

**Long Wave Inc. Position Description**

**Position Title:**  Facility Security Officer

**Department/Location:** Administrative / Oklahoma City, OK

**Supervisor:**

**Status:** Regular/Full-Time Exempt

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Primary Function:**

The Facility Security Officer (FSO) is responsible for the accomplishment of all security requirements for 125 personnel spread across nationwide supporting multiple Department of Defense (DOD), Department of Homeland Security (DHS) and aerospace engineering, sustainment and training contracts. The FSO supports daily business operations and enforces company compliance with Government regulations to ensure Long Wave operates in accordance with the 32 CFR Part 117, NISPOM rule and other related regulations and requirements. Among other duties, the FSO will ensure proper management of the cleared facility, oversee processing of personal clearances, the handling and storage of classified material, conduct employee security briefings and annual security training. The FSO serves as the primary point of contact with the Defense Counterintelligence and Security Agency (DCSA).

**Essential Responsibilities:**

1. Develops and maintain a comprehensive security program in accordance with the 32 CFR Part 117, NISPOM rule and other Company security regulations and requirements.
2. Maintain classified document control/accountability of classified material shipped and received, to include handling, storing, safekeeping and record keeping requirements.
3. Develops, implements, and administers the company’s security education program to include employee security in-briefs, debriefings, refresher briefings and annual security awareness training.
4. Perform various employee in-processing/out processing security briefings/debriefings and setting up fingerprinting appointments.
5. Updates security personnel access lists and databases accordingly.
6. Assist with Operations Security (OPSEC) Plans and procedures.
7. Responsible for the Insider Threat Program and will lead as the Insider Threat Official (ITPSO).
8. Ensures compliance with facility clearance protocols, including safeguarding; investigates, documents, and appropriately reports security incidents/violations.
9. Maintains security related databases; oversees personnel security clearance processes and requirements including associated with initial and reinvestigations, clearance transfers and clearance relocations.
10. Responds to all security related matters and provides feedback and ensures closure of any security action item, issue, potential risk or change.
11. Protects classified government information; monitors security procedures to ensure compliance with all aspects of personnel, physical and administrative security requirements; oversees controlled unclassified information compliance.
12. Participates in compliance assessment reviews and performs self-inspections to ensure compliance with government and company regulations.
13. Interacts with the Contracts department to ensure compliance with prime and subcontractors security requirements, including developing DD-254s.
14. Communicates well with others both verbally and in writing.
15. Provides CAC support by collecting security information and preparing initial CACs for APS.
16. Completes CDSE’s FSO Program Management for Possessing Facilities ISO30.CU and tracks courses.

**Work Conditions:**

Employee will be working mostly within an office environment. Employee may travel to work site locations where employee will be expected to dress in appropriate manner to deal with clients and customers.

**Job Requirements:**

***Minimum Requirements:***

* Prior experience as an FSO within 3 years.
* 3-5 years of professional industrial security experience.
* In-depth knowledge and demonstrated experience with the NISPOM and associated U.S. Government/DOD security requirements and directives.
* Solid working knowledge and practical experience with facility accreditations and security incident investigation and reporting.
* Proficiency and continuous access to DISS, NISS, e-QIP, SWFT and other security related systems.
* Demonstrated ability to work as a team leader, team member and individual contributor; must be a self-starter with an ability to multi-task.
* Ability to work with minimal supervision.
* U.S. Citizenship with an active Top Security Clearance

**Please apply using UKG portal at:**

**EOE AA M/F/Vet/Disability**