

Michael C. Bulger
4793 State Highway 56 Colton, NY 13625
(Po Box 12)/ Cell: 703.906.2604
E-Mail: Michael.Bulger@yahoo.com

CURRENT CLEARANCE LEVEL:
TOP SECRET /SCI (CI POLYGRAPH)

SUMMARY OF EXPERIENCE / RESPONSIBILITIES

- Managed an Enterprise Facilities Security Office for a National Level Intelligence Information Sharing and Analysis Center. Served as a Special Security Officer/SSO, assisting in overseeing the Physical, Administrative and Operational aspects of security for multiple SCIF'S, containing classified information up to the TS/SCI Level.
- Coordinated with SCIF Accrediting Authorities regarding the new construction of SCIF's or Closed Areas. Ensuring compliance with DSS, DIA, NISPOM, DCID's and DOD 5105.21-M-1 policies and procedures by performing SCI Compliance Inspections and Routine Audits when necessary.
- Ensure construction of SCIF's and secure areas are in compliance including connectivity and accreditation.
- Assisted ISSM with the Development, Implementation and Management of an Enterprise-Wide IT Top Secret Information Systems Security Program in accordance with; NISPOM, DCID 6/3, DOD 5200.1-R, DOD 5105.21-M-1, TEMPEST countermeasures, Joint DODIIS/Cryptologic SCI Information Security Standards and SCI Security Classification Guides.
- Served as a Records and Database Manager providing strategic and tactical planning in the development, implementation and management of all aspects of classified media/document control and records management in support of a National Level Intelligence Information Sharing and Analysis Center.

PROFESSIONAL EXPERIENCE

Sr. Contract Program Security Officer / CSS0
ITT-AES Advanced Engineering & Sciences

- Audits/Inspections/Investigations: Conducted security inspections for compliance with Company and Government requirements. Responsible for investigations involving missing, lost or compromised documents, program access, or improper classification.
- Served as the (ISSO) Information System Security Officer and acquired accreditation for classified systems and network(s).
- Supported the SSO of the contract with the physical, administrative and operational policies and procedures, information security policies and procedures, entry and exit procedures, clearance passing and verification, investigations, document control, fingerprinting, photograph equipment, and special access programs.
- Supported the Contracting Officer Representative (COR) and SSO by ensuring the accurate and timely execution of the DD Form 254 process, Nomination packages and the proper levels of clearance to classified areas.
- Joint Personnel Adjudication System (JPAS). Received and processed Visit Access Letters/Requests (VAL/VAR).
- Developed, organized and conducted security education for new employees, cleared employees and security representatives regarding individual security responsibility. Briefings and debriefings (new-hire, NISPOM initial and re-briefings, foreign counterintelligence, closed area, automated information systems, foreign travel, carrying or transporting classified information, and handling of special security projects).
- SCIF Manager: Assisted SCIF Accrediting Authorities with all issues related to the new construction of SCIF's for the organization. Prepared Accreditation Documents/Fixed Facility Checklists for Approval. Ensured Major Modifications are reported to SCIF Accrediting Authorities. Ensured compliance with DCID 6/9 and DOD 5105.21-M-1 Policies, Procedures and applicable TEMPEST countermeasures by performing SCIF Inspections.
- Maintained all security containers, Key Control and performed alarm testing to all classified areas.
- Directed and led weekly status meetings with key personnel regarding potential new hires or sub-contractors.
- Knowledge and proficiency of the NISPOM, NISPOM Supplement, NISPOM Chapter 8, DCID's, ITAR regulations, and COMSEC requirements.
- Investigate losses and security violations and recommended corrective actions. Maintained liaison with outside agencies. Developed procedures and coordinated manual revisions. Responded for systems, alarms, or other security needs.
- Responsible for the disaster planning, emergency evacuation planning, recall rosters, security exercises, all security matters, tasking, or actions received from management.

Security Consultant V / CSSO (**DUTIES SAME AS ABOVE**)
National Media Exploitation Center/NMEC

Records Manager/NMEC

- Document control: maintained a chain-of-custody for everything exchanged or forwarded.
- Records disposition: provided traceability and accountability. Disposal methods within multiple databases.
- Track quality system metrics and prepare reports as directed.
- Ensure proper formatting and accurate, timely database updates when documents are created or revised.
- Reporting: briefed senior management bi-weekly on media/recordkeeping controls, updates, prioritization and problem solving.
- Webpage: created and designed a historical archive of operational briefings
- Developed/Facilitated the sharing and forwarding of classified media/files meeting specific intelligence criteria to outside agencies.

Database Manager/NMEC

- Prepared acquired foreign documents and other media for upload into national databases supporting intelligence and law enforcement agencies. Established, maintained, and provided weekly manning and statistical production reports to senior leadership.
- Responsible for the overall integrity of the database and the input and output of all data.
- Windows System Support: created users accounts; user mail accounts; created Deployable Harmony Application (DHA) accounts; tracked user error; provided training; data uploads to National Harmony; data exports; FTP data across LAN and WAN; managed the processing of media; maintained central media archives; provided Performance and Production Reports to management.
- Server Maintenance: maintained transaction logs; installed patches, service packs, and updates; kept virus signature files current; responded to downtimes and power outages; backups of data files, reviewed system accesses and created group/individual permissions as appropriate.
- Database support and maintenance: collaborated with software developers to troubleshoot, define requirements, functionality; consulted with management on planning for upgrades and expansion.

EMPLOYMENT HISTORY

- Document Manager (Stahl Zelloe) 2009 (*Unemployment / Misc Jobs 2009*)
- Sr. Contract Program Security Officer, ITT-AES (*Advanced Engineering & Sciences*), 2007 – 2008
- Security Consultant (NMEC), *Phoenix Consulting Group, Inc.*, 2006 – 2007
- Records Manager (NMEC), *Cipher Systems*, 2005 – 2006
- Database Manager (NMEC), *McNeil Technologies, Inc.*, 2003 – 2005
- Technician II, *Network Dynamics Cabling, Inc.*, 2001–2002
- Security Specialist, *USAA*
- Executive Protection Agent, *Vance International, Inc.*
- Military Police Officer, *United States Army*

EDUCATION/ SPECIALIZED TRAINING

- BS (in progress) Public Safety / Emergency Management
- Military Police Academy
- DIA SSO Course
- Personal Protection Specialist
- Technical Presentation Skills
- UPO Drug Interdiction

SKILLS

- Spanish
- Program Security, Collateral Security, CSSO, SSO
- PSO, SAP, SCI, NISPOM, DCID, Security Administration.
- MS Office, SQL
- JPAS, PS3, DHA, DHDS, National Harmony
- AccessNSite
- Quintron Access Control System
- Ccure 800 / Security Software Management System