

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成 15 年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

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INFORMATION ASSISTANT (Information Security) 1-5

TASK LIST

Security (1-5):

Serves as the action coordinator for all information systems security matters for NAVFAC Far East. Works with the NAVFAC Far East Information Assurance Manager (IAM) to implement the core NAVFAC information systems security program. The goal of the security program is the formal accreditation of all information system [information technology] resources within the Naval Facilities Engineering Command (NAVFAC) Far East area of responsibility. The program defines how information systems security will be managed and executed. Ensures computer equipment, operating systems, software copyrights, information and related user actions are processed and conducted in compliance with all regulatory requirements. Will develop an understanding and be able to apply information security procedures such as access control, application development security, business continuity and disaster recovery planning, cryptography, information security governance and risk management, legal, regulations, investigations and compliance, operations security, physical (environmental) security, security architecture and design, telecommunications and network security. Ensures effective risk management by following formal security procedures testing the established security procedures and making corrections as needed. Interprets and recommends regulatory controls and policies by becoming familiar and adhering to Information Assurance SECNAV and DoD Instructions and applying these requirements to all NAVFAC Far East personnel and Information Technology systems. Establishes and maintains liaison with NAVFAC personnel at other installations in exchanging information on automation security such as network account management and Information Assurance security training requirements. Conducts security inventory inspections of automated information systems. Gathers and tracks information regarding Information Assurance compliance, on servers and workstations, to develop information assurance reports and briefs using the Microsoft Office applications, MS Project and Visio. Also tracks and provides statistical information on Information Assurance security training.

- Works with the Information Assurance Manager to comply with Information Assurance Vulnerability Management and Computer Task Orders which involves interpreting and understanding the tasks and validating that proper procedures have been implemented to ensure compliance. Will work independently to validate actions have been taken and report to the IAM as necessary.
- Supports coordination of security processes for all Stand-alone/Kiosk computers in NAVFAC Far East AOR including the development of techniques and procedures for maintaining an acceptable security compliant condition.
- Supports users requiring NITC Citrix and ONE-Net (NCTS) account request processing by submitting and validating required personnel security information to those Commands.

- Validates and maintains SAAR-N forms and annual Information Assurance Awareness training records for the command as directed by SECNAV and DoD Instruction.
- Supports Industrial Controls Systems (ICS) certification and accreditation processes by developing an understanding of the ICS and validating those security procedures are in place and being followed.
- Serves as a Terminal Area Security Officer (TASO), leads the TASOs in NAVFAC Far East AOR and coordinates/solves IT security issues with NAVFAC Far East and NCTS IAM.
- Plans, coordinates and processes requests for IA web page maintenance. Collects updated information and processes it, uploading to the NAVFAC Portal web server. Works closely with NAVFAC Web Master to protect the web server content against computer viruses and hacker attacks.

Production Control (1-4):

Serves as a liaison with Industrial Control Systems (ICS) point of contact (POC), provides assistance in initiating data gathering and compiling data for certification and accreditation. Reviews and edits a variety of ICS information to ensure clarity and correctness of information. Performs research to provide related technical information as needed or upon request.

- Industrial Control Systems (ICS) support includes:
 - Translation for the MLC and Japanese contractors who maintain ICS on behalf of NAVFACFE.
 - Receiving IT related trouble calls for the Data Acquisition Servers (DAS) and workstations after IA updates have been applied to help determine what caused the problem and who fixes the errors.
 - Providing briefs, both written and verbal, to update MLC and Japanese contractors of new policies, procedures and/or guidance that must be followed.

Customer Support:

Processes Support Tracking System (STS) requests relating to Information Assurance, network accounts, remote access requests, employee check-in/check-out requirements and ICS problems as they relate in Information Assurance and network security. Sets up and configures the Stand-alone/Kiosk computers hardware. Installs and supports the unique software that is not on ONE-Net Approved Product List (APL) on the Kiosk computers. Supports coordination of security processes for all Stand-alone/Kiosk computers in NAVFAC Far East AOR including the development of techniques and procedures for maintaining an acceptable security compliant condition. Troubleshoots and supports the security software problems (ex. Guardian Edge).

Other Miscellaneous Duties:

Performs miscellaneous and/or incidental duties as assigned.