

Job Code: ..... 100780  
Position#: (PSA) (E) ....  
Developed by: .....TK  
Reviewed by: ....SG, LK  
Approved by: ..... LK  
Date 11/09; 9/12, 8/15; 2/18

UNIVERSITY OF RHODE ISLAND  
Position Description

**TITLE:** Facility Security Officer  
**DIVISION:** Research and Economic Development (Research Office)  
**REPORTS TO:** Director of Research Integrity  
**GRADE:** 11  
**SUPERVISES:** Support staff, interns, student workers

**BASIC FUNCTION:**

Under the supervision of the Director of Research Integrity, responsible for the day-to-day administration of all security measures necessary for implementing Federal requirements related to the maintenance of the University's facility clearance for classified information at the institution, including its other non-Kingston locations (e.g., Narragansett Bay Campus, W Alton Jones Campus, Providence Campus). Provide day-to-day oversight for all issues relating to industrial security. Assure that the University is in compliance with all security requirements, including educational requirements. Assist the Export Control Office with determination of projects that require special attention to meet export control requirements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Serve as Facility Security Officer (FSO) upon approval by the Defense Security Services (DSS).

Manage the facility security program to ensure compliance with Federal security regulations as well as contractual agreements regarding the protection of classified government information under the National Industrial Security Operating Manual (NISPOM).

Maintain personnel security folders and logs documenting all security clearance requests, transfers and maintenance, as well as terminations of security clearance.

Process requests for personnel security clearances for staff and student contractors employed, through the University, at Federal Government installations.

Obtain, maintain, and terminate personnel security clearances issued to those University employees working on contracts for the US Government.

Track security clearance investigations and perform administrative functions, including utilizing the Joint Personnel Adjudication System (JPAS).

Provide guidance and instruction to employees to ensure proper completion of

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security paperwork, including the processing of fingerprints submitted for FBI validation.

Maintain eligibility and access-related records and submit timely reports on changes affecting employee eligibility and/or access.

Review required forms, and process and screen security forms (SF86) for various background investigations, reviewing the associated paperwork for completeness and accuracy; submit the same via the e-QIP system. Initiate security access for eligible employees.

Brief new employees working on federal government contracts regarding the security process, and debrief departing employees.

Monitor member listing for the University of Rhode Island Board of Trustees, verify the security clearance of key University management personnel, and maintain all facility clearance records.

Participate in the annual government facility security review.

Assist the Division of Research and Economic Development group designated as having the authority and responsibility for negotiation, execution and administration of user agency contract, pertaining to the protection of classified information.

Work with the Export Control Director to identify projects with particular Export Control concerns and work with the Export Control Director to help assure that those concerns are met.

Serve as Data Custodian for Military Critical Technical Data (DD2345).

Review Department of Defense Contract Security Classification Specification forms (DD-254) for all classified University contracts. On behalf of the University, create DD-254s for classified subcontracts.

Exercise control and supervision over the receipt, storage, and transmission of classified information at the University, including all campuses, ensuring compliance with applicable federal government directives/regulations.

As required, oversee the COMSEC account and act as Alternative COMSEC custodian, with responsibility for inventorying and securing materials and equipment in the event of emergencies, such as natural disasters or hostile situations.

Responsible for implementing policies and procedures related to access control of Controlled Unclassified Information.

Process visit/access requests for students and faculty related to classified work.

Serve as administrator of the University's System for Award Management (SAM) account, maintaining the University's Commercial and Government Entity (CAGE) Code for the facility clearance.

Keep up with required training and ensure and assist all faculty, students, staff and University of Rhode Island Board of Trustees members receive required training.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties as assigned by the Vice President for Research and Economic Development and the Director of Research Integrity.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers; word processing, database management, Secure Web Fingerprint Transmission (SWFT) equipment, and spreadsheet software. US citizenship. NISPOM and DoD security policies. Must have, or applied for, US Government Security Clearance at the Secret level within two months of appointment. Must have completed or must take, within one year of appointment, the "FSO Program Management Course for Possessing and Non-Possessing Facilities."

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree; Minimum of three years of increasingly responsible administrative experience at a research institution, college or university; US citizenship; Demonstrated administrative and organizational skills; Demonstrated ability to work independently and to follow up on assignments; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; Demonstrated extensive knowledge and progressively responsible experience working with the NISPOM and Department of Defense security policies and procedures; Demonstrated experience with Microsoft Office (Word, Excel, Access); and, Demonstrated ability to work with diverse groups/populations. Must have, or applied for, US Government Security Clearance at the Secret level within two months of appointment. Must have completed or must take, within one year of appointment, the "FSO Program Management Course for Possessing and Non-Possessing Facilities."

**PREFERRED:** Certification/training in "JPAS/JCAVS for Security Professionals," and "COMSEC Custodian Training."

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**