



Concord Crossroads, LLC
Certified Service Disabled Veteran Owned Business

Concord Crossroads, LLC

Position Title: Badging Technician

Number of Positions: 1 (One)

Salary: To Be Determined

Job Location: Rockville, Maryland

Clearance: Current Top Secret or "Q" clearance

Position Close Date: Until Filled

About Concord Crossroads, LLC

Concord Crossroads, LLC (C3R) is seeking a Badging Technician to support a Government client in a Full Time Contract Position. We are a Service Disabled Veteran Owned Small Business (SDVOSB). Headquartered in Dumfries Virginia, C3R provides innovative Global Force Management, Intelligence Operations and Analysis Services, Strategic Program Management Support, Policy and Doctrine Development Support, Training and Exercises Development Services, Personnel Security Services, Electronic Security Operations Management and Solutions on military installations and federal agencies both CONUS and OCONUS. Our employees enjoy competitive compensation and benefits packages.

Job Description

Badging staff personnel are responsible for administering the NRC's personnel badging process to include, but not limited to, printing, issuing, troubleshooting, sending, replacing, cancelling, revoking, and suspending badges that meet compliance with Homeland Security Presidential Directive 12 (HSPD-12). The badging staff are also required to print, track, and log other NRC-issued badges (non-HSPD-12 badges), cards, or credentials as determined by the (Security Management and Operations Branch SMOB). The badging staff is responsible for providing training material, and support for HQ PIV registrars (enrollers) and providing ongoing technical and operational support to HQ PIV enrollers. Create, maintain, and update access control logs and access for rooms that require access control lists and specific access. Prepare correspondence and communicate effectively, efficiently and tactfully, both orally and in writing with a wide variety of individuals involved with SMOB activities. Send communications regarding terminated employees and contractors as necessary. Destroy sensitive media as directed by SMOB. As assigned, develop procedures, policies, or other documentation regarding badging processes and access control processes. Provide input and assist with testing and selection of new access control and badging systems. Badging staff may be required to travel to provide training, technical support to the NRC regional offices. In the event that all or part of the White Flint Complex is evacuated during business hours, the Badging Office staff will report to an operational workstation outside of the Badging Office to run reports on badge activity that day to provide information on who is present in the evacuated building(s) that day. Badging and Access Control Staff personnel have a current TS/Q Security Clearance.

Job Responsibilities

1. Support PIV Card and other Badge production, issuance, and maintenance for the U.S. NRC's six (6) major U.S. Facilities.
2. Support Access Control operations for U.S. NRC Headquarters. Support Emergency Response for U.S. NRC Headquarters.
3. Provide destruction of Sensitive Media, as directed by the Government.

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4. Manage relevant Security Equipment Inventory.
5. Manage correspondence with internal and external stakeholders in support of all operations, and other duties as assigned.
6. Perform operations and maintenance service for each of the systems: CCTV, IDS and PACS. Services include providing general upkeep of the system and its parts, commissioning and decommissioning equipment, providing and installing equipment, and providing training of the system.
7. Furnish and install fully functional and integrated equipment for new locations as determined by the Government.
8. Operate the current system as required by security and badging technicians.
9. Provide emergency response to the Government facilities within four (4) hours after notification that the system is malfunctioning to bring the system back online within four (4) hours of system failure.

Job Requirements

1. Candidate must be a U.S. Citizen.
2. Candidate must be able to speak and write fluently in English.
3. Candidate must be able to obtain and maintain a U.S. Government Security Clearance at the "Q" level (Top Secret).
4. Candidate must possess a minimum of 3 years of operations and maintenance service for each of the systems: CCTV, IDS and PACS.
5. Candidate must have authoritative knowledge of each system: CCTV, IDS, and PACS and all related and associated issues.
6. Candidate must maintain a level of grooming and attire appropriate for an office environment at the "business casual" level.
7. Candidate must demonstrate current and relevant ability to use normal office computer equipment and applications; basic fluency in Microsoft Outlook, Word, and Excel are critical. Candidate must demonstrate effective oral and written customer service / customer relations skills.
8. Candidate must demonstrate ability to keep accurate and detailed records.
9. Candidate must demonstrate ability to manage an appointment calendar.
10. Candidate must have a high school diploma. (Bachelor's Degree in related field preferred).
11. Candidate will work an 8-hour day, with a start time absolutely no later than 8:00 am and an end time absolutely no earlier than 3:00pm, Monday – Friday.

Job Qualifications

1. Physical, Industrial, Information, or Personnel Security experience is useful.
2. Badging or Access Control experience is desirable.
3. College-level education is desirable.
4. Ability to implement best-practices is highly desirable.

If you would like to be part of our team, please complete the application process on the C3R Website at www.concordcrossroads.com