

Job Announcement
Facility Security Officer/Industrial Security Manager
Cyber Innovation Center

This position is for a **Facility Security Officer (FSO)/Industrial Security Manager at the Cyber Innovation Center (CIC) in Bossier City, LA** and is responsible to the CIC Senior Management Official for managing all aspects of the National Industrial Security Program (NISP) and its operating manual (NISPOM), and routine aspects of Department of Defense (DoD) personnel, physical, and industrial security programs to ensure compliance with government and company security policies and procedures.

Job Description

Follows the NISPOM, all applicable Intelligence Community Directives, and other DoD regulations, to apply and manage an in-depth information security program that includes the protection of multiple levels of classification up to sensitive compartmented information (SCI). Primary responsibilities are to:

- Administer the CIC personnel security program by initiation and completion of SF86/Agency nomination packages, personnel clearance reinvestigation processing, use of fingerprinting system/software and Secure Web Fingerprint Transmission (SWFT), preparation of visit authorization letters, use of the Joint Personnel Adjudication System (JPAS) and the Defense Information Security System, and coordination with customer security representatives to process security clearance requirements.
- Maintain applicable security documentation and files in accordance with the Defense Counterintelligence and Security Agency (DCSA) and the Office of the Director of National Intelligence.
- Update and maintain Facility Clearance records within the National Industrial Security System (NISS).
- Create, provide, and document all new employee security briefings, exit interviews, annual refresher training, and debriefing, investigate and report security violations and incidents to the appropriate Cognizant Security Office.
- Develop and maintain an effective “Inventory Management System” for management of classified systems, media and documents and prepare classified transmittal's in accordance with NISPOM guidelines and requirements.
- Advise personnel of their reporting requirements, both personal/administrative and compliance/incident-related reports.
- Interpret government policies for the development and implementation of security plans and procedures and recommend corrective actions for violations.
- Maintain a working relationship with DCSA and other Federal Agencies and each contract’s security office for processing and maintaining employee clearances or suitability determinations.
- Create and update security plans, procedures, and instructions.
- Participate in the development and execution of security education programs.
- Manage daily security activities and enforce government and company security policies.

- Perform access control responsibilities including creating and managing badges and access cards as required.
- Maintain security oversight for DCSA Closed Areas and DoD sensitive compartmented information facilities.
- Conduct required self-inspections.
- Interface with program management to address security items specific to each program.
- Provide support and assistance to other CIC and subcontractor personnel at multiple locations.

Required Skills:

- Current SCI-DCID 6/4 Top Secret Clearance. US Citizenship required.
- Five years of experience in security field.
- Facility Security Officer certification (must be completed within one year if selected).
- Practical knowledge of and experience with JPAS, e-QIP, NISS, and SWFT.
- Previous industrial security experience and an in-depth knowledge of the NISPOM.
- Experience with personnel security, document and visitor control.
- Experience in the contractor community in security management.
- Communicate effectively (written and oral) with all levels of staff and outside personnel.
- Self-starter able to take initiative within a fast paced, agile environment.
- Proficient with Microsoft applications: Excel, Word, PowerPoint.
- Well organized and confident to work independently but be a strong team player.
- Ability to effectively manage ambiguity and multi-task on a variety of initiatives.

Desired Skills:

- Three years of experience as Assistant FSO or FSO.
- Participation in the Security Professional Education Development certification program.
- Completed FSO training for Possessing Facilities in Center for Development of Security Excellence.
- COMSEC training.

Required Education:

Associate degree minimum; bachelor's degree preferred.

Work Requirements:

Hours: 8 a.m. to 5 p.m., Mon-Fri (typical). Due to the nature of the business and depending on specific event schedules, the employee will be required to vary typical work hours. Occasional weekend work could be required. Occasional travel may be required.

Compensation:

Salary: Commensurate with ability and experience. Excellent employee benefits package.