

## SCI SECURITY SPECIALIST II

**POSITION:** SCI Security Specialist II

**LOCATION:** Los Angeles, CA

We have been hired by an 8(a) acquisition and software/systems engineering firm that specializes in utilizing engineering principles and custom software technology to improve efficiencies, control cost and maintain schedule which empowers business, government and commercial organizations to perform at their highest capability. We are tasked to find an SCI Security Specialist II who reports to the local Special Security Officer (SSO).

The SCI Security Specialist's primary function is to serve as a senior security specialist under supervision of the local Special Security Office (SSO). In accordance with Department of Defense (DoD), Director of National Intelligence (DNI) and Air Force directives, regulations and instructions, the SCI Security Specialist II implements local policies and procedures to ensure the effective and efficient management for military, civilian and contractor personnel of SCI and collateral program functions including physical, personnel, information and industrial security. The position will provide "day-to-day" support for Collateral and Sensitive Compartmented Information (SCI) activities to provide multi-disciplined security support to a customer's facility and organization.

### **ROLES AND RESPONSIBILITIES:**

The SCI Security Specialist will:

- Formulate plans, policies, procedures and other documentation required to deal with the operation of SCI protection functions and activities IAW DoD 5105.21 Volumes 1-3, ICD 704/5, AFMAN 14- 304, AFI 16-1404/06 and AFI 31-501.
- Maintain and update the SCI Billet Structure (SCIBS) for the entire installation, and geographically separated Operating Locations. Process requests for changes to SCIBS, including analyzing requests to assure proper need-to-know justifications are enforced. Prepare SCIBS-related correspondence to appropriate agencies.
- Maintain and update Joint Personnel Adjudication System (JPAS) records for 1,000+ SCI indoctrinated personnel.
- Assist with Staff Assistance Visits and other local inspections as required. Prepares and presents reports with appropriate corrective actions delineated.
- Receive and respond to requests for SCI eligibility, recertification, and special purpose and interim SCI Accesses, insuring validity of the requests.
- Review and act upon authorities to indoctrinate SCI personnel, including personnel screening interviews and indoctrination briefings.
- Participate in the management of Security Information File (SIF) Program. Send and receive collateral and/or SCI visit requests; oversee and provide facility badge access. Responsible



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for ensuring all assigned personnel meet/maintain the appropriate security clearance requirements, in accordance with ICD 704 and AFI-31-501.

- Provide continuous training and guidance in all areas of SCI security; including but not limited to, local procedures, OPSEC, Communications Security (COMSEC), Security Awareness. Enforce foreign contact and travel requirements, entry procedures, escort procedures, document control procedures, and classification review/guidance requests. Coordinate with Foreign Disclosure Officer (FDO) on SCI access for Foreign Nationals as necessary for local mission requirements. Maintain liaison with local Security Forces and AF Office of Special Investigations, to ensure security procedures, policies, and training are properly coordinated, and available to SCI personnel.
- Respond to SCI incidents with SSO and ISSM in order to make a declaration. Coordinate with HHQ to notify and obtain security incident tracking number. Ensure Inquiry Official (IO) is nominated to the Senior Intelligence Office (SIO) for appointment and provide initial IO brief. Ensure incident report is completed, coordinated and submitted to HQ for closure.
- Provide training and guidance on handling, safeguarding, marking classified material. Verify and provide training for requests for SCI courier authorizations; issues those certifications.
- SMC Specialized Acquisitions & Operations Security Support Acts as an SCI courier. Coordinate industrial security procedures as necessary.
- Review performance work statement (PWS) for SCI contracts and ensure a properly executed DD Form 254. Maintain hard/soft copies of DD Form 254 along with personnel assigned to contract prior to indoctrination.
- The SCI Security Specialist shall also be responsible to assist the SSO in maintaining accreditation for SCI Facilities (SCIFs) and alarm systems in accordance with ICD 705.
- Develop and update personnel security responsibilities for Special Security Representatives (SSRs). Ensure SSRs are appropriately appointed, managed, and trained. Analyze and assess issues with SCI personnel security and proposes solutions that meet standards set by applicable regulations, directives and instructions. Assist in enforcing ICD 705 requirements.
- Serve as Alt ISSM assisting with the development and maintenance of a formal Information System (IS) security program. Assist ISSM with investigation of security incidents. Participate as a member of the configuration management board when the ISSM is not available. Maintains working knowledge of TEMPEST certification and assist the ISSM in TEMPEST activities. Assist the ISSM with implementation and enforcement of IS security policies. Conduct testing to evaluate the security posture of IS. Assist with development of IS certification and accreditation documentation.
- Coordinate with SCI Cybersecurity personnel to eliminate potential conflicts among local Personnel Security, Information Security and Cybersecurity policies and procedures.

#### **EDUCATION AND EXPERIENCE:**

- 7-10 years related experience with SCI Security
- BS or BA degree or equivalent additional experience (4 years).
- Must be familiar with security policy/manuals and the appropriate 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).
- Possess a high degree of originality, creativity, initiative requiring minimal supervision.



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- Willingness to travel within the organizational Area of Responsibility (AOR) (note - could be extensive, and will include both air and ground transportation)

**SECURITY CLEARANCE:** Current Top-Secret Clearance with SCI Eligibility. Willingness to submit to a Counterintelligence polygraph

Redeployment is defined as “the process of moving people to a different place or using them in a more effective way.” We are a recruiting and executive search firm that uses our size and unique background to provide a personalized hiring experience to startups as they raise money, expand their business, and grow their team. With a focus in the Government IT security space, our expertise is getting to know and understand company culture, ensuring the RIGHT prospects are connected to the RIGHT companies. Reach out today! [Thomas@Redeployment.us](mailto:Thomas@Redeployment.us)