



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

- 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

