



Senior OPSEC Signature Manager L3

Hire Date: ASAP | Location: Colorado Springs | Employment Type: Full Time

Salary Range: \$100,000.00 to \$120,000.00

As a Senior OPSEC Signature Manager, you will provide essential support to the United States Space Force's (USSF) Operational Test and Training Infrastructure (OTTI) Integrated Program Office (IPO). The OTTI program underpins force readiness by aligning the acquisition, development, and sustainment of long-term test and training capabilities for the USSF.

In this role, the OPSEC Signature Manager will:

- Serve as the commander's/director's representative regarding OPSEC requirements and the point of contact for all OPSEC-related issues between higher headquarters (HHQ) staff, HHQ OPSEC Program Managers, and the organization's subordinate units.
- Maintain responsibility for OPSEC within the organizational functions. Advise the commander/director on the identification and protection of the organization's critical information and indicators.
- Identify manpower, funding and resource requirements to the applicable HHQ OPSEC Program Manager. If applicable, develop and monitor OPSEC program expenditures.
- Complete required OPSEC training.
- Provide OPSEC education materials.
- Establish, maintain, review and confirm at least annually, the currency of the organization's critical information and indicators list and countermeasures.
- Annually, review and assess the effectiveness and efficiency of OPSEC within the organization, to include currency and effectiveness of subordinate organization's procedures to control critical information and associated indicators.
- Ensure planning documents are reviewed annually and update as required.
- Develop and integrate OPSEC into organizational plans.
- Coordinate with contract requirement owners to review contract documents to ensure publicly available contract documents do not include critical information and indicators.
- Ensure contract requirements explicitly state contractor OPSEC responsibilities and requirements to protect critical information and indicators for the activity, operation or program being contracted.
- Provide specific OPSEC education materials to organizations which require contract support within 30 days of award of a contract.
- Obtain and maintain an Enterprise Protection Risk Management (EPRM) and other required user accounts.
- Act as the focal point for requesting support through the HHQ OPSEC Program Manager.
- Submit after-action reports and lessons learned for incorporation into future OPSEC courseware and the lessons learned database when applicable.
- Using the OPSEC process, identify signatures, critical information and indicators and assess the risk for each of the organizations activities' relating to the planning, development,



deployment and movement of equipment, personnel, systems and capabilities whether the activity is planned, conducted or supported, documenting all mitigation efforts.

- Identify current threats that have a capability and intent to obtain and exploit the critical information and indicators within the organization's critical information and indicator list.
- Identify and ensure the implementation of OPSEC measures and countermeasures into organizational activities to reduce vulnerabilities and indicators.
- Coordinate the integration of OPSEC measures and countermeasures with other information-related capabilities and the organization's command-level, other organizations and tenant(s) on the installation to ensure the protection of mission critical activities and capabilities.
- Support the organization's OPSEC Working Group, or serve as Working Group Chair, as required.
- Provide training to subordinate OPSEC practitioners and working group members as required.
- Participate in HHQ and stakeholder/partner OPSEC Working Groups.

Other details:

- 10+ years related experience, DoD and USSF experience preferred
- Full-time on-site work is required
- Travel up to 25% of the time may be required
- Education / Certifications: Bachelor's Degree (required), relevant work experience or training may be considered in lieu of a degree
- Top-Secret clearance SCI-eligible with the capability to acquire and retain additional security accesses

Benefits:

- Medical, dental, vision, disability, and life insurance
- Flexible Spending Accounts
- 401(k)
- PTO
- Paid Parental leave
- Paid federal holidays

Security Clearance

Must be a U.S. Citizen. A high-level Department of Defense active security clearance is required. Applicants selected will be subject to a security investigation and may need to meet eligibility requirements for access to government information.

Physical Requirements

Work may involve sitting or standing for extended periods of time and typing and reading from a computer screen. The candidate must have enough mobility, including bending, reaching, and kneeling, to complete daily duties in a prompt and efficient manner and that may include lifting to thirty pounds, as necessary.