



Requisition Number: 127
Position: Facility Security Officer (FSO)
Location: Combination Field Office/Telework
Career Level: Entry
Travel Percentage: <5%
Type of Position: Fulltime
Relocation Available: No
ITAR: US Citizen Required
Security Clearance: DoD Secret Clearance

About Our Company

Pugh Associates is a Woman and Veteran Owned Small Business, headquartered in St. Petersburg, Florida, providing quality Technical and Programmatic Solutions to our Government and Industry customers. Our dedicated staff prides themselves as the Subject Matter Experts in Ship Design, System Engineering, Test & Evaluation, Combat Systems Alignment, Integrated Logistic Support and Combat System Simulation. Pugh Associates is a great place to work, and our team is inspired to provide our warfighters with the tools to defeat threats!

About this Position

Pugh Associates is seeking a Facility Security Officer (FSO). The requirements, as outlined by Defense Counterintelligence and Security Agency (DCSA), states the FSO shall be a fulltime position. The successful candidate will be expected to support our FSO tasking and ensure the company operates in accordance with the requirements outlined in the National Industrial Security Program Operating Manual (NISPOM) and complete required training and certifications.

Functional Responsibilities

The Pugh Associates FSO will support all Pugh Associates employees. This position will perform a wide variety of administrative duties in support of the company Program Security requirements in a complex environment supporting multiple DoD customers. This position requires an organized, multi-tasker and the ability to work and support a team environment. The FSO will work closely with the company's Cyber Security Officer in documenting the company's Cybersecurity Maturity Model Certification (CMMC).

Description of Duties

The FSO will complete all security responsibilities to include:

- Provide initial security briefings, debriefings, foreign travel, fingerprinting and related security training
- Prepare and monitor annual security refresher training
- Prepare and pass annual security inspection
- Prepare subcontractor SF-312 Non-Disclosure Agreements
- Process SAAR-N, TASS forms for Common Access Cards and other IT access
- Assist with self-inspections, random searches, and security violation reports
- Visit requests for all outbound visits for employees and subcontractors
- Audits and reconciles monthly reports for all periodic reinvestigations
- Answer, direct calls and assist visitors when required
- Attend meetings as required

Minimum Education and Experience:

- High School diploma or GED

Required Skills and Certifications:

- Active DoD Secret or Interim Clearance
- As a condition of continued employment, you must maintain an active security clearance
- Ability to completed required FSO certifications through CDSE and STEPP
- An understanding of Information System Security Manager (ISSM) & Information Systems Security Officer (ISSO) duties and responsibilities
- Working knowledge of Special Access Programs (SAP)

Other required skills/experience:

- Proficient in MS Office Word, Outlook, Excel, Access, and Power Point
- Strong attention to detail with organizational and problem-solving skills
- Ability to interface constructively with US Government and Industry teammates
- Excellent written, verbal, and interpersonal communication skills
- Ability to work independently and pro-actively in providing high quality services

Pugh Associates is an Equal Opportunity Employer and provides opportunities without regard to race, color, religion, gender (including identity or expression), national origin, age, disability, marital status, veteran status, sexual orientation, or genetic information.

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Submit your resume to dawn@pughassociates.com