

Facility Security Officer (FSO)

Largo, MD

Position Type: Full-Time, Non-Exempt

Work Location: Largo, MD

Systems Application & Technologies, Inc. (SA-TECH) is a progressive and well-established Department of Defense (DoD) medium-sized contractor specializing in Range operations and maintenance (O&M); weapons testing; facilities management; aerial, ground and seaborne targets O&M; technical, logistics and other engineering support; systems integration; electronics and communications maintenance services; and a growing cybersecurity business. We are highly focused and, among other efforts, currently operate a dozen active test and/or training ranges for the Army, Air Force and Navy. Our 34-year heritage is founded on supporting complex and diverse DoD programs and we've developed a standout reputation for providing the highest quality services, superior workmanship and cost-effective results while achieving complete customer satisfaction.

We are currently seeking an organized **Facility Security Officer (FSO)** to administer and fine-tune our industrial and personnel security programs from our headquarters in **Largo, MD**.

Reporting directly to our COO, the FSO will interpret, implement, and maintain a highly-effective security program consistent with all regulatory and government policies and will provide supplemental guidance to our business and our management teams. The FSO is responsible for all aspects of the National Industrial Security Program (NISP), protecting classified information and company assets.

This is a full-time position based out of Largo, MD.

Our FSO is expected to:

- Serve as the Facility Security Officer for the SA-TECH enterprise and be responsible for the overall industrial security program.
- Process new employee security clearances (85% Secret, 15% TS).
- Track security clearance investigations and perform administrative support functions to include DISS and e-QIP administration.
- Provide security briefings, debriefings and awareness training for site personnel, when required.
- Process necessary support for the CAC and badge processes for SA-TECH employees.
- Processing outgoing visit requests and certifications.
- Review the details and requirements issued in formal DD254 contracts.
- Review, process and screen security forms (SF86s) for various background investigations and all associated paperwork for accuracy and completeness.
- Implement security policy and direction consistent with the company and government regulations.

- Provide answers/analyses to address questions and concerns from management.
- Maintain the security database of classified holdings.
- Conduct the NISP annual inspections and DCSA security audits.
- Develop educational programs and preside over training sessions for all employees with regard to security.
- Provide continuing education and training programs such as briefings and newsletters.
- Manage foreign travel safety and reporting program.
- Perform additional duties and responsibilities as needed.

NISPOM Compliance:

- Use an analytical and risk-management-based approach for the implementation of our security program.
- Provide briefings, written guidance and facilitate training, as needed.
- Process and protect personally identifiable information (PII) and other sensitive personal information with regards to reporting responsibilities in a professional manner.
- Effectively apply physical and procedural security measures with minimal impact to business operations.
- Prepare, maintain and protect official records auditable by U.S. Government representatives.
- Ensure facility maintains a DCSA satisfactory rating by adherence to the NISPOM policies and best practices and other government requirements.

Requirements

Qualifications:

- Education – Bachelor’s Degree.
- Experience – Minimum 7 years’ experience as an FSO in a medium- to large-sized government contractor.
- *FSO Program Management for Possessing Facilities* certification.
- Must be a US citizen and must have a federal Top Secret security clearance.
- SA-TECH is an e-Verify Employer.

Preferred Additional Skills:

- Ability to communicate effectively with all levels of management and staff.
- Must be proficient in the use of Microsoft Office suite and other software programs involving security.
- Must possess excellent interpersonal, written, verbal and presentation skills.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to present information to managers, executives, clients, customers and the general public.
- Possess strong organizational skills.

- Able to maintain accurate records and logs in accordance with policies and compliance requirements.
- Ability to research, gather and analyze information then formulate effective recommendations and actions.
- Ability to effectively interpret and act upon a variety of instructions from various channels.
- Ability to work independently and with a team to produce accurate results quickly.
- Able to effectively lead and manage a project from inception to completion.

SA-TECH is committed to safeguarding the health of our employees and their families, our customers and visitors, and the community at large from COVID-19. As a federal government contractor, **SA-TECH** must comply with all customer, federal, state, and local requirements regarding COVID-19 regulations and safety protocols. These requirements may include vaccination, attestation regarding your vaccination status and/or COVID-19 testing, and you may be required to show proof of vaccination status and/or negative COVID-19 test results as a condition of your employment.

Working at SA-TECH:

As a highly regarded DoD employer, **SA-TECH** recognizes that our success is indicative of our team members' hard work and dedication towards a common goal... *Supporting our Warfighters.* Along with unparalleled stability, we have the ingredients for superior performance with a servant leadership mentality that provides an affirmation of purpose and value in a team-oriented positive work environment. As such, we provide a sense of family, competitive pay and employee benefits, along with a strong commitment to the professional development of our workforce and for providing broad career opportunities throughout the United States.

SA-TECH provides employees with:

- Employee Recognition
- Above-Average Compensation
- Competitive Employee Benefits
- Continuous Training and Professional Development
- Ample Career Advancement Opportunities

Highlights of **SA-TECH's** employee benefits include:

- Medical plan with excellent prescription coverage
- Dental plan with orthodontics
- Vision plan
- 401(k) retirement plan
- Life, accidental death & dismemberment insurance
- Sick leave
- Flexible PTO options

SA-TECH is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected Veteran status.

All responses will be handled with strict confidentiality.

CONTACT:

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Check out our current job openings: <https://www.sa-techinc.com/careers>