



VECRA is seeking a Full-Time Human Capital Security Advisor

VECRA, Inc. has a requirement for a Human Capital Security Adviser Subject Matter Expert Support (Child Background Check) CBC to support the Department of Defense (DOD), DHA (Defense Health Agency).

COMPANY DESCRIPTION

VECRA, Inc. is a service-disabled veteran-owned small business (SDVOSB), woman-owned small business (WOSB), minority business enterprise (MBE) consulting firm implementing proven methodologies that help our clients drive growth, transform businesses, and innovate breakthrough ideas. VECRA's extensive experience with innovative software applications, reporting systems, facilities and supply chain management, program management and staffing support services are always:

Vigilant * Efficient * Collaborative * Responsive * Accurate

Subcontractor Personnel

VECRA Inc. will conduct Background Checks and Investigations for employees of all MTFs to include their clinics, who regularly or recurrently have contact with children under the age of 18.

ROLES and RESPONSIBILITIES

- Deliver CBC Security Support services to DHA, DHN, NCR MTFs.
- This includes providing both administrative and technical support, including the execution of Background Checks and Investigations for employees of all MTFs and clinics who encounter children under the age of 18.
- Ensure adequate resources are dedicated to satisfying the requirements of work assignments
- Provide on-call support as required for rapid response to high priority issues and tasking.



- Responsible for assisting in the transfer and delivery of certain documents, such as but not limited to fingerprint cards and other required investigation documents, between the primary place of business and NCR Military Treatment Facilities as needed.

QUALIFICATIONS and REQUIRED SKILLS:

- Experience performing Personnel Security functions is required.
- Knowledge of the DoD Regulation 5220.22-M, National Industrial Security Operating Manual, and applicable Intelligence Community Directives (ICD) desired.
- Experience with DoD clearance process to include but not limited to DISS, NBIS, DD254, eCPRL, SF86 and Foreign National Association desired.
- Ability to communicate effectively both orally and in writing with all levels of staff.
- Ability to display tact, discretion, and diplomacy in dealing with all levels of IDA staff and the public.
- Proficiency in use of computers and Microsoft Office products.
- Candidates are required to have an active Secret (or above) clearance.
- Knowledge of an extensive body of security rules, procedures, or operations requiring extended training and experience to perform a wide variety of interrelated or non-standard procedural assignments and resolve a wide range of problems.
- Extensive knowledge of Personnel Security Program regulations, directives, policies and guidance established affecting employment, position sensitivity, and eligibility process of employees.
- Working knowledge of security program and techniques to resolve questions and conditions, to consider clearance level required, adjudicate security clearances when clear-cut derogatory information is present in investigative information.
- Skill in oral communication in order to establish and maintain working relationships with military and civilian personnel, to explain personnel security regulations and procedures, to resolve problems; and to explain the results of investigations and clearance levels.
- Knowledge of security clearance processing requirements and procedures in order to review, analyze and forward actions and make recommendations on cases involving significant derogatory information.



- Ability to communicate orally and by written means in order to provide briefings, debriefings, training, and prepare correspondence.
- Knowledge of and skill in utilizing computerized data systems to prepare correspondence or documents, and input, update, and retrieve data in processing and preparing security clearance requests and reports.
- Ability to type is required.

EDUCATION

- High School diploma or equivalent.
- 5 + years of clerical experience.
- Personnel Security Analyst shall have 3-5 years of personnel security experience.
- The individual must have a documented work history demonstrating success at increasing levels of responsibility and project complexity in the area of personnel security.
- The individuals must have good critical thinking and writing skills and the ability to facilitate complex discussions with stakeholders.

OTHER

- **Work Hours:** Monday - Friday (6:30am-3:30pm); unless changed by the government
- **Work Location Requirements:**
 - Walter Reed National Military Medical Center (WRNMMC)
 - The employee is expected to train onsite 5 days per week at WRNMMC for the first 90 days.
 - The employee is expected to Telework one(1) day per week and work onsite at WRNMMC four(4) days per week AFTER completion of the onsite training.
- **Req Type:** Full-Time
- The Department of Defense (DoD) requires subcontractor personnel designated for assignment to an ADP/IT position to undergo a successful security screening before being granted access to DoD information technology (IT) systems that contain sensitive data.



BENEFITS

We offer a competitive benefits package for full-time employees to include paid holidays, paid time off, medical and dental.

VECRA, Inc. is an equal opportunity and affirmative action employer. VECRA is committed to administering all employment and personnel actions on the basis of merit and free of discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability.

VECRA maintains a drug-free workplace and performs pre-employment substance abuse testing and background checks, where permitted by law.

Email resumes to HumanResources@vecrainc.com with **Subject Line:** Human Capital Security
Advisor