

## PERSONNEL SECURITY SPECIALIST JOB DESCRIPTION

<b>Position Title:</b>	Personnel Security Specialist
<b>Employment Status:</b>	Full-Time, Salaried, Exempt
<b>Location:</b>	Ft Meade, Maryland
<b>Security Requirements:</b>	Active TS/SCI government security clearance
<b>Preference:</b>	Native American Preference, FBIC Veteran Preference

### POSITION SUMMARY:

Buffalo Horse Inc. is seeking a Personnel Security Specialist to support a key customer within the Department of Defense (DoD). The Personnel Security Specialist will support the Department of Defense (DoD) U.S. Army Counterintelligence Command (USACIC) and will be responsible for a multitude of security related duties such as ensuring all program activities and facilities are properly safeguarded.

### KEY RESPONSIBILITIES:

- Review requests for security clearances, interview nominees, apply regulations regarding the type of personnel security investigation needed and request investigations from the appropriate organization
- Review and determine the adequacy of investigations and other data collected and finalize packets for submission to OPM
- Complete eQuip for submission to OPM/DSS for all initial investigations and periodic reinvestigations
- Submit “compelling need” justifications for personnel who need interim SCI access; initiate “transfers in status” for incoming personnel; process security clearance /SCI access certifications, country clearances, indoctrination assistance; and conduct foreign travel briefings for all individuals traveling overseas for both personal and official duties
- Schedule indoctrination appointments, coordinating indoctrination, and debriefing requests
- Preparing and coordinating badge requests and other personnel security documents for appropriate Government approval
- Coordinate security clearance actions between the individuals, unit security managers, commanders, personnel agencies, investigative agencies, and adjudication facilities after Government authorization
- Provide DISS Support which includes input of clearance levels, review of access levels, pass clearances, produce reports, track Single Scope Background Periodic Reinvestigation (SBPR) dates.
- Determine eligibility for interim clearance and access to sensitive information
- Conduct security violation inquiries and investigations
- Maintain and review the backlog of files of all SCI personnel

## **MINIMUM REQUIRED EDUCATION AND QUALIFICATIONS:**

- Must have an ACTIVE TOP SECRET SCI clearance
- Requires a High School Diploma or GED
- Minimum 4 years of experience utilizing personnel control records systems
- Minimum 4 years of experience with DISS or Scattered Castles
- Minimum 2 years experience initiating clearance investigations and periodic reviews
- Minimum 1 year experience processing foreign travel requests

## **JOB TYPE:**

- Full-time
- Salaried
- Exempt

## **BENEFITS:**

- Health, Vision, and Dental Insurance
- Company Paid Life, Accidental Death and Dismemberment Insurance, Long-Term Disability
- 401(k)
- Employee Assistance Program
- Paid Time Off
- Paid Holidays

Buffalo Horse, Inc. is a tribally owned corporation established by the Fort Belknap Indian Community (FBIC) for the purpose of providing contract services to federal, state, and private entities.

Buffalo Horse, Inc.'s goal is to develop a self-sustaining economy for the Aaniiih (Gros Ventre) and Nakoda (Assiniboine) Nations through new businesses, job creation, and resource development.