

Opening statement about recruiting to fill a position.

Job Title, Series, Grade: Security Specialist, GS-0080-13

Location: 810 Vermont Ave, Washington D.C.

Tour of Duty: 8 hours, performed within Core Hours

Application Deadline: 24 August 2022 (NLT 1700hrs EDT)

Who May Be Considered: Special Hiring Category (See Below)

Description of the Program Office

The incumbent of this position serves as a Security Specialist/Special Security Representative (SSR) within the Office of Operations, Security and Preparedness (OSP), Office of Emergency Management and Resilience (OEMR), Office of Operations and National Security Services (ONSS). The incumbent reports directly to the Special Security Officer (SSO), ONSS and is responsible for the day-to-day management and implementation of Sensitive Compartmented Information (SCI) security and administrative instructions for a Sensitive Compartmented Information Facility (SCIF). The individual is responsible for all security administration.

Duties and Responsibilities

The incumbent will perform the following duties and responsibilities which include, but are not limited to:

- Conducts operational and staff level functions involving all aspects of the Department's Special Sensitive and Classified National Security programs and polices under the requirements of Executive Orders and Intelligence Community Directives (ICDs). Incumbent is recognized as a technical expert in the aforementioned areas.
- Develops and assists the SSO in implementing policies, procedures, programs, and standards as required to ensure the efficient and effective implementation of Classified National Security Information (CNSI) directives and reporting requirements.
- Reviews applicable policy and procedural issuance of the Defense Counterintelligence and Security Agency, Information Security Oversight Office, and the Office of the Director of National Intelligence (ODNI) to determine the need for implementation within the VA. Provides recommendations to the SSO concerning the impact on VA of such issuance, and on alternative courses of action.
- As the SSR, verifies and transmits security clearance Information to other Departments and Agencies. The SSR interfaces with the SSO and shall:
 - (1) Serve as the official channel for certifying and receiving SCI visitor access requests and clearances.
 - (2) Provide guidance and assistance for processing SCI position and eligibility requests.

(3) Conduct a continuing SCI security education, training, and awareness program to ensure all SCI Indoctrinated individuals are kept apprised of the requirements and guidelines for protecting SCI.

(4) Ensure appropriate accreditation documentation is available for SCIF spaces.

(5) Maintain continuing contact with non-SCI security officials as necessary.

(6) Ensure current VA employee and visitor clearance/access information is at SCIF entry points.

(7) Maintain physical security measures, to include combination locks, cipher locks, and the Integrated Commercial Intrusion Detection System (ICIDS-111) alarms.

(8) Periodically inspect SCIF spaces to ensure compliance with ICDs.

- Maintain all SCI within the assigned location. Coordinate intelligence related information and systems under the control of the ODNI, as they may and involve the Department of Veterans Affairs efforts or employees.
- Implement policies and develop local procedures for the protection of SCI, CNSI and other sensitive information originated or controlled by installation activities. Actively participate in managing assigned Physical Security Program(s).
- Maintain and update an approved emergency plan which includes provisions for the protection and destruction of classified information an emergency.
- Provide advice and assistance to supervisors, managers, and other personnel within the Department regarding SCI and classified documents.
- Represent VA at interagency meetings pertaining to National Security Programs.
- Carry out special projects which may involve highly confidential and sensitive issues. The Incumbent deals tactfully and effectively with persons from all levels and exercises good judgment. The incumbent carries out follow-up actions necessary for the completion of special projects. Conducts special studies and evaluations the findings of which may impact on OSP policies and procedures.

Knowledge, Skills and Abilities Required

- Maintaining physical security prerequisites for secure SCI operations in accordance with ICDs;
- Processing certification and re-certification of a SCIF;
- Managing access to SCI information, systems, and meeting spaces through maintaining accurate and continually updated clearance and access records;
- Ensures SCI and CNSI are properly accounted for, controlled, transmitted, destroyed, packaged, and safeguarded.
- Updating SCIFs to accommodate new systems and operations;
- Establishing and updating SCIF standard operating procedures (SOPs)
- Maintains physical security measures to include combination locks, cipher locks and the ICIDS and;
- Performs self-inspections and reviews programs for the Department

Conditions of Employment

- Security: Employee must obtain/maintain a Special Sensitive (Top Secret/SCI) security clearance

You must meet the requirements of at least one of the authorities listed in the Who May Apply section above/below to receive further consideration.

Who May Apply:

Only applicants who meet one of the employment authority categories below are eligible to apply for this job. You will be asked to identify which category or categories you meet, and to provide documents which prove you meet the category or categories you selected.

- 10-Point Other Veterans Rating
- 30 Percent or More Disabled Veterans
- Disabled Veteran w/ a Service-Connected Disability, More than 10%, Less than 30%
- Schedule A

Submission Process: To receive consideration, please submit a copy of your current resume, latest SF-50 and/or Disability letter to Terrell Taylor, at Terrell.Taylor1@va.gov by 24 August 2022 (NLT 1700hrs EDT).