**Terrence Richards**

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WORK EXPERIENCE

**Information Systems Security Officer**

Criterion Systems – Albuquerque, NM - April 2021 to Present.

Document, coordinate, and implement Information System security policies and procedures. Participate in the development of the multi-step project of system risk assessments. Assist in the development and presentation of Information System security awareness training. Understand and apply the Risk Management Framework to information; generate security plans, conduct risk assessments, apply STIGs to harden systems, and develop and conduct Security Testing and Evaluation (ST&E) Assist with configuration management and the Configuration Control Board project processes Perform internal self-assessments and programmatic inspections Maintain audit logging systems and analyze security audit logs for anomalies Research cyber security trends and technologies Provide computer security support for an enterprise network environment Perform vulnerability assessments of new and existing systems Conduct Joint Personnel Access System (JPAS) reviews of submitted candidates utilizing industry standard tools Assist in the development and implementation of continuous monitoring program. Implement Top Secret Control for accountable material, media and associated correspondence.

**Information Technology/Assurance Specialist**

**Principal Information Systems Security Officer**

Mantech International – Albuquerque, NM - November 2019 to April 2021.

The primary function is working within Special Access Programs (SAPs) supporting Department of Defense (DoD) agencies, such as HQ Air Force, Office of the Secretary of Defense (OSD) and Military Compartments efforts.  The position will provide “day-to-day” support for Collateral, Sensitive Compartmented Information (SCI) and Special Access Program (SAP) activities. Conduct Joint Personnel Access System (JPAS) reviews of submitted candidates.

Establish complex operational software configuration controls and system interfaces for computer system(s) assigned

Maintain file servers, Firewalls, network access, Security Monitoring Systems and system documentation as required

Analyze and troubleshoot system anomalies to ensure optimum equipment performance

Prepare system for operational use and support operational tests

Review, prepare, and update the multi-step project accreditation packages

Notify customer when changes occur that might affect AIS accreditation/certification

Perform AIS self-inspections, provide security coordination and review of all system test plans

Identify AIS vulnerabilities and implement countermeasures

Ensure AIS and network nodes are operated, maintained, and disposed of in accordance with security policies

Perform VTC System Administration, Scheduling, & Configuration

Provide guest networks Client Support

Perform Account Creations, changes, & deletions

Provide Help Desk & troubleshooting

Perform Hardware/Software System Configuration, upgrades and modifications

Provide Personal-Issue Laptop Support

Perform Media Control & Accountability

Perform COMSEC account/equipment management

Provide leadership, mentoring, and quality assurance for Team Members

Ensure AIS and network nodes are operated, maintained, and disposed of in accordance with security policies and practices. Perform Information System duties in support of in-house and external customers.

**Principal Information Systems Security Officer**

Mantech International – Albuquerque, NM

Responsibilities include, but are not limited to:

Maintain operational security posture for a program or information system.

Support security authorization activities in compliance with NRO Policy and procedures.

Perform multi-step project vulnerability/risk assessment analysis to support assessment and authorization.

Prepare and review documentation to include System Security Plans (SSPs), Security Assessment Reports, Assessment and Authorization (A&A) packages, and System requirements Traceability Matrices (SRTMs) using Xacta, Security Center and other Enterprise security services.  
Duties include, but are not limited to: Conduct Joint Personnel Access System (JPAS) reviews of submitted candidates.

Reviewing and developing the multi-step project AIS accreditation/certification support package documentation.

Notifying the customer when changes occur that might affect AIS accreditation/certification.

Performing system and network self-inspections.

Providing security coordination and review on all system test plans.

Attending system technical exchange meetings.

Identifying AIS vulnerabilities and implementing countermeasures.

Representing the customer on various technical review teams.

Conducting security surveys at subordinate facilities and gathering pertinent security documentation for inclusion into system accreditation packages. Coordinating, preparing and tracking AIS inspections, reports and responses.

Maintaining AIS security records in Xacta and other Enterprise security services

Advising on network nodes operating in subordinate government and contractor facilities.

Receiving direction from the ISSM and government PSO.

Conduct Joint Personnel Access System (JPAS) reviews of submitted candidates.

Implement Top Secret Control for accountable material, media and associated correspondence.

May provide work leadership for lower level employees and customer.

Specifically, the Principal Information Systems Security Officer (ISSO) will provide assistance on IT and information system security issues affecting the mission of the NRO by implementing common information system security practices, policies and technologies.

**Information System Security Officer**

Gryphon Technologies – Albuquerque NM - March 2017 to November 2019

Supports the Information System Security Manager (ISSM) and the security and management staffs with implementing and maintaining the cyber security programs using Xacta and other NRO specific programs. The ISSO assists in the creation and maintenance of cyber security documentation for certification and accreditation (C&A) of each information system in accordance with Federal Information Security Management Act (FISMA) and Department requirements, This multi-step project tracks certification and accreditation (C&A) expirations, monitors Plan Of Action & Milestones, identifies, documents, and explains potential threats, performs security assessments on networks and computers for vulnerabilities, and reviews audit data for suspicious activity in order to protect information and prevent unauthorized access. Conduct Joint Personnel Access System (JPAS) reviews of submitted candidates. Implement Top Secret Control for accountable material, media and associated correspondence. As a member of the Incident Response Team, the ISSO also participates and responds to computer security incidents.

**Engineering Systems Administrator**

Saalex IT Solutions - Albuquerque, NM - October 2015 to March 2017

Expertise knowledge on system administration of Network, Web, and/or communication systems,

including Local Area Network (LAN) and Wide Area Network (WAN) systems, involving network security.

Administration of user accounts, active directory, passwords, DHCP, GPO, WSUS, email, chat and FTP.

Build and maintains servers, creates monitoring reports and logs and ensures functionality of links.

Compilation of records and reports concerning network operations and maintenance. Troubleshoots network

performance issues. Analyzes network traffic and provides capacity planning solutions.

Monitor and respond to complex technical hardware and software problems. Interfaces with vendor support

service groups to ensure proper escalation during outages or periods of degraded system performance.

Manage the testing, installation, and support of network communications, including LAN/MAN/WAN systems.

Perform system-level design and configuration of products including determination of hardware, OS, and other platform specifications. Plan large-scale systems projects through vendor comparison and cost studies.

Provide quality assurance review and the evaluation of new and existing software products.

Provide assistance and oversight for all information systems operations activities, including computer and

telecommunications/communications operations, data entry, data control, LAN/MAN/WAN administration and

operations support, operating systems programming, system security policy procedures, and/or web strategy

and operations. Provide input to policy level discussions regarding standards and budget constraints.

Supervise complex operations that involve two or more additional functions such as, but not limited to, network

operations, systems security, systems software support, and production support activities.

Monitor and responds to hardware, software, and network problems. Utilize software and hardware tools and identifies and diagnoses complex problems and factors affecting network performance.

Troubleshoot network systems when necessary and makes improvements to the network.

Proven performance in execution of the following tasks: ITSM / Remedy ticketing system.

Services - support day to day activities of the configuration, operations and maintenance of Telecom and

Computer Systems, including creating and managing users, monitoring computer systems and resources,

resolving user issues, support system configuration and installation of new and existing components.

Manage system resource availability, performing appropriate administrative responsibilities while ensuring

compliance with DoD Electronic and Physical Security Procedures and Standards. Administrative Technology

Support, Computer and Peripheral Hardware Repair and Maintenance, Help Desk Service, Training Support

Telecommunications, Information Assurance, Hardware and Software Licensing and Tracking.

Conduct Joint Personnel Access System (JPAS) reviews of submitted candidates.

Implement Top Secret Control for accountable material, media and associated correspondence.

**Engineering Support Specialist**

SAIC - Albuquerque, NM - September 2014 to May 2015

Responsible for the configuration of various desktop, stand alone, zero client, and diskless systems. The

configuration included installing various operating systems, including Linux, Windows, and Ubuntu. Also

installation of various accessories to augment the client systems, including network setup, and configuration,

monitors, printers, and various display switching devices. Helped in the creation of various procedures and

documents for the install and configuration of various hardware devices. ITSM / Remedy ticketing system.

**Engineering Technical Support Specialist**

Harris IT Services - Las Cruces, NM - January 2012 to September 2014

Responsible for conducting engineering and detailed experimental testing to collect data for research. Perform

operational test and fault isolation on complex computer systems.

Assist system and software engineering on application configurations, and system integration. Also responsible

for the direction of repair operations, and the preparation of appropriate technical discrepancy documentation.

Interfaced with the configuration management group for updated hardware baseline, and software changes.

Performed review of engineering change requests, including submitting, and processing through the

configuration management process. Other responsibilities included generation of equipment operating and

test procedures, and to identify anomalous system operational performance. Experience with Unix, Linux, AIX,

Microsoft office suite and Solaris.

**Engineering Technical Support Specialist**

Lockheed Martin - Sunnyvale, CA - July 1985 to March 2011

Responsible for the operation, repair, replacement and modification of digital hardware in the electronic

data acquisition and processing systems. Document maintenance and test equipment calibration operations,

perform troubleshooting, generate equipment operating and test procedures, and identify anomalous

operational performance. Also responsible for the direction of repair operations, and the preparation of

appropriate technical discrepancy documentation. Interfaced with the configuration management group for

updated hardware baseline, and software changes. Performed review of engineering change requests,

including submitting, and processing through the configuration management process. Other responsibilities

included development of the physical configuration of operational electronic flight hardware, and to establish

the optimum method of testing prototype units per ISO and Military standards. Served on the engineering

change, and quality management review boards for systems. . Experience with Unix, Linux, AIX, Microsoft

office suite and Solaris.