

## Activity Security Representative (ASR) III\*

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Company: General Dynamics Information Technology

Location: Washington

Category: protective-service

Transform technology into opportunity as a Activity Security Representative (ASR) III with GDIT. A career in enterprise IT means connecting and enhancing the systems that matter most. At GDIT you'll be at the forefront of innovation and play a meaningful part in improving how agencies operate.

At GDIT, people are our differentiator. As a Activity Security Representative (ASR) III you will help ensure today is safe and tomorrow is smarter. The Activity Security Representative's primary function is to provide multi-disciplined security support to a customer's facility and organization. The position will provide day-to-day support for Collateral, Sensitive Compartmented Information (SCI) and Special Access Program (SAP) activities.

### **HOW A Activity Security Representative (ASR) III WILL MAKE AN IMPACT**

Classification reviews of inbound and outbound correspondence

Assist in the maintenance of a document accountability database and associated correspondence

Processing inbound and outbound classified mail and receipt records

Perform destruction of classified materials

Process magnetic media for accountability

Reproduction support for classified materials

Maintain various daily logs for a variety of administrative functions associated with document control

Assist in the processing of inbound data and outbound data transfer files

Transfer electronic data files to internal customers

Maintain an extensive customer database point of contact listing

Assist with researching, processing, filing, and maintaining inbound and outbound visit notices

Escort facility visitors and maintains associated logs

Assist in the preparation of facility access control badges

Conduct entry and exit inspections

Assist in the maintenance of facility access control entry systems, to include visitor control

Perform data entry to the Personnel Access Security System database and maintain all customer sponsored billets and quota information

Assist in maintaining personnel security files for all personnel of the supported element

Follow and enforce the customer's Standard Operating Procedures

Provide support for the security awareness and education programs

Perform miscellaneous administrative support functions as directed by the contractor site lead and/or the Senior Security Representative

Review, track, and monitor security clearance processing activities with appropriate government personnel to achieve appropriate clearance actions

Participate in Air Force SAP security compliance inspections of government organizations and industry

Implement Top Secret Control for accountable material and associated correspondence

Prepare and/or process inbound and outbound classified mail, faxes, courier packages and receipts

Prepare, process, and/or review Program Access Request (PARs) for accuracy and access eligibility

Execute Special Access Program Nomination Process Questionnaires

Conduct Defense Central Index of Investigations (DCII), Joint Personnel Access System (JPAS), and SAPNP reviews of candidates being submitted for SAP access

Perform data entry and record checks in the Air Force Access Data System (AFADS) and maintains all customer sponsored personnel access information current

Perform indoctrinations

Provide leadership, mentoring, and quality assurance for Team Members

### **Other Requirements:**

Must be familiar with security policy/manuals and the appropriate DCIDs/JAFANs and other guiding policy documents.

Must have the ability to work in a dynamic environment and effectively interact with numerous DOD, military/civilian personnel and industry partners

Working knowledge of Microsoft Office (Word, PowerPoint, and Excel)

Possess a high degree of originality, creativity, initiative requiring minimal supervision

Willingness to travel within the organizational geographic Area of Responsibility (AOR) (note - could be extensive, and will include both air and ground transportation)

### **WHAT YOU'LL NEED TO SUCCEED:**

**Education:** Bachelor's degree in a related area or equivalent experience (4 years)\*

**Required Experience:** 5 - 7 years related experience

**Certifications:** Must complete the DoD SAPCO approved SAPNP training (if performing personnel security functions)

**Security Clearance Level:**

Current Top Secret Clearance with SCI Eligibility

Eligibility for access to Special Access Program Information

Willingness to submit to a Counterintelligence polygraph

US Citizenship Required

**GDIT IS YOUR PLACE:**

401K with company match

Comprehensive health and wellness packages

Internal mobility team dedicated to helping you own your career

Professional growth opportunities including paid education and certifications

Cutting-edge technology you can learn from

Rest and recharge with paid vacation and holidays

#Defense #AFSAPopportunities #kmp #WashingtonDCjobs

Work Requirements

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#### Years of Experience

5 + years of related experience

\* may vary based on technical training, certification or degree

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#### Certification

#### Travel Required

10-25%

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#### Citizenship

U.S. Citizenship Required

#### About Our Work

We are GDIT. A global technology and professional services company that delivers consulting, technology and mission services to every major agency across the U.S. government, defense and intelligence community. Our 30,000 experts extract the power of technology to create immediate value and deliver solutions at the edge of innovation. We operate across 30 countries worldwide, offering leading capabilities in digital modernization, AI/ML, Cloud, Cyber and application development. Together with our clients, we strive to create a safer, smarter world by harnessing the power of deep expertise and advanced technology.

GDIT is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status, or any other protected class.

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