

## PERSONNEL SECURITY SPECIALIST

### Summary

Dedicated Security Specialist professional that possess and excutes a broad knowledge of division processes to include Personnel Security, Information Security, Physical Security and Industrial Security. Personable leader who comfortably interacts with people from diverse cultures and backgrounds.

### Highlights

Security Asset Protection Professional Certification (SAPPC)

Joint Personnel  
Adjudication System

Security Fundamentals Professional Certification (SFPC)

e-QIP

Cleared for Top Secret information and granted access to Sensitive Compartmented Information based on a Single Scope Background Inestigaton. (Open PPR, 204 12 12)

Microsoft Office

### Accomplishments

Deployed in support of a Joint Special Operations Task Force in the CENTCOM Area of Responsibility (AOR). Provided full-spectrum security support to include Personnel Security, Information Security, Physical Security and Industrial Security. Worked with joint personnel from all services, as well as other government agencies.

### Experience

Personnel Security Specialist 05/2014 to Current Company Name City , State

- Personnel Security Specialist within a Joint Command
- Presides over daily personnel security-related activities and maintenance of the established personnel security program in accordance with DoD Regulation 5200.2-R, Army Regulation 380-67 and knowledgeable of other DoD and federal agencies Personnel Security Program policies
- Conducts prescreening interviews for Sensitive Activities (SA) position candidates
- Conducts interviews with personnel requiring security clearances and provides assistance on use of e-QIP
- Processes fingerprints in conjunction with initiating Single Scope Background Investigations (SSBIs) and National Agency Checks with Local and Credit Checks (NACLC)
- Conducts Local Records Checks (LRCs) with Provost Marshall Office (PMO)
- Communicates and coordinates directly with the Office of Personnel Management (OPM) along with the DoD CAF
- Assists command personnel in completing rebuttal packets to Letters of Intent (LOI) to Deny/Revoke an initial or current security clearance determination with Statements of Reason (SOR) in response to DoD CAF correspondence
- Oversees the suspension of all security clearances when denial or revocation is being recommended to the DoD CAF by commanders
- Managed and maintained the Personnel Security Management (PSM) net in JPAS for the command
- Grants Interim Secret and Top Secret access
- Self-taught e-QIP and assists subordinate units with the use of e-QIP
- Implements, monitors, reviews and evaluates personnel security investigations
- Provides assistance to individuals when derogatory information develops in the course of the investigation
- Provides training to Assistant Security Managers (ASMs) on use of both JPAS and e-QIP
- Conducts classification reviews
- Conducts preliminary inquiries into security violations and possible compromise of classified information
- Coordinates and conducts various Focal Point briefings for military, civilians, and contractors
- Conducts facility inspections to ensure compliance with regulations

Security Specialist 07/2012 to 05/2014 Company Name City , State

- Direct assistant to the command Special Security Officer (SSO) on all matters pertaining to personnel, information, physical and industrial security
- Continuous management and reporting on the administration of SCI-associated security programs
- Enforcement of all rules and regulations to ensure that the Sensitive Compartmented Information Facility (SCIF) complied with all applicable construction and physical requirements, standards, and regulations
- Management and supervision of personnel and daily activities within the view of the Special Security Office
- Managed and maintained the Personnel Security Management (PSM) net on JPAS for over 5000 personnel, staff and transient
- Advised higher level management officials by preparing narrative reports that identified security deficiencies of findings and recommendation for corrections of the deficiencies
- Awarded for outstanding performance in providing 166 civilians and 66 foreign nationals with security clearance background checks associated with the Magnum Night Training Exercise
- Assisted in the development of the initial SSO Plan of Actions and Milestones (POA&M) to reaccredit a SCIF
- Conducted random and effective entry/exit reports (badge trace) via security software and video monitoring
- Conducted physical workspace and personnel security inspections
- Assisted the SSO on all matters pertaining to the annual SCIF inspections
- Managed handling, storing, and destruction of classified materials in compliance with DoD directives
- Enforced security policy on matters pertaining to processing, dissemination, and controlling of classified materials daily
- Conducted security indoctrinations utilizing digital media support equipment

- Coordinated SCI conference rosters and verify eligibility and access
- Coordinated and track polygraphs for eligible individuals
- Coordinated the foreign visit requests (FVR) and security clearance background checks for all foreign nationals in support of international training exercises
- Ensured all SCI personnel are educated on the DIA SCI Administrative Security Manual (M1), NAVSUP to DoD 5105.21-M-1, ICD 503, DCID 6/9, ICD 704/705, SSO Navy BANIFs, Joint DODIIS and JANFAN series of instructions, DoD, and National Industrial Security Program (NISPOM) for handling Special Intelligence and SCI material
- managed the SCI Courier System and enforced strict compliance with security regulations established by Defense Courier System

Assistant Command Security Manager/ Aviation Ordnanceman 01/2008 to 01/2011 Company Name City , State

- Maintained and organized file management for over 1500 security records for military ,Â civilian andÂ contractorÂ personnel per SECNAVINST 5510.36 instructions
- Utilized Joint Personnel Adjudication System (JPAS) to enter data and verify U.S. Navy personnel security information
- Tracked clearance eligibility and access for over 1500 personnel
- Sorted applications, fingerprints, scheduled OPM notices, closed investigations, adjudications, SF-86s, SF-85Ps, investigations for military and civilians programs
- Conducted personnel security interviews, as required, to clarify allegations of a questionable nature with regard to security clearance eligibility
- Administered record checks utilizing Single Scope Background Investigations, National Agency Checks, National Agency Checks with Inquires and Secret Periodic Reinvestigations to determine and recommend security level eligibility
- Assembled and loaded ammunition for an average of 4-5 Naval helicopters daily
- Serviced aircraft guns and accessories when ship was in port
- Stowed, assembled and loaded aviation ammunition including missiles, bombs and rockets
- Assembled tests and maintained air-launched guided missiles
- Supervised 12 sailors in the operation of aviation ordnance shops, armories and stowage facilities

#### Education

Masters of Education : Curriculum and Instruction 2015 Concordia University

Bachelor of Science : Criminal Justice 2013 ECPI University

#### Job Related Training

Naval Security Manager Course, S-3C-0001; DoD SCI Security Officials Course; SSO Navy SSO/SSR Professional Training Course; SERE 100.1 Level A Code of Conduct Training Course (FOUO);

FSO Program Management for Possessing Facilities Curriculum; FSO Orientation for Non-Possessing Facilities Curriculum; Safeguarding Classified Information in the National Industrial Security Program Course and Exam; Basic Industrial Security for the Government Security Specialist Curriculum; Introduction to the National Industrial Security Program (NISP) Certification and Accreditation Process Course and Exam; NISP Self-Inspection Course and Exam; Risk Management for DoD Security Programs; Information Security Emergency Planning; Introduction to Personnel Security Adjudication; Security Policies, Principles and Programs Course and Exam; Introduction to DoD HSPD-12 CAC Credentialing Course and Exam; Completed All Eight Certification Courses Related to e-QIP; Completed All Training for Operation and Administration of JPAS/JCAVS; Transmission and Transportation for Industry Course and Exam; Developing A Security Education and Training Program Course; Visits and Meetings in the National Industrial Security Program Course; Personnel Clearances in the NISP Course and Exam; Â Facility Clearances in the NISP Course and Exam (November, 2013)

NISP Reporting Requirements Course and Exam; Understanding Foreign Ownership, Control or Influence (FOCI) Course; Industrial Security Facilities Database (ISFD) Facility Clearance Verification and Notifications for Industry; Special Access Programs (SAP) Overview; Social Networking; Integrating Counterintelligence (CI) and Threat Awareness into Security Programs Course; Sensitive Compartmented Information (SCI) Refresher Course and Exam; Temporary Sensitive Compartmented Information Facilities (T-SCIF) Training; Completed an additional twenty-five online courses pertaining to Information and Personnel Security

#### Professional Affiliations

Military Intelligence Corps Association (MICA)