



HLM ASSOCIATES®

Your security is our priority.

HLM Associates (www.hlma.net) is currently seeking a National Industrial Security Program (NISP) Contractor Program Security Officer (CPSO) – Mid-Level requested. This is an **immediate hire**, full-time position with benefits, competitive salary based on qualifications and is bonus eligible. Selected candidate will perform Mid-level Contractor Program Security Officer (CPSO) support to HLMA clients performing under NRO-sponsored SCI programs within NRO accredited SCIFs. Onsite day-to-day support of SCI program and physical security operations is required.

This individual is expected to interface with the Government Program Security Officer (GPSO) and COR/COTR under senior oversight to support current and new SCI programs, ensuring compliance with NRO security policies and manuals, Intelligence Community Standards (ICS), Intelligence Community Directives (ICDs), NISPOM (32 CFR Part 117), and all other IC/DoDM security policies/manuals.

A security professional who is familiar with NRO and NRO applications/procedures and has the desire to expand their security profession into broader program ownership with the confidence to work independently but knows when to ask for assistance and is willing to be mentored and be a mentor to help with training and expand HLMs library of security knowledge.

Minimum Required Qualifications:

- MUST be currently eligible for Top Secret / SCI access
- MUST be proactive regarding providing security solutions and guidance
- Minimum 3-7 years of applicable CPSO experience working with the IC community.
- Support CPSO functions for NRO SCI programs in a client SCIF involving ownership of daily security tasks and experience to solve/troubleshoot evolving security landscape.
 - Manage the SCI access processing, indoctrinations, re-briefings, and debriefings.
 - Validate personnel clearance eligibility and investigative requirements prior to nomination.
 - Maintain SCI access rosters and program tracking tools.
 - Create, prepare and coordinate DD Form 254s, including subcontractor flow-down requirements.
 - Understand and implement classified material control procedures, safeguarding, transmission, reproduction, and destruction requirements.
 - Prepare and support for NRO annual inspections and ICD 705 compliance reviews. Have a good working knowledge of ICD 705 Tech Spec and the new ODNI NOTIP requirements.
 - Provide program security input to client leadership to be forward looking on new efforts or changes to program/physical security scope.
 - Knowledge and experience utilizing NRO applications/procedures
- SCIF Management and Daily Oversight:
 - Own and manage proper administration of SCIF security program in accordance NRO security policy and directives.

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- Maintain and update required SCIF documentation (SF 701/702, visitor logs, inspection records).
- Assist with annual self-inspections and corrective action tracking in accordance with NRO Security and Counterintelligence Manual (NSCM) and DNI directives/standards.
- Complete semi-annual IDS inspections to stay in compliance with ICD 705 and UL 2050 certification.
- Working knowledge of operating Access Control Systems (ACS) and supporting access control software for creating badge access to client sites and SCIFs.
- Conduct SCIF training to include IDS Open/Close, End of Day inspections, escorting of uncleared personnel, cleared visitors to SCIF and Operational Security Training (OPSEC) for personnel working in SCIFs
- Be knowledgeable in conducting cleared escorting duties and supporting SCIF maintenance scheduling as required
- Bachelor's degree (or applicable experience).
- Working knowledge of applicable federal laws, Presidential Directives, Executive Orders, Intelligence Community Directives (ICD), and the 32 CFR Part 117, NISPOM Rule.
- Effective interpersonal skills, to include working well with groups made up of different organizations and various grade levels; taking direction; working in team environments and functioning independently.
- Excellent oral and written communication skills.
- Present a clean, neat, and professional personal appearance.
- Have no physical or medical limitations related to the work assigned.
- Have reliable transportation: client facilities in/around the National Capitol Region.
- Must be reliable, professional, and deliver quality results with limited supervision.
- Must be able to detect, assess, and resolve security-related matters efficiently and timely.

Additional Preferred Qualifications:

- CUA / JUA Support
 - Must have general understanding to assist in drafting and submitting Contractor Use Agreements (CUA) and Joint Use Agreements (JUA)
 - Maintain tracking of CUA/JUA approvals and renewals.
- NCMS ISP® Certification.
- Center for Development of Security Excellence (CDSE) Security Training, Education and Professionalization Portal (STEPP) courses prior to start, unless otherwise identified:
 - FSO Program Management for Possessing Facilities curriculum
 - Establishing an Insider Threat Program training
 - Insider Threat Awareness training
 - Personally Identifiable Information (PII) training
 - Cyber Awareness training
 - NISS External User training

Qualified applicants may submit their resumes to kac@hlma.net and reference **HLMA Job Requisition No. 2026-002_NoVA.**

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