

INFORMATION SECURITY SPECIALIST JOB DESCRIPTION

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

POSITION SUMMARY:

Buffalo Horse Inc. is seeking an Information Security Specialist to support a key customer within the Department of Defense (DoD). The Information 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:

- Maintain and track all items under AR 380-5, Department of the Army Information Security Program
- Ensure 701/702 Forms are properly filled out and completed
- Maintain a tracker for 701/702 Forms
- Perform security classification reviews of submitted documents
- Prepare briefings on classification, security awareness, security violations and infractions
- Track security incidents and violations in the INSCOM KM portal daily
- Update Memoranda of Agreement and Memoranda of Understanding
- Create courier cards and air courier cards
- Submit SF311 Quarterly report OIP for Information Security
- Update Information security briefs, track SF 700 security container combinations
- Understanding and Management of Security Education Training and Requirements
- Classification applicability and derivative marking requirements and standards (DoD 5200.01)
- Understanding and knowledge on Controlled Unclassified Information (CUI)
- Incident Response Requirements for Spillage of Classified Information i.e., Secret, UNCLAS
- Unauthorized Disclosures of Information
- Derivative Classification
- Security Classification Guides (SCG)

MINIMUM REQUIRED EDUCATION AND QUALIFICATIONS:

- Must have an ACTIVE TOP SECRET SCI clearance
- Requires a High School Diploma or GED
- Minimum 2 years of experience handling and reporting security incidents
- Minimum 2 years of experience filling out SF700s, 701s, and SF702s
- Must have completed DSS/STEP Introduction to Information Security online course

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.