



Example of Security Support Job Description

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Our company is hiring for a security support. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for security support

- Occupied work areas
- Ensuring Industry doing work with the Federal Government has been advised , understands and administers the appropriate Security Classification Guidance set forth in conjunction with contracts being both solicited and awarded
- Generated DD 254 forms for both contract solicitation, award, and Cooperative Research and Development Agreements (CRADA)
- Troubleshoot issues pertaining to Industrial Security to include the resolution of concerns and the fulfillment of queries from both government agencies and private industry
- Work directly with Information Security for the distribution of Preliminary Inquiries (PI) to the Facility Security Officer, and Defense Security Service Industrial Security Representative's for security infraction notifications
- Provide Quality Assurance (QA) for the Industrial Security Office of relevant materials retained on the NAVAIR's WD SharePoint information data base
- Maintain databases to ensure accurate and timely reference material is available upon request
- Track progress of efforts being worked by the Industrial Security Office
- Provide assistance in the management of all KMI/EKMS, COMSEC, and Secure Terminal Equipment (STE) material at NAWCWD
- Processing the receipt, transfer, storage, amendment, inventory, and reporting of assigned KMI/EKMS and COMSEC material

Qualifications for security support

- Ability to multi-task in a fast-paced environment and manage work with frequent interruptions
- Prior DoD Security experience is preferred
- Current Security Secret Clearance, preferred
- Experience in records management, preferred
- Working knowledge of the National Industrial Security Program Operating Manual, specifically those chapters related to clearances and visitors, preferred