



JOB TITLE:	Controlled Unclassified Information (CUI) Program Analyst	JOB LOCATION:	Alexandria, VA
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Experience, Knowledge, Skills and Abilities Required:

- Areas of expertise may include legal review, business process reengineering, performance management, statistical process control, individual and organizational assessment and evaluation, process modeling and simulation, strategic and business planning, change management, and organizational development.
- Experience with the CUI Program, CUI Self-Inspection Maturity Model, CUI Guidebook, Incident Management Plan.
- Knowledge of /experience working at National Science Foundation (NSF) preferred.
- Excellent analytical and problem-solving skills.
- Excellent verbal and written communications.
- Excellent documentation skills.
- Strong organizational skills and attention to detail.
- Experience with Microsoft Office.
- Ability to obtain and maintain a CAC.

POSITION RESPONSIBILITIES:

- Conducts complex reviews and analysis of the NSF CUI program, to include review and analysis of CUI categories and applicable statutes, regulations, and policies.
- Evaluates and provides conclusions and recommendations to integrate or improve program/project objectives.
- Identifies and develops methods, plans, and documentation to streamline operating procedures, reports, and systems to improve operations, achieve savings, and encourage long-range planning to ensure results.
- Supports development of business plans, policies, procedural documentation, and other deliverables in support of executing decisions.
- Assists with program analysis and review, devising performance measures, related processes, and systems.
- Facilitates process and productivity improvement, systems alignment, organizational assessments, and program audits and evaluations.
- Reviews and recommends quality control enhancements for all aspects of the CUI program.
- Assists with the development and routine technical review and update of the CUI Self-Inspection maturity model, CUI Guidebook, Incident Management Plan.
- Attends and lends CUI subject matter expertise in designated meetings and provide summaries, decision



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<p>points, and take away actions for the NSF CUI Program Manager.</p> <ul style="list-style-type: none">• Provides program management presentations for CUI stakeholders and management officials.• Provides in-person CUI training and education.• Reviews, coordinates, develops, and analyzes all CUI program information and materials including:<ul style="list-style-type: none">• Works with the NSF education and training branch (NSF Academy) in the maintenance of CUI training on-line and in-person course materials.• Drafts CUI program communications to include correspondence, newsletters, briefings, reports, policies, and guidance products.• Assists with drafting CUI program communications including correspondence, newsletters, briefings, reports, policies, and guidance products.• Develops weekly reports summarizing CUI related tasks/activities/deliverables along with associated deadlines and progress status.• Files reports in designated recordkeeping location.			
SALARY/BENEFITS:			
<p>Salary is based on experience and qualifications. We offer a competitive compensation and benefits package that includes health, dental, life insurance, direct deposit and more.</p> <p style="text-align: center;">JLMI is an equal employment opportunity employer EOE/M/F/D/V</p>			
CONTACT INFORMATION:			
<p>Please Submit Resumes to Recruiting@JLMIVA.COM; POC: Janet Castrinos; Phone: (804)733-0933; Fax: (804)733-0935. If you wish to learn more about JLMI, visit our website at (www.jlmiva.com).</p>			