



<b>Job Title:</b>	<b>Sr FOIA Analyst</b>
<b>Client/Contract:</b>	<b>Washington Headquarters Service (WHS), Office of the Secretary of Defense (OSD)</b>
<b>Security Clearance:</b>	<b>TS</b>
<b>Location:</b>	<b>Mark Center, Pentagon, NCR</b>
<b>Position type:</b>	<b>Full-time</b>
<b>Report to:</b>	<b>QualX Program Manager</b>
<b>HR Contact:</b>	<b>Kim Alberi, kalberi@qlxcorp.com</b>
<b>DUTIES AND RESPONSIBILITIES</b> <ul style="list-style-type: none"><li>• Serve as independent FOIA case action officer, working cases of advanced levels of complexity.</li><li>• Serve as FOIA liaison with the OSD/JS components.</li><li>• Review FOIA responses from OSD/JS components and prepare written detailed responses as needed.</li><li>• Redact FOIA responses as needed utilizing FOIA exemptions</li><li>• Exercise discretionary judgment on FOIA procedural issues such as fee category determinations, fee waivers, and the granting of expedited processing</li><li>• Evaluate FOIA responses by analyzing facts &amp; perform appropriate research &amp; prepare final detailed responses</li><li>• Assist with Freedom of Information Act (FOIA) case processing, in accordance with 5 U.S.C 552 (Freedom of Information Act), 5 U.S.C. 552a (Privacy Act), and DoDM 5200.01 "DoD Information Security Program: Overview, Classification, and Declassification Volumes 1-4." Case processing may include any of the following:<ul style="list-style-type: none"><li>○ Case initiation</li><li>○ Records searches and audits</li><li>○ Reviews</li><li>○ Redacting documents</li><li>○ Drafting correspondence</li><li>○ Case filing and mailing</li><li>○ Case scanning</li><li>○ Case destruction</li><li>○ Data entry for case and workflow tracking</li><li>○ Support for the FOIA Requestor Service Center</li></ul></li><li>• Provide additional administrative and programmatic support to the Government in execution of this task</li><li>• Ensure proper handling, storage, and processing of classified material at all times</li><li>• Ensure personally identifiable information (PII) is protected</li><li>• Interpret and apply laws, regulations, policies, and guidance to provide access to Federal agency records and information, while ensuring protected information is appropriately disclosed</li><li>• Ability to multi-task, work in a team environment, and adjust to established work patterns and processes as required</li></ul>	
<b>QUALIFICATIONS AND REQUIREMENTS</b> <ul style="list-style-type: none"><li>• Top Secret Security Clearance</li><li>• 1-2 years of experience in FOIA processing or FOIA related-field</li><li>• Knowledge and proficiency of Microsoft Office Suite</li></ul>	

- Possess strong oral and written communication skills, reading comprehension, analytical skills, and attention to detail

**PREFERRED SKILLS**

- Bachelor's Degree in information management related field; or
- Military experience; or
- Demonstrate strong leadership skills
- Knowledge of FOIAXpress system

