



Seeking an experienced professional to work closely with the VP of Security by assisting with measures necessary for implementing applicable requirements of the National Industrial Security Program (NISP) and related Federal requirements for classified information and to provide support with the physical and administrative security of CRG's facilities. The AFSO/ISS will be expected to perform duties with independence, judgement and discretion and will have the following responsibilities:

- Assist with the development, implementation, and evaluation of classified Automated Information Systems (AIS) IAW the National Institute of Standards and Technology (NIST) and Risk Management Framework (RMF)
- Represent the company to cognizant Government security authorities when the primary FSO/ISSM/COMSEC custodian is unavailable
- Assist with security plans, procedures and instructions in support of the NISP
- Provide security education and awareness, conduct security briefings, participate in self-inspections and audits, and investigate security incidents
- Evaluate Security Classification Guides and ensure distribution to program managers
- Support other security disciplines within special programs including Personnel Security, Physical Security, Information Systems (IS) Security, Communications Security (COMSEC), Operations Security (OPSEC), Document Control and Visitor Control, RMF process
- Assist with maintaining appropriate facility security databases including, but not limited to JPAS, e-QIP, ISFD
- Maintain facility security and personnel security documentation and files in accordance with DSS requirements and CRG policies and procedures
- Other responsibilities as assigned by the VP of Security or Management

Experience, Qualifications & Requirements:

- **Exclusive U.S. citizenship required**
- Must have an active SECRET clearance (or ability to obtain and maintain such clearance) required
- Associate degree from an accredited college/university or equivalent experience
- Minimum 1-2 years in a position with responsibility related to the protection of classified material in accordance with the NISP
- CISSP and/or Security+

Ideal candidates exhibit the following qualities:

- Ability to perform in the fast-paced environment of a rapidly growing small business
- Ability to balance multiple projects and deadlines
- Strong verbal and written communication skills
- Excellent proactive and reactive problem-solving skills
- Excellent interpersonal and organizational skills
- Self-motivation, initiative, attention to detail, creativity, and enthusiasm with a team-oriented mentality
- Intermediate knowledge of Microsoft Office applications

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, walk, sit, climb stairs, balance and stoop, kneel, crouch or crawl, talk or hear. The employee may be required to lift, carry, push or pull up to 25 lbs. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low.

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