

Work Process Schedule

Master Homeland Security Specialist

RAPIDS: 2003	ONET/SOC: 33-3051.01	REVISION DATE:
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A Master Homeland Security Specialist is responsible for the effective research, development, execution and management of a variety of security programs. Applies knowledge of applicable directives in order to implement and successfully manage programs, to include: Antiterrorism, assets and personnel protection, physical security, emergency management, and continuity of operations.

Applicable Ratings/MOS

MA E7 and ABOVE, 0649/0749 (LDO/CWO), and ATFP Subspecialty (SSP)

OTHERS: E7 and ABOVE with NEC 9598 and or NEC 9501 and performing security supervision and emergency management duties

Related Instruction

288 hours of Security Supervision and Emergency Management Related Instructions **AND BE APPROPRIATELY ASSIGNED PERFORMING SECURITY AND EMERGENCY MANAGEMENT WORK**. This is a Master level trade and applicable only to designated ratings and pay grades. Completion of the Security Specialist Apprenticeship and other trades are not required.

Pre-registration credit will be granted as follows:

Credit will be based on completion date of security supervision and emergency management courses totaling 288 hours.

Total Hours: 4000

Skill Area

A. ORGANIZATIONAL SAFETY MANAGEMENT:

Total Hours: 200

- Identify, manage and mitigate risks during security operations.
- Establish and monitor Respiratory Protection Program.
- Supervise safe and effective respond to hazardous substance releases by emergency responds personnel.
- Implement general industry safety in accordance with Occupational Safety and Health Administration's standards.

B. EMERGENCY MANAGEMENT:

Total Hours: 600

- Manage the development, implementation, and maintenance of disaster preparedness plans.
- Manage the development, implementation, and maintenance of destructive weather plans.
- Manage the development, implementation, and maintenance of evacuation operation plans.
- Manage the development, implementation, and maintenance of continuity of operations plans.
- Supervise exercises and operational execution of plans.
- Coordinate with multi-jurisdictional response agencies.
- Develop and maintain MOA/MOU with other agencies.
- Establish guidelines to ensure integration of operational units into Incident Command System.

- C. SECURITY OPERATIONS:** Total Hours: 1000
- Develop Physical Security Plans.
 - Review new construction plans to ensure compliance with applicable physical security standards and local zoning regulations.
 - Coordinate the installation and maintenance of final denial systems, security lighting, fencing, and intrusion detection systems to protect assets.
 - Identify critical assets and infrastructure.
 - Develop and manage plan to protect critical assets/infrastructure
 - Develop and manage access/perimeter control program
 - Develop, implement, and inspect the Loss Prevention and Key & Lock program to ensure compliance with applicable regulations.
 - Develop and manage standard operating procedures
 - Develop and manage security plans using applicable policies and guidelines
 - Determine screening criteria and procedures
- D. LAW ENFORCEMENT OPERATIONS:** Total Hours: 700
- Coordinate with local emergency services and community organizations for outreach programs.
 - Educate community on crime prevention programs.
 - Analyze crime and/or traffic crash data to effectively distribute resources.
 - Analyze traffic enforcement activity to ensure compliance with applicable regulations.
 - Manage the K9 program.
 - Manage and direct daily operations.
 - Review and approve correspondence and reports.
 - Develop and manage procedures for law enforcement function
 - Analyze patrol activities to ensure compliance with local/state/federal/court guidelines.
 - Evaluate and manage investigator caseload.
 - Conduct assignment/availability study.
 - Manage the evidence collection and control program.
- E. ANTITERRORISM OPERATIONS:** Total Hours: 1000
- Create and implement plan to protect critical assets/infrastructure.
 - Coordinate terrorism consequence management.
 - Integrate Weapons of Mass Destruction, public health emergency preparedness and emergency response measures as an adjunct to the overall AT Plan.
 - Systematically identify, assess, and manage risks
 - Develop specific guidance and execution-oriented instructions
 - Provide awareness training (e.g. criminal, political, and threat levels) as applicable
 - Conduct table-top and operational exercises
 - Identify vulnerabilities
 - Apply risk management to vulnerabilities
 - Manage the Antiterrorism program
- F. RESOURCE AND REQUIREMENTS MANAGEMENT:** Total Hours: 500
- Identify current and future funding requirements.
 - Allocate funds to approved programs
 - Identify current and future staffing requirements
 - Identify current and future capital improvement requirements
 - Identify current and future consumable requirements
 - Assess and manage contract execution
 - Identify security resource shortfalls
 - Recruit, hire, and train personnel