

Personnel Security Specialist Cover Letter

863 Vito Parkways
New Vellaview, CO 72295-5963

Dear Peyton Olson,

I would like to submit my application for the personnel security specialist opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for support for the security awareness and education programs, indoctrination (general and SCI), debriefs, refresher training for program briefed personnel regarding obligations to protect classified and controlled unclassified information (CUI), operations security (OPSEC), physical security, foreign travel briefs/debriefs, security in/out-processing, and access control.

Please consider my qualifications and experience:

- Practical experience in the adjudicative process with an understanding of SCI and collateral classification issues
- Experience generating and managing response documents under the Appeal process as defined under ICD 704
- In-depth applied knowledge of U.S. Department of Defense PA/FOIA guidelines
- In-depth knowledge of E.O 12968 and ICD 704 Guidelines specific to the Appeals process
- Expert Knowledge of NRO and/or USG/DNI clearance processing
- Active DoD Top Secret or DOE "Q" clearance
- Working-level knowledge of applicable security policy manuals, and other policy documents
- Experience with personnel security standards and procedures, including governing Eligibility for Access to Sensitive Compartmental Information (SCI) and the Special Access Program (SAP)

I really appreciate you taking the time to review my application for the position of personnel security specialist.

Peyton Mills