



HLM ASSOCIATES®

Your security is our priority.

HLM Associates (www.hlma.net) is currently seeking a National Industrial Security Program (NISP) **Facility Security Officer (FSO)/Insider Threat Program Senior Official (ITPSO)**. This is an **immediate hire**, full-time position with benefits, competitive salary based on qualifications and is bonus eligible. Selected candidate will perform various security management duties to include but not limited to FSO / ITPSO in support of multiple clients primarily in northern Virginia.

Minimum Required Qualifications:

- MUST possess and maintain a U.S. Top Secret Personnel Security Clearance.
- Minimum 3-5 years of applicable Facility Security Officer (FSO) or Assistant Facility Security Officer (AFSO) experience working with the Defense Counterintelligence and Security Agency (DCSA), managing DD FORM 254s, processing personnel security clearances, etc.
- Knowledge and experience utilizing DISS, NBIS, and NISS accounts.
- Bachelor's degree (or applicable experience).
- FSO Curriculum for Possessing Facilities certificate of completion.
- Working knowledge of applicable federal laws, Presidential Directives, Executive Orders, Intelligence Community Directives (ICD), and the 32 CFR Part 117, NISPOM Rule.
- Full competence with the use of MS Office Suite.
- 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:

- 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_FSO-ITPSO.

HLM Associates, LLC is an Equal Employment Opportunity and Affirmative Action employer.

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