



Job Title:	FOIA Analyst
Client/Contract:	Office of the General Counsel (OGC)
Location:	Crystal City, VA
Position type:	Full Time/Exempt
Clearance Level:	Active DOD Secret or Interim Top Secret required to start work
Schedule:	Monday – Friday, 1st shift or similar
Report to:	Team Lead
HR Contact:	Kim Alberi, kalberi@qlxcorp.com

DUTIES AND RESPONSIBILITIES

- Coordinate with OSD/JS and DoD components for review of responsive records and delivery of cases to and from component offices
- Assist in the identification of classified information, Restricted or Formerly Restricted Data, and militarily critical technology
- Assist in the identification and handling of NATO classified and unclassified information
- Assist in the identification of non-OSD/JS component equities (including DoD and intelligence community equities)
- Assist in the identification of information exempt from release in accordance with the applicable statutes and regulations ensuring the application of the appropriate exemptions to the information
- Conduct appropriate coordination, as needed, and document accordingly
- Provide reproduction of documents required for case records
- Coordinate follow-up of agency coordination to determine review status
- Provide registration of casework, to include Classified Document Registries and other office administrative functions
- Maintain database/records management for each case using the OGC records management and case processing system
- Provide review of OSD/JS and DoD component release recommendations and assist in reconciling difference in release recommendations
- Process electronic redaction of exempt information for case records
- Prepare detailed Vaughn indices, to include entries that: (1) identify each document withheld; (2) state the statutory exemption claimed; and (3) explain how disclosure would damage the interests protected by the claimed exemption
- Prepare internal and external correspondence for case attorneys for approval and release
- Review information that is potentially relevant to ongoing litigation and properly identify responsive information for further processing
- Identify all privilege information contained in records responsive to ongoing litigation
- Prepare detailed privilege logs, to include entries that: (1) identify each document deemed to contain privileged material; (2) state the privilege or other exemption claimed; and (3) explain how disclosure would damage interests protected by the claimed privilege or exemption
- Support additional OGC litigation requirements as needed

QUALIFICATIONS AND REQUIREMENTS

- Active DoD Secret clearance or Interim Top Secret clearance required to begin work



- Bachelor's Degree in information management related field or equivalent combination of education and/or experience
- Demonstrated experience performing case analysis: conducting FOIA or related reviews, identifying exemptions, applying redactions
- Experience identifying and protecting Personally Identifiable Information (PII)
- Knowledge of the nine (9) FOIA Disclosure Exemptions
- Knowledge and proficiency of Microsoft Office Suite
- Demonstrate strong analytical skills, reading comprehension, and attention to detail
- Ability to multi-task, work in a team environment, and adjust to established work patterns and processes as required
- Possess exceptional leadership and communication skills (both oral and written)

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