



JOB TITLE:	Site Security Manager (SSM)	JOB LOCATION:	FT Bragg, NC
Experience, Knowledge, Skills and Abilities Required:			
<ul style="list-style-type: none"> • At least two years of specialized experience performing CAC and USID Card functions and be capable of performing all duties and responsibilities of a Verifying Official (VO). • Experience leading and supervising contract staff • Knowledge of, and ability to interpret, a variety of rules, regulations, procedures, and precedents relating to CAC and USID card functions • Have the appropriate management and technical skills required to meet requirements • Applicant must be able to complete the RAPIDS Verifying Officials (VO) Desktop Certification, and RAPIDS Verifying Officials (VO) Deployable Certification. • Proficiency in Microsoft Office programs to include Word and Excel. • Applicants must be able to communicate effectively in English, both verbally and in writing. • U.S. citizenship is required. 			
POSITION RESPONSIBILITIES:			
<ul style="list-style-type: none"> • Manages the security of RAPIDS workstations that are under his/her purview. • Responsible for the following areas of operation: User Administration; Ordering, Management and Accountability of CAC stock and consumables; Policy and Procedure Compliance; Site Administration Documentation and Training; and the Use of the Automated Card Management System. • Monitors kiosks constantly to minimize customer waiting time • Installs new hardware components, run and review audit reports, manage users, security, cardstock, consumables, and maintain the site's address information/hours of operations/business practices (appointment only or walk-ins) for the "ID Card Office Online," Security Online, and Inventory Logistics Portal (ILP). • Performs RAPIDS security overrides for document and fingerprint support • Performs the following tasks: Prepares correspondence, letters, and statistical reports as required by the ID Card Facility Manager or COR; Enters and/or validates data in automated systems, as needed; Maintains accuracy of automated personnel and other databases; Retrieves data from the Rapids Reporting Tool, kiosks, DHR databases, and site maintenance tool; Reviews and verifies records to identify discrepancies and gaps in information; Interviews personnel to obtain additional information as needed to complete record and/or to correct discrepancies; Maintains required forms, records, and files pertaining to ID Card procedures; Enters and/or validates data in automated systems, as needed; Maintains "ID Card Office Online" oversight; Reviews all information on the audit trail reports; Evaluates the audit trail report to monitor for fraud, waste, and abuse, and maintain for one year and/or during the period of performance; Accompanies the Government SSM on unit site visits to assist in the operation of their deployable RAPIDS Workstations. 			



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SALARY/BENEFITS:			
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.			
JLMI is an equal employment opportunity employer EOE/M/F/D/V			
CONTACT INFORMATION:			
Please Submit Resumes to Recruiting@JLMIVA.COM ; If you wish to learn more about JLMI, visit our website at (www.jlmiva.com).			