



## Facility Security Officer (FSO)

The Directed Energy Professional Society (DEPS) has an immediate need for an experienced Facility Security Officer, in Albuquerque, NM. Position may be part-time or full-time (25 – 40 hours per week.) The FSO will be responsible for processing and reviewing personnel security clearances, DD-254s, maintaining traditional security documentation, classified inventories, clearance/suitability rosters in accordance with government requirements. Experience with security requirements for classified conferences, short courses, and events is a plus.

This is a highly visible position within a fast-paced environment that demands a high degree of professionalism, sense of urgency, pro-active spirit, diplomacy, and flexibility. You will liaise with cross-functional internal DEPS teams to improve the membership experience. This position will require occasional travel (less than 25%).

Please contact [cynnamon@deps.org](mailto:cynnamon@deps.org) or [harry@deps.org](mailto:harry@deps.org) if you are interested in joining the DEPS team.

### **Specific Duties Include:**

- Manage and initiate personnel clearances and process visit access requests (VARs) within the Defense Information System for Security (DISS) or hard copy.
- Work directly with DEPS Office Manager and other Trusted Agents to process initial/modify/renew of Common Access Card (CAC) requests, and SCI Nominations.
- Provide initial and refresher security briefings/debriefings (SF-312, NATO, CNWDI, RD/FRD, COMSEC, etc.)
- Develop and Manage Prime and Sub-Contract DD-254s.
- Serve as lead participant in DCSA Security Vulnerability Assessments (SVA) and Continuous Monitoring (CM) engagements.
- Conduct periodic self-inspections of division security program in accordance with the NISPOM (32 CFR part 117) and company policies.
- Manage and Maintain facility and close room access control, including distributing ID badges and access cards.
- Develop, implement, and maintain security related policies, strategies, procedures, and objectives.
- Accurately track incoming/outgoing classified documents, media, and hardware.
- Coordinate classified exports to external media with ISSM/ISSO/DTA.
- Investigate and document security violations.

### **Required Qualifications:**

- US citizenship is required.

- Possession of a current / active final SECRET clearance.
- Bachelor's degree with a minimum of 5 years of related experience OR 10+ years of related experience in lieu of a degree. (Experience in lieu of degree can consist of any time spent as an FSO, AFSO, CPSO, Military Security Manager.)
- Must have Defense Counterintelligence and Security Agency (DCSA) FSO certification.
- Advance knowledge of using Defense Information System for Security (DISS), Electronic Questionnaires for Investigations Processing (e-QIP) experience.
- Working knowledge of the National Industrial Security Program (NISPOM) and Department of Defense regulations.
- Excellent oral and written communications skills.
- Strong MS Office Suite experience: Outlook, Word, Excel, and PowerPoint.
- Ability to maintain a high level of confidentiality and professionalism.
- Must work with a sense of urgency, integrity, and ethics.
- Must be flexible/adapt to changes in the work environment and maintain a professional demeanor.
- Assist Office Manager with day-to-day duties as assigned/needed.

**Desired Qualifications:**

- Experience with Access Commander, Portal Commander, NISS, SWFT, and other common government applications.
- Demonstrated experience supporting a Possessing facility environment and understanding of safeguarding requirements.
- Knowledge of Closed Area Standards and Intelligence Community Directive 705.
- Knowledge of the NIST SP 800-53, NIST SP 800-57 and the NIST SP 800-171.
- Knowledge of DoD Manuals 5200.01 volumes 1-4, 5205.07, ICD 705.
- 7+ years direct security experience.