

SkillBridge Curriculum Summary
Security Specialist (GS-13) – TS/SCI
U.S. Customs and Border Protection (CBP)



**Homeland
Security**

1/04/2022

Curriculum Description

A Security Specialist intern will be taught the following (among many others) during this internship through in-person or virtual training and consists of observing/participating in the organization's internal assessment planning and execution cycle. Duties include the assessment and planning of all security programs which impact operational readiness, safety, and security of facilities and technical systems which affect Customs and Border Protection (CBP), other Federal agencies, private entities, and the general public within the CBP Top Secret Special Compartmented Information (TS/SCI) facilities.

Security Specialist internship participants independently plan, schedule, coordinate, carry out and monitor the effectiveness of the Sensitive Compartmented Information (SCI) Personnel Security (PERSEC) program. Provide other Information Security (INFOSEC) support as assigned. Serves as the liaison between the Office of Intelligence (OI) Headquarters (HQ) and CBP Field Offices. Other administrative Security related support functions also include managing the SCI nomination process for selected applicants. Provides proficient administrative SCI Security support for cleared personnel, including but not limited to visit certifications, managing Access Control program, processing of foreign contacts, foreign travel and other appropriate day to day Security support to SCIF operations.

[Curriculum Length: up to 24 weeks]

1. Points of Contact

Name:	Jeffrey R. Jack
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2. Courses and other activities

Activity: On-the-Job Training	Length: 180 days
Location: CBP Office of Intelligence (OI)	
Prerequisites: None	
Description: The OJT will increase the participants understanding of CBP providing SCI briefings/debriefings as assigned for cleared personnel. Managing and maintaining personnel security records, to include overseeing completion of required annual Security Refresher Training courses in coordination with the SSO.	
Tasks:	

UNCLASSIFIED

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- Preparing reports on security infractions, violations and assists in official inquiries when appropriate.
- Engaging and coordinating with appropriate officials on issues that directly affect security clearance suitability and determinations on assigned personnel. Possesses ability to proficiently implement mitigating processes due to potential security risks associated with SCIF locations.