

## PHYSICAL SECURITY SPECIALIST JOB DESCRIPTION

<b>Position Title:</b>	Physical Security Specialist
<b>Employment Status:</b>	Full-Time, Salaried, Exempt
<b>Location:</b>	Ft Meade, Maryland
<b>Security Requirements:</b>	Active TS/SCI government security clearance
<b>Preference:</b>	Native American Preference, FBIC Veteran Preference

### POSITION SUMMARY:

Buffalo Horse Inc. is seeking a Physical Security Specialist to support a key customer within the Department of Defense (DoD). The Physical Security Specialist will support the Department of Defense (DoD) U.S. Army Counterintelligence Command (USACIC) and will be responsible for a multitude of security related duties such as ensuring all program activities and facilities are properly safeguarded.

### KEY RESPONSIBILITIES:

- Maintain documentation for SCI Facilities (SCIF) under the purview of the SSO and perform on-site inspections.
- Maintain SCIF binders in accordance with applicable regulations and policy
- Support group building project security requirements with processing access control requests, site visits, and document review
- Prepare for Inspector General (IG) inspections regarding physical security by maintaining records of meetings, inspections, events, and activities completed to meet the physical security standards per regulation.
- Perform Organization Inspection Program (OIP) inspections pertaining to physical security, complete and maintain inspection records and memorandum, per regulation
- Ensure compliance with security policies, procedures, and government regulations.
- Maintain responsibility for security manuals by making revisions, as needed
- Update Emergency Action Plans and SCIFs standards operating procedures (SOPs) to meet emerging threats and regulatory changes every 6 months
- Perform annual SCI Facility inspections per regulation and maintain records and memorandum of issues
- Support all aspects of physical security including Open and Closed Storage, X series and Cipher Locks, Combo Changes, Access Control, Badge Readers, Alarm Panels, Lenel Software, and SCIF Construction
- Patrol facility inside and out for security violations
- All other duties as assigned.

**MINIMUM REQUIRED EDUCATION AND QUALIFICATIONS:**

- Must have an ACTIVE TOP SECRET SCI clearance
- Requires a High School Diploma or GED
- Minimum 2 years' experience managing and maintaining SCI facilities.
- Minimum 2 years' experience managing collateral facilities.
- Minimum 2 years' experience with IDS, print reading and coordination of IT systems.

**DESIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Experience with the following:
  1. Open and Closed Storage
  2. X series and Cipher Locks
  3. Combo Changes
  4. Access Control
  5. Badge Readers
  6. Alarm Panels
  7. SCIF Construction
- Familiar with Army and DOD Regulations, ICD 705 specifically
- Experience with LENEL is a plus

**JOB TYPE:**

- Full-time
- Salaried
- Exempt

**BENEFITS:**

- Health, Vision, and Dental Insurance
- Company Paid Life, Accidental Death and Dismemberment Insurance, Long-Term Disability
- 401(k)
- Employee Assistance Program
- Paid Time Off
- Paid Holidays

Buffalo Horse, Inc. is a tribally owned corporation established by the Fort Belknap Indian Community (FBIC) for the purpose of providing contract services to federal, state, and private entities.

Buffalo Horse, Inc.'s goal is to develop a self-sustaining economy for the Aaniiih (Gros Ventre) and Nakoda (Assiniboine) Nations through new businesses, job creation, and resource development.