

Security Specialist - Contractor Program Security Officer Specialist (2018-11)

Job Description:

Provide expertise for recommending and implementing SCI and SAP security controls supporting research and development of cyber related systems and activities to project officers, action officers, project personnel, and senior leadership. Support development and execution of projects by applying security insights to assist with program management activities for DoD acquisition programs and prototype development efforts. Research and recommend to the long and short-range security strategies and tactics for new or established programs.

Customer tasking includes assisting customer personnel with classification determination decisions on SOWs, briefings, white papers, intelligence assessments, technical documents, personnel security documents and the safeguarding of classified material. Documents may include Security Classification Guides (SCGs), Standard Operation Procedures (SOPs), Program Protection Plans (PPPs), Security Guides, Transportation Plans, accreditation packages and Authority To Operate (ATO) submissions.

Perform OPSEC analysis and provide other OPSEC support, to include identification of critical program information (CPI), collecting and analyzing threat data, developing, and coordinating program OPSEC plans.

Provide as needed assistance and guidance to the Hegarty Research CPSO, CSSO, FSO, ISO, and ISSM for development and review of DD-254s, PAR submittals, Billet Requests, Insider Threat Program participation, Fixed Facility Checklists, RMF packages, inspection preparations, and Co-Utilization Agreements.

Prefer experience working with various military commands, intelligence centers, laboratories, and major prime defense contractors. Prefer experience with DoD JCIDS process and documentation. Prefer experience in preparing flag and congressional level briefing materials.

Experience:

Required - Minimum four years of experience in a Government or Contractor security organization supporting classified contracts or similar role; preferably within a professional services environment.

Requires a strong background in security compliance and experience to assist the customer in implementing the appropriate guidance from security policies to develop project's security programs working with PSMs, PSOs, and SSOs. Experience with the NISPOM, DoD 5205.07, DoD 5200.01, and JSIG Rev 4. Must possess and have successfully demonstrated technical security competence, excellent oral and written communication skills, problem solving skills, analytical skills, and the interpersonal skills necessary to determine and implement the proper and effective security policy and procedures for the protection of classified information for Collateral, SAP, or SCI efforts.

Preferred - Four years of experience as a Government SSO or Contractor SSO supporting advanced R&D projects.

Education:

Required - Bachelor 's degree from an accredited college/university.

Preferred - Bachelor 's degree from an accredited college/university in a security related field (IT security, etc.)

Knowledge/Skills and Abilities:

Required

Proficient knowledge of DoD NISPOM, Joint Personnel Adjudication System (JPAS), the Questionnaire for Investigative Processing (eQIP), and DoD Physical and Information security directives and instructions.

Proficient in Microsoft Office Suite applications including Word, Excel, PowerPoint, and Outlook; with advanced SharePoint, Microsoft Excel functions and data mining tools.

Possess excellent verbal and written communication and organization skills.

Possess a team-oriented personality. Strong process mapping and documentation skills.

High level of self-motivation; able to carry out tasks without continuous supervision.

Training and Certifications:

Required - None

Preferred - Auditor (GSNA). DAU IT Level 2.

Security:

TS/SCI Clearance or In-Scope Eligibility Required

Ability to pass CI Poly and/or Full Scope Poly

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