Activity Security Manager III (Ft Meade, MD)

Status: Full-Time
Clearance: Active Top-Secret Clearance with SCI eligibility, willingness to submit to Counterintelligence polygraph, and eligibility for access to Special Access Program Information.
Education Required: Bachelor's degree or equivalent experience (4 years)
Certification Required: N/A

About this Job

Position primary function is to provide multi-disciplined security support to a customer's facility and organization. The position will provide "day-to-day" support for Collateral, Sensitive Compartmented Information (SCI) and Special Access Program (SAP) activities. The position will provide task coverage for all security functions/programs within the organization. This position also serves as Technical Security SME support to security program, provides validation site visits and augment IG for inspection of Agency unit's and organizations performing SAP missions

Responsibilities

(may be modified with concurrence of the Contracting Officer and contractor Program Manager)

- Classification reviews of inbound and outbound correspondence
- Assist in the maintenance of a document accountability database and associated correspondence
- Processing inbound and outbound classified mail and receipt records
- Perform destruction of classified materials
- Process magnetic media for accountability
- Reproduction support for classified materials
- Maintain various daily logs for a variety of administrative functions associated with document control
- Assist in the processing of inbound data and outbound data transfer files
- Transfer electronic data files to internal customers
- Maintain an extensive customer database point of contact listing
- Assist with researching, processing, filing, and maintaining inbound and outbound visit notices
- Escort facility visitors and maintains associated logs
- Assist in the preparation of facility access control badges
- Conduct entry and exit inspections
- Assist in the maintenance of facility access control entry systems, to include visitor control
- Perform data entry to the Personnel Access Security System database and maintain all customer sponsored billets and quota information
- Assist in maintaining personnel security files for all personnel of the supported element
- Follow and enforce the customer's Standard Operating Procedures
- Manage the security awareness and education programs; conduct and document training
- Manage the organizations OPSEC program; develops OPSEC Plans and identifies CPIs

- Manage the organizations Physical and Technical Security program; utilizes ICD 705 in development and management of secure facilities associated with the SCI and SAP
- Manage the industrial Security Program; reviews and processes DD-254s
- Provides validation site visits and augment IG for inspection unit's performing SAP missions
- Manage physical security program for multiple government and contractor SCI and SAP facilities in geographically separated locations.
- Properly evaluate government and industrial facility plans for physical security accreditation.
- Prepare and review facility accreditation packages (e.g., Concept Validation, Fixed Facility Checklist (FFC), TEMPEST approval, Co-use Agreements (CUAs), Memorandum of Agreement (MOAs) and Memorandum of Understanding (MOUs).
- Prepare correspondence for submission to higher authority that identifies all discrepancies in submitted plans or approve and accredit the facility. All correspondence will be prepared IAW the applicable security classification guide and in the government-supplied format.
- Develop physical security operating procedures, inspection checklists, and required by DoD, SCI and AF SAP physical security and TEMPEST requirements.
- Draft Technical Security Countermeasures requests.
- Represent the Government in the conduct of security reviews and staff assistance visits at government and industry locations applying regulatory directives to ensure the location being reviewed is in compliance.
- Provide input to the Government's final report.
- Perform miscellaneous administrative support functions as directed by the contractor site lead and/or the Senior Security Representative
- Review, track, and monitor security clearance processing activities with appropriate government personnel to achieve appropriate clearance actions
- Participate in Air Force SAP security compliance inspections of government organizations and industry
- Implement Top Secret Control for accountable material and associated correspondence
- Prepare and/or process inbound and outbound classified mail, faxes, courier packages and receipts
- Prepare, process, and/or review Program Access Request (PARs) for accuracy and access eligibility
- Execute Special Access Program Nomination Process Questionnaires
- Conduct Defense Central Index of Investigations (DCII), Joint Personnel Access System (JPAS), and SAPNP reviews of candidates being submitted for SAP access
- Perform data entry and record checks in the Joint Access Database Environment (JADE) and maintains all customer sponsored personnel access information current
- Perform indoctrinations
- Provide leadership, mentoring, and quality assurance for Team Members

Requirements

- Must be a US Citizen
- 5+ years' experience providing security support in SCI & SAP environments; to include recent experience within last 3 years
- Minimum 5 years' experience supporting a multi-level classified environment consisting of SCI and SAP activities
- Must complete the DoD SAPCO approved SAPNP training (if performing personnel security functions)
- Must be familiar with security policy/manuals and the appropriate DCIDs/JAFANs and other guiding policy documents.
- Must have the ability to work in a dynamic environment and effectively interact with numerous DOD, military/civilian personnel and industry partners
- Working knowledge of Microsoft Office (Word, PowerPoint, and Excel)
- Working knowledge of SIMS, JADE, JPAS
- Possess a high degree of originality, creativity, initiative requiring minimal supervision
- Willingness to travel within the organizational geographic Area of Responsibility (AOR) (note - could be extensive, and will include both air and ground transportation)