

POSITION DESCRIPTION

HEAD, PERSONNEL SECURITY DIVISION

Organizational Need/Function:

The Privacy Act of 1974, the Health Insurance Portability and Accountability Act (HIPAA), and the DoD Health Information Privacy Regulation (DoD 6025.18-R) along with the DoD 5200.2R Personnel Security Program (January 1987) require that the DoD put in place appropriate safeguards to protect sensitive data. The TMA Privacy Office Personnel Security Division (POPSD) ensures these safeguards against inappropriate use and disclosure are upheld by contractors and others who have access to information systems containing protected health information.

Duties and Responsibilities:

TMA Privacy Office Head, Personnel Security Division:

- Supervises the TMA POPSD staff and provide Privacy Officer with a monthly performance matrix
- Reviews and assign duties to TMA POPSD staff
- Serve as liaison to TMA Privacy Officer for the personnel security matters
- Serve as a liaison for COTRs on personnel security
- Establish and maintain a standard operating procedure for TMA POPSD
- Establish policies and procedures on how personnel security applies to TRICARE
- Interface with the Contractor Facility Security Officers' point of contact
- Review, revise and keep current all TMA policies on personnel security listed on website
- Review and revise the position descriptions for each member of the personnel security team
- Process and review the contract language for non purchase care contractors on personnel security on TRICARE contracts
- Write draft TRICARE policies for USDI approval using the draft policy as a base
- Review the Non disclosure statement for contract personnel
- Review and revise the TMA guidance documents
- Review the Program Office procedures established to verify ADP requirements
- Track and monitor monthly billing of investigations from DSS
- Serve as a liaison outside government agencies, i.e., Office of Personnel Management (OPM), Defense Industrial Security Clearance Office (DISCO), Department of Hearings and Appeals (DOHA), and USDI (C3I).
- Prepare professional Senior Executive level briefs for Client for tasks in the POPSD.

Qualifications:

This position reports directly to the Deputy Technical Manager, TMA Privacy Office in support of the TMA Privacy Officer. The successful candidate will have a working knowledge of the mission, policies, programs and procedures comprising the MHS and TRICARE; proven experience in security management duties within the federal government; be able to demonstrate strong leadership and related specialized experience, knowledge, skills, and abilities to successfully perform the above duties; experience with accessing and using DoD information systems and specifically healthcare systems is preferred. Functional capabilities include assessing program effectiveness and recommending improvements to processes that promote program effectiveness and efficiency. Excellent writing ability and demonstrated experience in conflict resolution, briefing preparation and presentation skills are a must. Graduate level degree in a Health Care or Management related discipline is essential for success.

Please send resume and salary requirements to: employment@axiom-rm.com