



**MILITARY  
SEALIFT  
COMMAND**

# Local Area Network Administrator - Upgrade Program (LANUP)

Take Command of Your Career

## MERIT PROMOTION OPPORTUNITY ANNOUNCEMENT

Announcement#	<b>26-205-01MPOC (LANUP)</b>		
Title, Series, Grade, (Code):	First Radio Electronics Technician (IAT) (213), WM-9995-11 Chief Radio Electronics Technician (IAT) (211), WM-9995-10		
Base Salary:	RET1(IAT) (213): \$77,230 Per annum CRET(IAT) (211): \$84,151 Per annum		
Opening Date:	May 1, 2026	Closing Date:	Open Continuously with Periodic Cutoffs
Location:	Military Sealift Command (MSC) Vessels Worldwide		
Who May Apply:	Due to critical shortages in this rating, applications will receive immediate consideration upon receipt. Selections will be made until critical shortages no longer exist. Open to all permanent qualified Military Sealift Command (MSC) Civil Service Mariner (CIVMARS) employees. Applicants, who previously applied for either position must reapply if they wish to be considered for this advancement program.		
Program Purpose:	<p>To provide technically proficient and versatile Local Area Network (LAN) Administrators to Military Sealift Command (MSC) government owned/government operated ships.</p> <p>CIVMARs in this program will be paid at their permanent rate and assigned as augments while participating in the program. The average time for completion of this program is not expected to exceed 24 months.</p> <p>Upon successful completion of all program requirements, CIVMAR will be eligible for consideration for permanent promotion to IAT. Selections can be initiated based on the availability of actual IAT positions at the time. Selection will also be contingent on successful completion of an administrative review for advancement to IAT (medical, security, discipline, etc.) a review of supervisory evaluations, and input regarding performance and readiness for permanent promotion to IAT.</p> <p>Selectees must successfully pass each training class in order to progress to the next training class or step. Selectees must also maintain overall</p>		

	<p>"Excellent" (or 3.0) or better performance evaluations along with favorable comments regarding their suitability to continue in the program. Failure to do so will result in a performance review, which could result in removal from this program.</p> <p>Selectees will be required to sign a service agreement upon acceptance into the program. Failure to comply with the service agreement for any reason (security clearance, medical condition, disciplinary action, poor performance, refusal of assignment, etc.) may result in removal from the program. Should a selectee not complete this program as prescribed, candidates may reapply after one calendar year with a minimum of eight months aboard ship, while maintaining no less than overall Excellent (or 3.0 equivalent) evaluations.</p> <p>In order to ensure a supportive environment for all assignments, CIVMARs in this program may be assigned to either coast as needed. A minimum of twelve (12) months of sea service, three (3) four-month tours after training, is required while in the LANUP for each candidate. This requirement may be reduced to only eight (8) months of sea time, i.e. two (2) four (4) month tours, for the well qualified candidate as indicated in a performance evaluation, which establishes that the participant does not require additional training and a collaborative discussion with LAN-UP Coordinator. Prior sea time outside of the program will not be included in this determination.</p>
<p>Duties:</p>	<p>The <b>First Radio Electronics Technician (IAT)</b> 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 RET1 (IAT) serves as the ship's assistant Information Technology (IT) System Administrator</p>

under the Chief Radio Electronics Technician  
Information Assurance Technician (CRET IAT).

Assignments: T-AKE, T-AOE, T-EPF, T-AO (205)

**SPECIFICATIONS**

- Assist the lead System Administrator, CRET (IAT)/SCO(IAM), in providing expert technical advice and guidance on critical digital communications issues to ensure the integrity and integration of functional Command, Control, Communications and Computers (C4) to support the mission of the command.
- Assist in the installation and maintenance of network infrastructure, device operating system software, solving integration and operational system issues, and monitor network capacity and performance.
- Reference and utilize the DOW, Cyber Command, U.S. Fleet Forces Doctrine, Manuals and Operational instructions that govern the policy, procedures and operational requirement of the afloat Networks. Ensure retention of all manuals and instructions in the department's watch-to-watch inventory or as part of the command's Cyber Security library.
- Transfer information utilizing secure and non-secure shipboard networks as required in operations performed within a strike group or independent deployment.
- Comply with COMSEC policy and procedures for the handling and safeguarding of material.
- Function as part of the onboard COMSEC Local Element team, if required.
- Maintain the Military Sealift Command (MSC) shipboard Computing Environment (CE). Duties encompass performing and/or assisting in vulnerability scans, system backups, computer virus scans and implementation of security measures when tasked by the DOW or MSC.

- Maintain the ship's baseline system security according to organizational policies. Assist in the diagnoses of system failures, isolate sources of problems stemming from equipment, system software, and applications on systems. Provides input in drafting information systems security documentation (e.g., disaster recovery plans).
- Assist or perform in the application of patches released for Information Assurance Vulnerability Management (IAVM) and all other remediation required as mandated by MSC. Report on the IAVM compliance or discrepancies to System Administrator.
- Assist or initiate the execution of disaster recovery and continuity of operation drills and the revision of associated Command instructions and procedures.
- Maintain files and records of computer equipment allocated to the ship by location and shipboard personnel assigned responsibility. Review Standard Operating Procedures (SOPs) for completeness and functionality.
- Interact with technical support personnel in the absence of the CRET IAT, briefing Ship's Communications Officer IAM, CRET IAT and/or Commanding Officer at appropriate times.
- Provide shipboard personnel with customer assistance and/or training in response to their CE requirements.
- Perform work that requires knowledge of the Electrical Safety Program and safety requirements and observe all safety rules taking appropriate precautions to ensure personal safety and safety of co-workers.
- Perform all duties as assigned during shipboard emergency drills.
- Maintain asset management/inventory of information technology (IT) resources, incident tracking and solution database. Track all trouble calls to the shore-based service desk. In addition, make

necessary corrections to the trouble call log during service desk review sessions.

- Assist SCO (IAM) and/or CRET (IAT) in the training of assigned personnel.
- Perform other duties outside of the positions assigned as required by the SCO IAM based on the operational nature of those duties (e.g., working aloft).
- Demonstrated knowledge of shipboard Network Disaster Recovery Plan and Command Instructions.
- Knowledge and ability in utilizing network security protocols.
- Knowledgeable of the Electrical Safety Program and safety requirements.
- Knowledgeable of EEO laws, regulations and policies.
- Knowledge and ability in the proper handling of COMSEC material/equipment IAW COMSEC Policy and Procedures for Local Element (LE) users.
- Ensure continuing application and compliance with EEO laws, regulations and policies.
- Everything in this Position Description is considered an essential function of this position.
- Performs other duties as assigned.

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.

The Chief Radio Electronics Technician Information Assurance Technician (CRET IAT) reports directly to Ship's Communication Officer (SCO).

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 Systems (C4S) programs and services and to solve integration and interoperability issues.

Assignments: T-AKE, T-AOE, T-EPF, T-AO (205)

Able to obtain and maintain a Top-Secret Security Clearance.

Maintain the MSC Afloat Computing Environment, (CE) and perform vulnerability scans on information systems utilizing tools mandated by DOW and MSC, perform system backups, computer virus scans, and implement security measures when tasked by DOW and MSC. Duties also include 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, evaluating the potential Information Assurance (IA) security risk and taking 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 organization's CE.

May be tasked by the SCO or the ships Commanding Officer, to perform other duties of a Communications/Operational nature outside of the position assigned. Incumbent is required to attend the MSC Communications Security Management System (CMS) Course of Instruction and complete MSC EKMS PQS 301 and 302 and maintain his or her overall knowledge of CMS Policy and Procedures, both as a Local Element (LE) User and LE Alternate Manager.

Must possess Top-Secret clearance.

Required to ensure system accreditations remain current.

Ensure continuing application and compliance with EEO laws, regulations and policies.

	<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><b>Must possess current and valid:</b></p> <ol style="list-style-type: none"> <li>1. Possess an MMD and/or MMC, TWIC, official and non-official passports (or as specified in the announcement), and have completed the minimum required training as outlined below in paragraph (4a).</li> <li>2. Has sailed as a permanent and/or temporary Chief Radio Electronics Technician (CRET) and/or First Radio Electronics Technician, for a total of at least two years with MSC and show experience and/or education with documented work history in assisting the Ship's LAN Administrator or in performing LAN Administrator or in performing LAN Administrator troubleshooting, maintenance, and repairs prior.</li> <li>3. Received excellent or higher promotion evaluations as a CRET (W) or RET1 (W); no formal written disciplinary actions within the past three years; possess and maintain a security clearance and be medically fit for duty with no restrictions.</li> </ol> <p><b>AND</b></p> <ol style="list-style-type: none"> <li>4. Possess a high school diploma and/or have obtained the rank of at least E-5 in the military as a Cryptographic Technician (CTO, CTM, and CTN), Electronic Technician (ET), and/or Information Systems Technician (RM/IT) as a minimum. Higher education is preferred (AA, BA, MA), however the following NECs are also desirable, 738A, 739A, 741A, 742A, 745A, 746A, H08A, H09A, 2319, 2735, 9178, 9179, 9185, and Series 9301-9309.</li> </ol>
<p>Evaluation Criteria:</p>	<p><b>Applicants who meet the Minimum Eligibility Requirements described above will be further evaluated. Documented knowledge, skills, and abilities, education, training, and awards contained</b></p>

	<p><b>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.</b></p> <ol style="list-style-type: none"> <li>1. Knowledge of a range of computer networking systems and languages to include Microsoft Windows, Apple MAC OS, Google Chrome OS, LINUX, Android and /or similar computer networks.</li> <li>2. Knowledge of computer and/or network security systems, applications, procedures, and techniques.</li> <li>3. Knowledge of computing and network hardware and peripheral equipment.</li> <li>4. Possess the ability to install, configure, and maintain personal computers, networks, and related hardware and software.</li> <li>5. Possess the ability to identify and resolve computer system malfunctions and operational problems.</li> <li>6. Possess the ability to learn and support new systems and applications.</li> <li>7. Possess the ability to communicate technical information to Tech Support in order to assist with troubleshooting telephonically and via email to non-technical personnel.</li> </ol> <p>To earn the highest rating possible, you are encouraged to submit detailed information of the knowledge, skills, and abilities listed above. <b>Related MSC, military, and/or commercial experience, etc., will also be part of the rating process.</b></p>
<p>Conditions of Employment:</p>	<ul style="list-style-type: none"> <li>• All MSC Civil Service Marine positions are subject to random drug urinalysis testing and require participation in vaccine immunization program. As the laws for marijuana usage become legal for some states, it is still</li> </ul>

	<p>illegal at the Federal level and will have the same impact on suitability and security as it did before. In order to be permanently promoted for this position, the selectee must:</p> <ul style="list-style-type: none"> <li>• Meet the medical, dental and mental requirements.</li> <li>• You will be required as a condition of employment to obtain and maintain a U.S. Special Issuance Passport (also referred to as an official or maroon passport).</li> <li>• A CIVMAR who occupies this rating or position while sailing on MSC Government Owned, Government Operated (GOGO) vessels is required to use Fall Protection Arrest System (FPAS) safety equipment in order to carry out essential functions of their rating or position. Therefore, the incumbent is required to maintain a mass body weight of no more than 295 pounds,</li> <li>• Successfully complete the training requirements,</li> <li>• Be clear of any adverse or disciplinary action,</li> <li>• Be able to obtain and maintain the appropriate security clearances,</li> <li>• Be ready, willing, and able to physically perform the duty of this position worldwide at all times,</li> <li>• Be ready, willing, and able to, work in shipboard environmental conditions, and wear protective equipment worldwide at all times, and</li> <li>• Have overall "Good" or above evaluation ratings.</li> </ul>
<p>How to Apply:</p>	<p><b>ALL documents MUST be postmarked by the cut off or closing date of this announcement (Eastern Standard Time).</b> MSC is not responsible for obtaining documents to include in your package.</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.

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.

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.

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:

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

	<p>Evaluations. Note that MAP evaluations submitted will be used to validate the MyMSC database and will be extracted from the "package" once the MyMSC data is identified. Evaluations do not count against the 35 page limitation. Applicants are strongly encouraged to request/review their MAP history from the MAP repository prior to submitting their application. It can be not be stress strongly enough that the applicant should try to ensure that there are no missing MAP evaluations from their record. Request MAP Overview reports from the following address: <a href="mailto:MSC_HR_MAP_INBOX@us.navy.mil">MSC HR MAP INBOX@us.navy.mil</a>.</p> <p>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> <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 <a href="mailto:MSC_POAInbox@us.navy.mil">MSC POAInbox@us.navy.mil</a>. 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"> <li>• <b>Mail</b> completed packages to:  Military Sealift Command  Attn: Marine Employment Division N11B2  Bldg SP-64, 471 East C Street  Norfolk, VA 23511-2419</li> <li>• <b>Fax</b> completed packages to the MSC Marine Employment Division at <b>(757) 443-3094</b>.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Email</b> packages to: <a href="mailto:MSC_POAInbox@us.navy.mil">MSC_POAInbox@us.navy.mil</a> (Subject line of email should contain the announcement number and position title.)</li> <li>• <b>Hand Deliver</b> completed packages to the MSC Marine Employment Division, Bldg SP-312, 581 A Street, Norfolk, VA 23511</li> </ul>
<p><b>NOTE:</b></p>	<p><b>FAILURE TO PROVIDE THE REQUIRED INFORMATION REQUESTED FOR THIS POSITION WILL ADVERSELY AFFECT YOUR ELIGIBILITY.</b> 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><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, ethnicity, other personal condition unrelated to the applicant's basic ability to perform satisfactory. Please visit <a href="http://civmar.sealiftcommand.com/eo">http://civmar.sealiftcommand.com/eo</a> 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 regulations. If assistance is required to complete the application process, interested applicants should send an email to <a href="mailto:MSC_POAInbox@us.navy.mil">MSC_POAInbox@us.navy.mil</a> and/or refer to the "How to Apply" section of this announcement.</p>

