

### **Personnel Security Specialist GG-0080-07/09**

Location: Hanover, MD

Ability to Obtain Clearance: Top Secret/SCI

Pay Range: GG-07-09: \$55,924 - \$88,926

Open: March 11–31, 2024

***The Defense Counterintelligence and Security Agency (DCSA) Vetting Risk Operations (VRO) is holding an In-Person Hiring Event in early May 2024 in the National Capital Region. Resumes will be accepted March 11-31, 2024. Interview selectees need to be available in person in early May, exact day and time to be determined, location in the Hanover, MD area. This position is telework eligible, but is not a full-time, telework position. The incumbent will be required to report to the office in the Hanover, MD area on a routine basis.***

VRO is responsible for the Department of Defense (DoD) Continuous Vetting (CV) Program and for the administration and implementation of the National Industrial Security Program. DCSA VRO is seeking highly motivated and detail-oriented individuals with excellent communication skills to join DCSA as entry-level Personnel Security Specialists to support our mission. Be part of America's Gatekeeper Team!

### **Personnel Security**

**Locations:** Hanover, MD

**Duties:** Personnel Security Specialists perform routine, standardized assignments in support of the VRO. They participate in the review, validation and coordination of alerts generated by the DoD CV Program. They utilize supporting systems to receive alert information, conduct identity resolution, determine if alerts meet established business rule criteria and coordinate adjudicative-relevant and actionable alert information with the DCSA Consolidated Adjudications Services and Component security officials. They review personnel security questionnaires that contain issues concerning national security to include Allegiance issues; Foreign Influence and Preference issues; Sexual misconduct; Personal Conduct; Criminal Conduct; Alcoholism; Drug Involvement; Financial Irresponsibility; Mental Disorders; and/or Misuse of Information Technology Systems.

Personnel Security Specialists assists higher-level personnel who are performing CV and Personnel Security projects to develop competence and expertise. Assignments will progress in difficulty as experience is gained.

Personnel Security Specialists receive formal on-the-job training as well as developmental assignments. Periodically rotates the assignments to develop an understanding of the overall CV and Personnel Security functions.

Personnel Security Specialists participate in research, review, and analysis of existing policies and other sources of information leading to the development of new and revised industrial security requirements.

Prepares correspondence on CV and Personnel Security matters and perform other duties as assigned.

**Competencies:** Accountability, Decision Making, Self-Management, Writing, Personnel Security, Research, Data Analysis, Communication, Interpersonal Skills.

### **Education**

Education is not required. However, if you have a degree, you **MUST** submit your transcripts for your education to be considered. If substituting or combining education for experience, transcripts **MUST** be provided. If no transcripts are provided, you will be rated solely on experience. Superior Academic Achievement does not apply to DCIPS positions. If substituting education for experience:

- GG-07 level, you must possess a bachelor's or equivalent degree.
- GG-09 level, a master's, or equivalent degree or 2 full years of progressively higher-level graduate education leading to such as degree or LL.B. or J.D.

Foreign Education: For further information, click on the following link:  
<https://sites.ed.gov/international/recognition-of-foreign-qualifications/>

### **Required Certifications:**

- Depending on specialty, the incumbent may be required to obtain and maintain one or more appropriate certifications. The incumbent must sign a statement of understanding regarding the requirement to obtain and maintain certification as a condition of employment.
  - Positions require Security Fundamentals Professional Certification (SFPC) within two years of entry on duty. Certification must be maintained in accordance with program rules.

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### **Conditions of Employment**

- Must be a US citizen.
- Must be able to obtain and maintain a Special Sensitive clearance (TS) with Sensitive Compartmented Information (SCI).
- This is a Drug Testing designated position.
- This is a Defense Civilian Intelligence Personnel Systems (DCIPS) position in the Excepted Service under U.S.C. 1601.
- Work Schedule: Full Time
- Overtime: Occasionally
- Tour of Duty: Flexible
- Permanent Change of Station (PCS): May Be Authorized
- Fair Labor Standards Act (FLSA): Exempt
- Financial Disclosure: May Be Required
- Temporary Duty (TDY) Travel: Occasional
- Telework Eligibility: This position is telework eligible, but is not a full-time telework position. The incumbent will be required to report to the office on a routine basis.
- Selective Service Requirement: Males born after 12-31-59 must be registered for Selective Service. For more information <http://www.sss.gov>.
- The duties and responsibilities of this position may require working other-than-normal duty hours, to include evenings, weekends, holidays.
- Work may occasionally require travel away from the normal duty station by way of military or commercial aircraft.

- May be required to obtain and maintain one or more appropriate certifications. The incumbent must sign a statement of understanding regarding the requirement to obtain and maintain certification as a condition of employment. (See “Required Certifications” above)

### **How to Submit Your Resume**

For consideration send us your resume by email to: **dcsa.recruiting2@mail.mil**. In the subject line, only include **Personnel Security Specialists GG-0080-07/09 (Hanover, MD)**. All current and former Federal employees **MUST** submit a copy of latest SF50 (Notification of Personnel Action). Please note that this mailbox is specifically designated for this in-person event announcement. Do not forward any additional information or submit inquiries to this mailbox after March 31, 2024. Any submissions received after March 31, 2024, will not be considered.