication systems and equipment to include Land Mobile Radio (LMR) handhelds, mobiles and infrastructure,
- Coordinate Video Teleconferences (VTC) services to include installation, setup and maintenance.
- Assists with other duties assigned to NTTC Lackland N6. In this role, the contractor will:
  - Assist with the maintenance of the Command's NETC hosted public web site.
  - Provide basic technical support for Command's My Navy Portal (MNP).
  - Assist with the naval messaging system to include the distribution and sending of naval messages.
  - Provide technical support with PAO functions including pictures and videos
  - Interface with base support of cable television and wireless internet within Navy barracks.
- Serve in the capacity of an IT functional representative to direct IT issue to the appropriate source. Provide system updates and information as appropriate to each end user. Coordinate maintenance of current equipment and future projects.
  - Provide end user technical support and troubleshooting with network equipment to include NMCI, TRANET, and Legacy workstations, digital scanners, and printers.
  - Initiate and track documents for access (SAAR-N and IAA Annual training)
  - Submit requests to create, move, or delete accounts as necessary.
  - Manage IT inventory for NTTC Lackland and coordinate moves or changes to existing and future equipment with CENSECFOR Headquarters (N6).
- Demonstrates skills in hazard recognition, mishap investigation, familiarization with applicable instructions, and all safety controls of NTTC Lackland courses to properly evaluate the safety posture of the course(s) and associated training platforms, devices, and equipment.

## Qualifications

Required:

- **Must possess a favorable adjudication of a National Agency Check with Local Agency and Credit Checks (NACLC) Background Investigation, Ability to obtain a Favorable Tier 3 Background Investigation (SECRET DOD Security Clearance).**
- Associate's degree from an accredited institution and two (2) years' experience in an information technology and security management capacity or, a minimum of four (4) years in an information technology and security management capacity
- Possess a valid driver's license
- Maintain Information Assurance Workforce (IAWF) certification
- Possess experience in a Computing Environment (CE),
- Possess CompTIA Security+ CE or have attained an Associate's Degree in an approved subject area,
- Be capable of applying a basic knowledge of IA concepts, practices, and procedures within the CE,
- Within six months of this PWS, the IAT Level I candidates must obtain and maintain the following certifications or qualifications:
  - Computing Environment Certification



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- Acquire CE certification or qualification as described by DoD 8750.01M and SECNAV 5239.2M
- Currently Microsoft Windows Server 2012 R2
- Meet the Continuous Education or Sustainment Training requirements as appropriate for the aforementioned certifications, currently 40 hours per fiscal year.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee must be capable of performing all training evolutions to include all tactical and dynamic maneuvers per the testing plan; including the ability to effectively complete weapons qualifications in the standing, kneeling and prone positions; ascend or descend ladders and go through narrow passageways; be free of any abnormal fear of heights and be able to acclimate to extreme local environmental conditions (e.g., high heat, humidity). These conditions and standards must be met at time of employment, and that these fitness standards are to be sustained throughout the life of the contract. The employee may be required to move ten pounds and could occasionally lift or move up to thirty-five pounds.

**Disclaimer:** The listed duties are not intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional position specific duties.

### **Special Conditions**

- If offered employment, you will be required to submit to a background investigation.
- Employees performing sensitive requirements must be able to pass a drug test as a condition of employment and submit to random drug testing throughout the contract performance period as per FAR 252.223-7004, Drug Free Workforce. If your position requires drug testing to successfully meet contractual obligations, this will be a condition of employment

### **Equal Opportunity Employment Statement**

T2C-Global is a Veteran friendly employer and provides equal employment opportunity (EEO) to all employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability status, genetic information, marital status, ancestry, protected veteran status, or any other characteristic protected by applicable federal, state, and local laws. Equal Opportunity for VEVRAA Protected Veterans. T2C-Global will not discriminate against employees and job applicants who inquire about, discuss or disclose compensation information.

### **T2C-Global POINT OF CONTACT**

If interested in applying for the above listed position, please contact us at; [recruit@t2cglobal.com](mailto:recruit@t2cglobal.com)