



## Physical Security Program Analyst – Rosslyn, VA

Since our inception in 1993, Crucible has employed only the most competent, operationally experienced military and law enforcement veterans to instruct, consult, and manage security operations globally. We have lived and worked in the same environments, and under the same conditions, as our clients. Our instructors are dynamic, perceptive, and professional which resonates with student groups.

Crucible is seeking several highly qualified Physical Security Program Analysts to support a potential contract. Physical Security Program Analysts provide dedicated analytical, logistical and information tracking within a geographic region. Analysts ensure the smooth and effective tracking of tasks within their regional sections. Analysts have a selection of set tasks, but also may be assigned to any number of special projects and duties based on demonstrated competencies.

### Duties:

- Analysts are responsible for receiving physical design documents, logging projects into the Design Review Tracker and sending out review request to various offices. Analysts then receive and upload review comments into a design review tracking application. Analysts also must “backcheck” the comments once final responses are received, to ensure open issues are fully resolved. Once all comments are resolved, the Analyst must draft correspondence memorandum to other offices for project certification.
- Analysts review incoming funding request cables for errors, accounting mistakes and improper funding codes. Analysts are also responsible for monitoring the progress of the request to include maintaining the Funding Request Tracker, notifying the assigned desk officers for action and ensure requests are fully completed within a two business day period.
- Analysts are tasked with drafting, reviewing and editing written products within their assigned a section, including Ambassadorial Briefing Papers, Waiver/Exception Requests, Action Memos, Informational Memos, Score Cards, and miscellaneous cables often while adhering to short deadlines. Analysts look for grammatical mistakes, contextual errors, and ensure all written products strictly conform to department templates.
- Analysts review and edit all Physical Security Surveys to ensure that there are no formatting errors, grammatical mistakes, or missing content from Post before they reach the Desk Officer for their review. Analysts are responsible for communicating with Posts when the surveys are missing required content, and for passing the survey to the Desk Officer for their review.
- Analysts provide dedicated support for a variety of informational taskers, researching databases to generate useful information for reports that are often received by senior persons within the department. Analysts will learn to operate the Department’s tasker system.



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- Analysts provide support to the Residential and Soft Target Working Groups, organizing the meetings, recording minutes, and tracking issues.
- Analysts compile the data from various tracking applications in order provide a useful analysis to decision makers on their section's accomplishments during the periodic quarter.

**Qualifications:**

- Bachelor's degree education or equivalent in years of related work experience;
- Ability to learn and apply Department of State, Overseas Policy Board, and physical/residential security requirements;
- Experience in basic data analysis, statistical analysis and demonstrated attention to detail;
- Experience in basic budgetary accounting procedures and recordkeeping;
- Demonstrated ability to multi-task, prioritize and track activity;
- Demonstrated teamwork and team building experience with those who are not direct reports;
- Organized, self-starter who has demonstrated they are internally motivated, take ownership of their program, can work well independently or with a team, and with minimal supervision;
- Good interpersonal skills and an effective communicator, both orally and in writing, that can explain complex details to different audiences including working level employees, senior leadership and subject matter experts;
- Experience drafting policy, procedures, memos, cables, and preparing reports for executives for decision making with minimal editing required;
- Excellent writing skills to including editing, ability to identify grammar mistakes, contextual errors, and the ability to ensure products conform to established standards;
- Excellent research skills;
- Demonstrated competence: SharePoint, Microsoft Suite (including Excel), Office 365
- Secret Clearance Required