



## Information Systems Administrator / IT Specialist

### About the Marine Band

“The President’s Own” United States Marine Band is America’s oldest continuously active professional musical organization, whose mission is to provide music for the President of the United States and Commandant of the Marine Corps. Today’s Marine Band is composed of about 165 of the nation’s finest musicians and a full-time professional support staff consisting of communication strategists, recording engineers, stage managers, music arrangers, and librarians along with administrative, supply, information technology and operations professionals.

The position requires enlistment in the United States Marine Corps with a four-year initial commitment. However, those selected for “The President’s Own” are **exempt from recruit training**, are appointed to the rank of Staff Sergeant/pay grade E-6 **under a contract “for duty with the U.S. Marine Band only,”** and are permanently stationed at Marine Barracks Washington, D.C.

### Position Description

This position is part of a two-person team that provides systems administration and server operations to maintain and improve availability and performance of Marine Band IT systems and dependent environments. The selected candidate will assist with supporting the full Marine Band IT environment to include data storage/transport systems, backups, network systems, server support, modernization efforts, etc. Duties also include providing help desk/technical support to unit personnel, writing instructional content and procurement documentation, and collaborating with peers and supervisors by providing technical support and research for group projects.

### Position Responsibilities and Major Duties

- Maintain and support the unit’s local area networks, data storage systems/devices, physical and virtual environments
- Apply information security and information assurance policy, principles, and practices; ensure all systems are configured, maintained, and operated to meet United States Marine Corps standards
- Manage system and network performance, analyze, isolate, and resolve system and network problems
- Perform software and hardware installations, updates, upgrades, and configurations/reconfigurations
- Participate in and support basic vulnerability assessment and mitigation
- Participate in the development, testing, and implementation of disaster recovery procedures for all automated information systems
- Develop expertise and prepare instructions to train users on new technologies
- Perform help desk related duties, customer service, local support, and troubleshooting
- Research and make recommendations in all areas of automation needs; assist in identifying potential improvements in the way Information Technology (IT) is applied to key business processes
- Assist in the development of requirements and specifications for IT systems that meet business needs
- Assist with IT asset procurement and asset management
- Provide technical leadership on group projects
- Perform other duties as assigned

## Position Qualifications

Experience, education and/or specialized training sufficient to demonstrate knowledge and skillsets including:

- A bachelor's degree from an accredited college or university in Computer Information Systems, Information Technology, or equivalent is preferred; however, candidates with commensurate experience or alternate education (such as a certificate program) will also be considered
- CompTIA Security+ certification required (must be able to obtain Security+ CE within 6 months of hire if not already certified); certification must be maintained for the duration of employment
- Experience with analyzing information technology systems to maintain systems administration related to computer hardware, software, and network interface to ensure performance and availability
- Attention to detail, customer service, oral communication, and problem solving
- Curiosity and enthusiasm for continual learning, along with a demonstrated aptitude, are invaluable in this position

Highly Preferred: In addition to the above, a highly preferred candidate will have:

- Certifications such as CompTIA A+, Network+, Server 2012 or equivalent knowledge levels
- Database administration experience; active directory/LDAP; some experience with programming languages such as Python, HTML, Bash, etc.
- The ability to communicate effectively both orally and in writing is critical. Must have excellent interpersonal skills and be able to effectively communicate with technical support staff and non-technical users. Must be able to maintain complete and highly accurate records and files
- Excellent organizational skills, the ability to respond to requests on short notice, and the ability to manage multiple tasks and stringent deadlines are essential

Tasks that are more specific to this position, such as United States Marine Corps policy issues, procedures, and documentation, can be learned during on-the-job training. Continuing formal education may also be available through opportunities such as Tuition Assistance, the Post-9/11 GI Bill, and commercially offered short form focused courses. Candidates are expected to have varying degrees of experience in the listed categories; a strong baseline skillset in computer management, security principles, and basic network administration will provide a solid foundation for further skill development as needed.

## Salary and Benefits

See <https://www.marineband.marines.mil/Career-Info/> for more information

- \$83,220 – \$91,644 annually (United States Marine Corps rank of Staff Sergeant)
- 30 days paid vacation annually
- Medical and Dental care, plus medical care for immediate family members
- Post Exchange and Commissary privileges
- Educational benefits such as the G.I. Bill and tuition assistance

## Enlistment Qualifications

Those selected for “The President’s Own” are exempt from recruit training. Current regulations authorize enlistment between ages 17 and 28. Age waivers are often granted, however, the maximum age for which waivers may be granted to those with no prior military service is 34. Applicants must also pass the Armed Services Vocational Aptitude Battery (ASVAB) and a complete physical examination, which includes complying with established height/weight standards both at the time of enlistment and throughout one’s Marine Corps career.

Successful completion of an extensive background investigation is mandatory in order to obtain a Secret Security Clearance. This clearance is a requirement for the assignment of the Military Occupational Specialty (MOS) 5511 - Member, U.S. Marine Band. Due to the length and scope of the security clearance process, it is initiated following the member’s enlistment onto active duty. Failure to obtain and maintain this security clearance may result in administrative separation from the U.S. Marine Corps. To learn more, please visit <https://www.marineband.marines.mil/Career-Info/>

## **Application Process**

Interested applicants should submit the following items no later than March 13, 2026:

- 1) A cover letter and résumé listing education, past experience, and current employment, as well as three professional references with phone numbers and email addresses.
- 2) A completed Assessment Questionnaire, which can be found at <https://www.marineband.marines.mil/Career-Info/>
- 3) Completed Assessment Questionnaire, which can be found at <https://forms.osi.apps.mil/r/DxXgr6Ama5>

The cover letter, résumé, references, and application fact sheet should be sent electronically as PDFs to [marineband.sysadmin@usmc.mil](mailto:marineband.sysadmin@usmc.mil) AND [usmb.isa+submissions@gmail.com](mailto:usmb.isa+submissions@gmail.com). The Assessment Questionnaire will be processed automatically; there is no need to download/send a copy.

Qualified applicants will be contacted after the requested materials have been received. The first round of interviews for selected candidates will be conducted by phone. Those applicants who advance will be invited to visit Marine Barracks Annex in Washington, D.C. for a full day in-person interview that will take place in early 2026. Applicants are responsible for their own travel expenses. For further information, please contact:

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United States Marine Band  
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Telephone: (202) 433-3766  
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[www.facebook.com/marineband](https://www.facebook.com/marineband)  
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[www.youtube.com/usmarineband](https://www.youtube.com/usmarineband)  
[www.instagram.com/usmarineband](https://www.instagram.com/usmarineband)



**UNITED STATES MARINE BAND  
AND CHAMBER ORCHESTRA**  
LIEUTENANT COLONEL RYAN NOWLIN, DIRECTOR

Marine Barracks Washington  
8th & I Streets, SE  
Washington, DC 20390-5000

Operations: (202) 433-5714  
Communication: (202) 433-5809  
Fax: (202) 433-4752

[www.marineband.marines.mil](http://www.marineband.marines.mil)

## CAREER INFORMATION

### AUDITIONS

Auditions for “The President’s Own” occur only in anticipation of projected vacancies and are announced through the organizational website, social media, newsletter, and by direct email to college band directors and instrumental music instructors. All auditions take place behind a screen to ensure anonymity in John Philip Sousa Band Hall at Marine Barracks Annex in Washington, D.C., and are conducted much like those of major symphony orchestras. There is no preliminary taped round.

Interested applicants should email a current résumé to [marineband.operations@usmc.mil](mailto:marineband.operations@usmc.mil). Applicants must travel to Washington at their own expense.

### MUSICAL REQUIREMENTS

No specific level of education is required, but most members hold college degrees, and many hold advanced degrees. The playing ability and expertise required are equivalent to those of any major professional musical organization.

The broad range of commitments by “The President’s Own” requires musical versatility from all band members. Typical commitments include band concerts, ceremonial events, chamber orchestra, educational outreach, small ensemble performances, touring, and recording sessions.

### QUALIFICATIONS

Successful completion of an extensive background investigation is mandatory in order to obtain a Secret Security Clearance. This clearance is a requirement for the assignment of the Military Occupational Specialty (MOS) 5511—Member, United States Marine Band. Due to the length and scope of the security clearance process, it is initiated following the member’s enlistment onto active duty. Failure to obtain and maintain this security clearance will result in administrative separation from the U.S. Marine Corps. Current regulations authorize enlistment between ages 17 and 28. Age waivers are

normally granted; however, the maximum age for which waivers may be granted to those with no prior military service is 34. In order to successfully enlist in the United States Marine Corps, applicants must also be a U.S. citizen or a permanent resident of the United States.

Applicants must pass the Armed Services Vocational Aptitude Battery (ASVAB) and a complete physical examination, which includes complying with established height/weight standards both at the time of enlistment and throughout one’s Marine Corps career (see height/weight chart on the following page).

The playing part of the audition assesses only the individual’s musical qualifications. To be offered a position in “The President’s Own,” one must also be physically qualified and capable of being granted the required security clearance. Selection as a finalist is not a determination that one is musically qualified for the position. Finalists are those the committee wishes to hear again in order to make a more complete assessment of their abilities.

Finalists are interviewed at the time of the audition in an effort to identify any potential problems that could affect the individual’s ability to be enlisted for duty with “The President’s Own,” either related to health or the security clearance. The Privacy Act notice included as part of the Applicant Fact Sheet explains that information requested in the selection process and personal interview will provide a basis on which to evaluate the applicant’s suitability to hold a position with “The President’s Own,” and will not be used for any other purpose. While disclosure of this information is voluntary, failure to do so could result in the inability of the staff to evaluate the applicant’s suitability for a position in “The President’s Own” and could preclude further participation in the audition process. Likewise, disclosure of information during the interview that is determined to be disqualifying in nature could result in the applicant’s immediate dismissal from the remainder of the audition process.

The criteria for duty with “The President’s Own” are very stringent and are established by those outside agencies responsible for granting physical qualification and security clearances. “The President’s Own” must comply with the criteria and guidance provided by these outside agencies in order to assess applicants. While each applicant is different, and each will be evaluated on a case-by-case basis, the following are some issues that could affect the individual’s ability to be found fully qualified for enlistment with “The President’s Own”:

**Physical Qualifications:** Disqualifying conditions may include, but are not limited to, failure to meet height/weight standards at time of enlistment; serious vision and auditory problems; hypertension; diabetes; heart defects; seizure; inflammatory bowel syndrome; loss of an eye or kidney; cancer within five years; allergy immunotherapy during the past two years; and physical limitations due to injury or congenital conditions. Laser eye surgery is a potential disqualifier for enlistment. Applicants who have had laser eye surgery should contact CWO3 Sara Sheffield, Deputy Director for Administration and Production, at (202) 433-3993 or sara.sheffield@usmc.mil prior to the audition. When doing so, have a copy of your contact lens/eyeglass prescription from before surgery available.

**Clearance Qualifications:** Disqualifying conditions may include but are not limited to: arrest and/or conviction of a felony; frequent involvement with authorities even as a juvenile; DWI/DUI; having been a patient in an institution primarily devoted to the treatment of mental, emotional, or psychological disorders; pattern of financial irresponsibility (bankruptcy, debt or credit problems, defaulting on a student loan); membership in any organization that advocates the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States; having petitioned to be declared a conscientious objector to war; moving violations with fines over \$300; illegal drug use (to include any use of cocaine, heroin, LSD, and PCP); and the illegal purchase, possession, or sale of any such narcotics. **Note:** Applicants with questions about their specific cases should contact CWO3 Sara Sheffield, Deputy Director for Administration and Production, at (202) 433-3993 or sara.sheffield@usmc.mil prior to the audition.

At the completion of the personal interview and health/security screening, if it is determined that health and/or background issues could affect an individual’s ability to be enlisted for duty with “The President’s Own,” such matters will be addressed with the respective agencies responsible for physical qualification or clearance matters. If these agencies confirm that an applicant is unequivocally disqualified for either physical or security clearance reasons, the Director reserves the right to eliminate the individual from further consideration.

Once found fully qualified and selected for a position with “The President’s Own,” applicants receive full medical and aptitude testing at the Military Entrance Processing Station (MEPS) nearest their current residence. This testing is coordinated by “The President’s Own” in cooperation with local Marine Corps recruiters.

### ABOUT THE ENLISTMENT

The enlistment process is completed at the applicant’s local MEPS. A standard four-year enlistment contract is signed “for duty with the U.S. Marine Band only.”

Marine Band musicians are permanently assigned and may not be transferred to any other unit or location. Upon enlistment, new members are appointed to the rank of Staff Sergeant (pay grade E-6) in the U.S. Marine Corps and receive all pay and benefits commensurate with that grade. They are also subject to the Uniform Code of Military Justice, the rules and articles of which govern the discipline of the U.S. Armed Forces.

Following enlistment, new members report directly to Washington, DC, with official travel and shipment of household goods conducted at government expense.

### RECRUIT TRAINING

Members of “The President’s Own” are not required to undergo recruit training. The mission of “The President’s Own” is “to provide music and perform such other functions as are directed by the President of the United States and the Commandant of the Marine Corps.” Unlike other Marine Corps musical units, “The President’s Own” has no secondary combat role, and its members are exempt from all such training. “The President’s Own” musicians report to

## Marine Corps Weight Standards

### Male Weight Standards:

Height (inches)	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78
Weight (pounds)															
Minimum	110	114	117	121	125	128	132	136	140	144	148	152	156	160	164
Maximum	160	165	170	175	180	186	191	197	202	208	214	220	225	231	237

### Female Weight Standards:

Height (inches)	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73
Weight (pounds)																
Minimum	91	94	97	100	104	107	110	114	117	121	125	128	132	136	140	144
Maximum	124	129	133	137	142	146	151	156	161	166	171	176	181	186	191	197

Washington fully trained to perform their primary duties in the accomplishment of the band's unique musical mission. Therefore, there is no requirement for "The President's Own" musicians to undergo recruit training. New members are instructed by the Assistant Drum Major in appropriate military and band-related subjects. This ongoing process of instruction gives each musician essential knowledge about his or her role in the U.S. Marine Corps.

### PAY/ALLOWANCES

Military pay is divided into two categories: basic pay (which is taxable) and other allowances (housing, subsistence) which are not taxable. Federal, state, and social security taxes are deducted only from the income's taxable portion. In addition, all members of the armed forces are allowed to claim legal residence in their home state if they so desire. This may also affect their state tax status (see chart below for detailed information regarding pay and benefits).

### OTHER PAY INFORMATION

Members of the armed services receive pay increases after the second year of service. These increases continue at the third and fourth year and then are given every two years after that time up to year 26. In addition, requests for military pay raises are presented to Congress each year.

The Basic Allowance for Housing (BAH) is determined by rank. The BAH is recomputed periodically to ensure that it conforms with actual housing costs. The Washington area has

one of the highest BAH rates in the nation.

### RETIREMENT BENEFITS

Members of "The President's Own," like all other active duty service members, are covered under the military's Blended Retirement System. Armed services members qualify for retirement at the completion of 20 years of active service at 40 percent of their base pay, with an additional 2 percent each year thereafter. This pension benefit requires no contribution from the individual.

The Blended Retirement System also includes participation in the Thrift Savings Plan (TSP). The TSP is a defined contribution plan that allows members to save for retirement in a tax-deferred, government sponsored retirement plan. The member will be eligible for 1% automatic and up to 4% employer matching contributions to their individual account from their basic pay. The plan consists of five different investment funds that offer diversification over a broad range of bond and equity markets. The TSP is governed by the Federal Retirement Thrift Investment Board. Enrollment opportunities are available to all military personnel. The program is very similar to a civilian 401k or 403b style plan but at a lower administrative cost.

### NON-MONETARY BENEFITS

As active duty members of the military, "The President's Own" musicians receive all medical and dental care, x-rays, tests, and prescriptions without charge. Dependents are also authorized

## Monthly Pay and Allowances for a Staff Sergeant (Pay Grade E-6)

Effective Jan. 1, 2026

Members of the U.S. Armed Forces are paid on the 1st and 15th of each month. Of the total pay and allowances due, **only the basic pay is taxable.** *Monthly deductions on this chart are estimated based upon average deductions of current members.* These amounts fluctuate based upon specific state of residence, marital, and dependent status. In addition, members are paid per diem while traveling on government business and are entitled to an annual clothing allowance used to defray the costs of uniform purchase and maintenance.

#### Glossary:

**BAH** (Basic Allowance for Housing) — a sum determined by housing costs in the geographic region in which the members are stationed; this helps defray rent or mortgage costs.

**BAS** (Basic Allowance for Subsistence) — the sum allocated to defray the cost of meals. (Both BAH and BAS are non-taxable income).

**SGLI** (Servicemember's Group Life Insurance) — a monthly deduction entitling the member to be insured for \$500,000. Spousal coverage is also available.

**DENTAL** — there is no cost for a member without dependents; members with one dependent pay \$11.65 monthly, more than one dependent costs \$30.28 monthly.

**USN/MC RETIREMENT HOME** — a mandatory deduction for all Sailors and Marines

Pay and Allowances:	Without Dependents	With Dependents
Basic Pay	\$3,401.10	\$3,401.10
BAH	3,057.00	3,759.00
BAS	476.95	476.95
Total Monthly Gross	6,935.05	7,637.05
Total Annual Gross	83,220.60	91,644.60

#### Monthly Deductions (estimated):

Social Security	210.87	210.87
SGLI \$500,000	30.00	30.00
TSGLI	1.00	1.00
Dental	0.00	11.65
Medicare	49.32	49.32
USN/MC Ret. Home	.50	.50
Total Monthly Deductions	291.68	303.33

Monthly Net Pay (Pre-Tax):	\$6,643.37	\$7,333.72
Annual Net Pay (Pre-Tax):	\$79,720.39	\$88,004.59

Note: *Net pay* refers to the amount taken home; *gross pay* reflects income prior to deductions.

to receive free medical care at selected military facilities. A contributory plan allows dependent dental care to be covered at a modest cost. Members who retire after 20 years of service also retain medical benefits through Tricare.

The musicians of “The President’s Own” receive full exchange and commissary privileges for themselves and their dependents. Members who retire after 20 years of service also retain full exchange and commissary privileges.

The Washington, DC, area has a wealth of government and military facilities that are available to active duty members and their families. These include swimming pools, tennis and racquetball courts, gymnasiums, and golf courses. Marine Corps Community Service offers rental of camping and athletic equipment, etc. at little or no cost. In addition, there are ample opportunities for recreational, cultural, educational, and historical pursuits throughout the Washington, DC, metropolitan area.

### **LEAVE (VACATION) TIME**

Marines receive 30 days paid leave each year plus some federal holidays when not on duty. Special liberty may also be granted by the Director. All requests for leave are approved or disapproved based on the band’s schedule. “The President’s Own” has no “blanket leave” periods during which the entire band is on leave at the same time. To accomplish its mission, it is necessary for the Marine Band to remain operational 365 days a year.

### **EDUCATIONAL ASSISTANCE**

When funds are available, Marine Corps tuition assistance pays up to 100 percent of tuition, instructional fees, laboratory fees, computer fees, and mandatory course enrollment fees combined, not to exceed \$250 per semester hour equivalent and \$4,500 per individual per fiscal year. Tuition assistance funds are authorized for vocational-technical, undergraduate, graduate, undergraduate developmental, independent study, and distance learning programs. Courses must be offered by institutions accredited by agencies recognized by the United States Department of Education.

In addition to tuition assistance, the Veteran’s Administration offers educational assistance to all active duty service members in the form of the GI Bill. Two different GI Bill programs exist: the Montgomery GI Bill and the Post 9/11 GI Bill. These programs offer a range of benefits including the opportunity to transfer educational benefits to spouses and children. Some programs require a contribution from the service member. Information regarding the GI Bill and other educational benefits is available from the Veteran’s Administration. There are a number of colleges and universities in the Washington area, including Georgetown University, George Mason University, George Washington University, Catholic University, the University of Maryland, and the Peabody Conservatory of Music.

## **HOUSING**

Military housing is limited in the Washington area and should not be anticipated. The majority of members live in the Washington metropolitan area, including areas of Maryland and Virginia. BAH is not paid if a member obtains military housing.

### **“THE PRESIDENT’S OWN” HISTORY**

“The President’s Own” has been part of the events that have shaped our national heritage for more than two centuries. Its omnipresent role in events of national importance has made it part of the fabric of American life. Established by an Act of Congress in 1798, the Marine Band is America’s oldest continuously active professional musical organization. Its mission is unique—to provide music for the President of the United States and the Commandant of the Marine Corps.

It is believed that the band performed for the inaugural of Thomas Jefferson in 1801, and research suggests it has performed for every Presidential inaugural since that time. In Jefferson, the band found its most visionary advocate. An accomplished musician himself, Jefferson recognized the unique relationship between the band and the Chief Executive and he is credited with giving the Marine Band its title, “The President’s Own.”

Whether performing for South Lawn arrival ceremonies, State Dinners, or receptions, Marine Band musicians appear at the White House more than 300 times each year. These performances range from a solo harpist or chamber orchestra to a dance band or full concert band, making versatility an important requirement for band members. Additionally, the band participates in more than 500 public and official performances annually, including concerts and ceremonies throughout the Washington, DC, metropolitan area. Each fall, the band travels through a region of the United States during its concert tour, a century-old tradition started by John Philip Sousa, the band’s legendary seventeenth director.

The Marine Band’s integral role in the national culture and in the government’s official life has affirmed the importance of the arts as a bridge between people. Since 1798, “The President’s Own” has remained the only musical organization whose mission is to provide music for the President of the United States and the Commandant of the Marine Corps. The Marine Band continues to celebrate its rich history and tradition while also breaking new ground in the organization’s third century of bringing music to the White House and to the American people.