



I_0806 Program Security Officer, Senior

USA ALABAMA Huntsville

*Job Duties and Responsibilities

Provide all facets of program security management in support of SAP initiatives, to include personnel, physical, information, industrial, and SCI security. Provide SAP security administration and management to program elements. Conduct security oversight inspections. Ensure facility compliance with all policies and directives. Provide guidance and oversight to defense contractors. Develop security plans and procedures for safeguarding classified information. Present indoctrination, debrief, and refresher training for program briefed personnel regarding obligations to protect classified information. Ensure adequate secure storage and work spaces for customers, conduct annual inventory of accountable classified material. Maintain SAPF/SCIF. Attend program meetings as security representative. Provide security support at program working groups/conferences. Prepare CUAs, MOUs, and MOAs for resident non-MDA SAPs for review and approval, develop and maintain SAP documentation. Prepare and submit SOP, monitor security incidents. Maintain SOP facility and personnel folders. Maintain TSCO log book. Implement all applicable requirements to maintain Facility IDS. Coordinate tests, inspections, repairs of program facilities. Identify and requisition equipment and supply needs. Escort non-cleared personnel. Maintain all required facility paperwork and accreditations. Inspect and comment on build projects to ensure DoD, JAFAN and DCID requirements are being met. Ensure proper handling of classified materials. Account for all TS Material. Inventory and label all existing media within facility. Ensure proper marking of classified materials. Prepare documents for receiving packaging, shipping and secure transmissions. Prepare and brief couriers on responsibilities. Maintenance of DOD required office files, to include destruction program materials, secure fax operations, SAP courier duties. Perform Program Indoctrinations and debriefings. Review submitted PARs and SAPNP questionnaires. Verify program Access Rosters. Transmit accomplished PIAs and PARs. Document receipt/dispatch, assist in SCI pre-briefings, indoctrinations, and debriefs as required. Manage the Security Awareness and Education program, reviews inspection results to correlate training products and priorities. Control visitor ingress/egress, answer phones, escort visitors and interface with senior level government and corporate officials and their staffs. Verify visitor clearances. Coordinate conference room meetings. Brief visitors to security requirements of facility. Perform general clerical duties as required. Complete required training. Must be knowledgeable of OPSEC principals, policies, vulnerability assessments and countermeasure development. Periodic travel is required.

Position Requirements:

Capable of development and implementing a multi-disciplined security program for complex, major acquisition Special Access Programs (SAPs). Knowledgeable of OPSEC, personnel, industrial, physical, IT/IA, and information security principles. Has 3-10 years of experience as a Program Security Officer (PSO) with at least 3 cumulative years in acquisition SAPs. The last SAP-related position must be within the last nine months. Strong writing ability. BS/BA in related field or a combination of lower-level education, formal training and experience beyond the basic Journeyman baseline. **Security clearance: TS/SCI. APPLY www.mantech.com/careers** Contact John.Gaddy@ManTech.com