

## PERSONAL IDENTITY VERIFICATION (PIV) CARD SPECIALIST JOB DESCRIPTION

<b>Position Title:</b>	Personal Identity Verification (PIV) Card Specialist
<b>Employment Status:</b>	Full-Time, Salaried, Exempt
<b>Location:</b>	Washington D.C.
<b>Security Requirements:</b>	Federal Trust governmental security clearance
<b>Preference:</b>	Native American Preference, FBIC Veteran Preference

### POSITION SUMMARY:

Buffalo Horse Inc. is seeking a Personal Identity Verification (PIV) Card Specialist to support a key customer within the Federal Trade Commission (FTC). The PIV Card Specialist will support the Federal Trade Commission Physical Security Branch in the badging office.

The FTC follows the requirements for a Federal personal identity verification system that meets the control and security objectives of Homeland Security Presidential Directive-12 (HSPD-12), including identity proofing, registration, and issuance. The FTC badging office conducts office functions within the FTC Physical Security Branch and is very customer service oriented.

### KEY RESPONSIBILITIES:

The PIV Card Specialist shall provide complete HSPD-12 support that includes issuing Personal Identity Verification (PIV) and/or Facility Access Cards (FAC), providing visitor logs to entry control points, assist to maintain the physical access control data base, and assist with the on-boarding process of new employees to include both government and contractor personnel in a professional manner.

- Complete HSPD-12 support that results in proper Sponsorship, Enrollments, and Activations and conducts security checks for all of the FTC HSPD-12 PIV credentials.
- Provide complete HSPD-12 support that results in proper FAC (Proximity/Non Proximity) Card, FTC Credentials, and visitor badges associated within the FTC as well as assist with drafting security related standard operating procedures for HSPD-12;
- Provide fingerprinting (Electronic) for Employee Identification Verification as part of the HSPD-12 Process and PIV Card issuance using US access or Crossmatch Systems.
- Provide assistance with employee on-boarding by coordinating with Personnel Security Section and conducting and/or development of the Entry on Duty new employee orientation.
- Maintain personnel profiles within PACS Databases with the most current releases and information.
- Provide training and/or quick briefings on HSPD-12 related material to FTC Personnel upon request to ensure FTC personnel are kept current with HSPD-12 requirements.

- Provide telephone support to the two regional locations that support the HSPD-12 process and US access
- Security guard coordination and monitoring.
- Incident response.
- Event support and escort assistance.
- Inter-agency coordination with federal and local security equities.
- Building access control.
- Maintenance and accountability of the FTC AMAG Access Control system, CCTV cameras, and Medeco Key System.
- Emergency evacuation and command/control.
- Key, lock, and secure safe control, to include changing locks and combinations and assisting with escort duties associated with employees locked out from their office.
- Helping plan and conducting low-level physical security vulnerability assessments.
- Serving as an active member on the event planning support team.
- Assist with making sure security properly supports FTC events.
- Supporting inter-agency coordination with Federal and local security entities.
- Performing HSPD-12 badging, fingerprinting, and education and training.
- Assisting in Office of Personnel Management (OPM) Clearance Verification System (CVS) checks for HSPD-12 determinations.
- Helping facilitate new employee onboarding (issue keys, badges, provide escort support, etc.)
- Liaising between personnel security and customer services to assist with security trouble calls or office monitoring.
- Following up with customers for additional information.
- Issuing PIV cards to new employees and contractors entering on duty.
- Performing ad hoc badge and key audits as directed by physical security specialist.
- Performing monthly inventory of all physical security equipment, to include lifecycle documentation.
- HSPD 12 badging, fingerprinting, education, and training.
- Performing duties as HSPD-12 Registrar and assisting regional office employees with PIV card creation and troubleshooting.
- Assisting physical security specialist with document disposition program.
- Other duties as assigned within the scope of the duties aligned with a junior physical security contractor.

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

- At least three years of experience working with a federal agency physical security office within the last seven years.
- Working knowledge with AMAG, CCTV, and Medeco access control and monitoring system.
- The ability to conduct, at a minimum, small Agency physical security vulnerability assessments.
- Work experience with the Federal Protective Service or other federal law enforcement agencies that support emergency response to federal agencies.

- Experience with emergency response drills in support of federal occupancy drills such as active shooter, building fire evacuation, etc.
- Experience working with federal agency security guard contract work force.
- Experience with issuing agency badges and HSPD-12 PIV cards.
- Familiarity with pertinent Executive Orders and guidelines for HSPD-12 PIV card issue
- Experience with Office of Personnel Management (OPM) Clearance Verification System (CVS) to assist physical security in HSPD-12 and access control.
- Ability to apply physical security guidelines, procedures and processes.
- Ability to effectively communicate orally and in writing.
- Experience with changing XO 8 combination locks.
- Familiar with Medeco key tracking system.
- OMB Memorandum 05-24, HSPD-12: Federal Information Processing Standard (FIPS) 201-2, HSPD-12
- National Institute of Standards and Technology (NIST) Publications: NIST 800-73, Interfaces for Personal Identity Verification (PIV) Physical Access; NIST 800-76, Biometric Data Specification for PIV Physical and Logical Access; NIST 800-116, Use of PIV Credentials in PACS
- OMB M-11-11 Continued Implementation of HSPD-12; Policy for a Common Identification Standard for Federal Employees and Contractors.
- Ensures that adequate countermeasures have been established for continually protecting sensitive and proprietary information activities.
- Manages travel budgets, monthly reports, and personnel tracking.
- Makes recommendations to improve effectiveness of inspections.
- Required to be conversant with national security policies, physical, technical and construction security standards, and adhere to Director of Central Intelligence (DCI) procedures for conducting inspections.
- Ensure OPSEC is observed in relationship to inspections.
- Determines the scope of each inspection; plans and implements logistical operations for staff and equipment required for each trip, identifies and recommends resolution to security issues pertaining to technical security standards; drafts report that details the activities.
- Conducts in-depth security analyses and formulate and recommend technical solutions based on the analysis.
- Prepares written reports detailing findings and recommendations from inspections
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. This position requires the supervision of others in the form of general day-to-day activities and may act as team lead for small scope missions.
- All other duties as assigned.

**JOB TYPE:**

- Full-time
- Salaried
- Exempt

**BENEFITS:**

- Health, Vision, and Dental Insurance
- Company Paid Life, Accidental Death and Dismemberment Insurance
- 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.

