

Job Announcement
Alternate Facility Security Officer
Cyber Innovation Center

This position is for an **Alternate Facility Security Officer (AFSO)** at the **Cyber Innovation Center (CIC) in Bossier City, LA** and is responsible to the CIC FSO and Senior Management Official for managing all aspects of the National Industrial Security Program (NISP) and its operating manual (NISPOM) to include 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 Department of Defense (DoD) regulations, to apply and manage an in-depth security program that includes the protection of multiple levels of classification up to sensitive compartmented information (SCI).

Primary responsibilities:

- Administer the CIC personnel security program by initiation and submission of SF86 packages, Continuous Vetting processing, use of fingerprinting services and Secure Web Fingerprint Transmission (SWFT), preparation of visit authorization requests/letters, and use of the Defense Information Security System (DISS) and National Background Investigation Services (NBIS).
- 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 debriefings.
- Investigate and report security incidents to the appropriate Cognizant Security Office and recommend corrective actions for violations.
- Maintain an effective inventory management system for management of classified systems, media, and documents and prepare classified transmittals in accordance with NISPOM guidelines and requirements.
- Advise personnel of their reporting requirements and appropriately process those reports.
- Interpret government policies for the development and implementation of security plans and procedures.
- Maintain a working relationship with DCSA and other Federal agencies and each contract's security office.
- 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 Open Storage Area 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 or eligible for SCI-DCID 6/4 Top Secret Clearance. US Citizenship required
- Two years of experience in industrial security or related field
- Facility Security Officer curriculum (must be completed within six months if selected)
- Practical knowledge of and experience with DISS, NBIS, eApp, NISS, and SWFT
- In-depth knowledge of the NISPOM
- Experience with personnel security, document, and visitor control
- 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, Outlook
- 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:

- Two years of Alternate FSO or FSO experience
- Completed FSO training for Possessing Facilities in Center for Development of Security Excellence

Required Education:

- Associate's 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 may 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.