

1.0 INTRODUCTION

The purpose of this job description is to establish the authority, duties, reporting relationships, and responsibilities for the position of Facility Security Officer (FSO) of Sygnetics, Inc.

2.0 FUNCTIONAL ROLE

The basic function of the FSO is the processing of personnel security clearances via the JPAS system, record maintenance, understanding of the intelligence community and access requests, administering security awareness training programs and preparing visit requests.

3.0 REQUIREMENTS

- AS or higher degree in any business acumen.
- Computer literate
- Possess strong interpersonal skills and
- Pay strong attention to detail to ensure security protocols are followed
- Ability to work independently with minimal supervision and make sound decisions with minimal information available
- Ability to work in a fast-paced environment and multitask on a variety of projects

4.0 REPORTING RELATIONSHIP

The FSO reports to the CEO.

5.0 ESSENTIAL DUTIES/ RESPONSIBILITIES

- Provide guidance and instruction to employees to ensure completion of security paperwork.
- Conduct new employee briefings and debriefings.
- Review all security paperwork for accuracy, completion and submission via the JPAS system.
- Coordination of periodic reinvestigations and preparation of DD254 forms for subcontractors.
- Annually prepare refresher training for candidates, and company self-inspections.
- Establish and maintain a working relationship with DSS in filing necessary clearance paperwork for new employees and periodic reviews for current employees.
- Provide follow-up clearance status on processed clearances to managers as needed.
- Maintain all security documentation and files.
- Maintain all necessary certificates and training for this position.
- Prepare necessary paperwork in support of a DSS investigation or annual visit and meet with DSS representative upon request.
- Ensure that all visitors to the facility have the clearances required prior to entry into any classified area.