

FACILITY SECURITY OFFICER (FSO)

QTEC Aerospace is seeking a Facility Security Officer (FSO) to join our growing team of professionals in Huntsville, AL. The qualified applicant will become part of a team of professionals in support of company operation. The successful candidate will be detail oriented, have a proven track record and a positive work ethic.

Job Summary

The successful candidate will be responsible for implementing and administering the daily National Industrial Security Program (NISP) operations, procedures and controls. This encompasses Document Control; Classification Management; Visitor Control; Personnel Security Clearances; Security Education; Computer Security and Physical Security. Individual must possess the ability to work multiple programs providing expertise in all security functions in accordance with the National Industrial Security Program Operating Manual (NISPOM) and provide professional interactions with a broad cross-section of government /customers, prime / subcontractors.

Job Duties/Responsibilities

- Process personnel security clearances and track security clearance investigations. Perform related administrative support functions to include using JPAS and e-QIP.
- Conduct security briefings, debriefings and awareness training
- Process incoming and outgoing visit requests as they relate to classified visits
- Administer Insider Threat Program
- Assist with establishing security policies, procedures and plans consistent with the Company and Government regulations
- Investigate security violations and incidents and prepare reports as appropriate
- Review DD Form 254s and provide guidance of flow – down security requirements; assist as needed in generating DD Form 254s for subcontractors/consultants
- Conduct self-audits and prepare for DSS Security Vulnerability Assessments
- Maintain security documentation and files appropriately
- Provide updates to DSS via e-FCL of any changes to company facility information
- Assist in establishing Closed Areas and Restricted Areas and implementing access controls to such areas
- Support the maintenance of IT security compliance under the NIST 800-171 Protecting Controlled Unclassified Information (CUI) Systems and Organizations and the DFARS 252.204.7012 Covered Technical Information (CTI)
- Help maintain the building access control and alarm systems

Minimum Education and Experience

- A Bachelor's degree in a related field or compatible experience working in a related field or supporting DOD security activities

Required Knowledge, Skills and Abilities

- Must have, or be able to pass STEPP/DSS training to meet job requirements
- Experience with Microsoft Office software (Word, Excel, PowerPoint)
- Strong attention to detail
- Ability to work independently in a fast-paced environment and get along with others

Desired Knowledge, Skills and Abilities

- Experience dealing with DOD security requirements and processes
- Working knowledge of JPAS, E-QIP, SWFT, ISFD, eFCL, OBMS is preferred
- Familiar with the RMF process for seeking authorization to process classified information
- IT experience is a plus

Security Clearance

Candidates must currently have a minimum DoD SECRET level security clearance with the ability to obtain, and maintain, a TOP SECRET security clearance.

Location

Huntsville, AL

Qualified candidates should send Application for Employment and resume to careers@qtecinc.com.

It is the policy of QTEC, Inc. not to discriminate on the basis of gender, age, race, religion, disability, veteran status or any protected statuses and to take affirmative action to employ and advance in employment qualified individuals within the company.