

**Title:** Industrial Security Specialist

**Location:** Alexandria, VA

**Clearance:**Top Secret

**Responsibilities:**

* Participate in daily security activities and enforce government and company security policies to include compliance with those outlined in 32 CFR part 117 and DoD Manual (DoDM) 5105.21
* Support processing incoming and outgoing security clearance and access visit authorizations, classified meeting requirements, and company and client badging requirements
* Audit initial/recurring/annual security education training and special briefings
* Participate in the execution of the Security Education, Training, and Awareness (SETA) program
* Support personnel security actions and monitor security activities in DISS
* Establish and maintain positive working relationships with government agencies/sponsors, program staff, and other company personnel
* Assist in the generation/update of required security plans, procedures, and instructions
* Provide guidance on SCIF operations as required in areas of access control, classified visits, incident reporting, self-inspection, classified document control, records management, etc.
* Serve as the COMSEC account alternate
* Respond to and investigate security infractions and violations as required

**Requirements:**

* Associate’s degree required, Bachelor’s degree preferred, with 2+ years of related experience in industrial or personnel security supporting the DoD or IC
* Proficiency with these MS Word, PowerPoint, Excel, Outlook; working knowledge of MS Project, SharePoint, and Planner a plus
* Knowledge of Business Continuity Programs including planning, training, and exercises preferred
* Familiarization of SCIF operations and required security oversight desired
* Experience with security government databases such as DISS, NISS, and SCI nominations through DoD & IC client portals
* Must possess strong interpersonal skills and strong attention to detail to ensure security protocols are followed
* Must be able to work independently in a fast-paced environment, and multi-task on a variety of projects
* Completion of CDSE FSO Program Management for Possessing Facilities curriculum (or equivalent) required
* Professional Society Membership such as ISWG or NCMS a plus
* Active Top Secret clearance, with the ability to obtain SCI access based on the successful completion a CI polygraph