

James L. Henderson/CISSP
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CURRENT CLEARANCE LEVEL: TOP SECRET/SCI W/ WITH FULL SCOPE POLYGRAPH

SUMMARY OF EXPERIENCE / RESPONSIBILITIES

- **15 Years of Hands-On Experience:** In the Development, Implementation and Management of Enterprise IT/Information Security Departments for; Department of Defense, National Level Intelligence Centers, Federal Agencies and State Governments.
- **Held Senior Level Leadership Positions As:** Computer Forensics Examiner/Analyst, Designated Approving Authority Representative / Certifier, Information Systems Security Manager/Officer (ISSM/ISSO), Director of Information Security, COOP Program Manager, and SCIF Manager/SSO reporting directly to Senior Level Management and Directors.
- **Computer Forensics Investigator:** Perform Computer Forensics Investigations/Analysis in support of Department of Defense and Intelligence Community Anti-Terrorism Programs/Missions. Use EnCase Computer Forensics Software and a variety of other Computer Forensics/Security Tools to perform the Collection/Acquisition, Examination, Analysis and Reporting of Computer Media/Electronic Devices (Hard Drives, Floppies, USB Thumb Drives, PDA/Personal Digital Assistances, Cell Phones).
- **As A DIA DODIIS Designated Approving Authority/Systems Certifier:** I performed Security Reviews and Security Testing of DODIIS Enterprise TS-SCI Information Systems/Networks and Software Application, for compliance with DCID 6/3, making recommendations for Accreditation.
- **As A Senior ISSM:** I have Implemented and Managed an Enterprise DODIIS TS-SCI Information Systems Security Program/Department for the Defense Intelligence Agency/DIA National Media Exploitation Center. Responsibilities Included: Implementation of DODIIS Information Assurance Security Controls, (Certification/Accreditation) Policy Development, Risk Management, COOP Manager, Computer Forensics Investigations and Computer Incident Response Team Management.
- **As An Computer Security Instructor/Trainer:** I develop and currently teach Comprehensive; Computer Forensics Training Courses, ISSM/ISSO Training Courses and Information Security Awareness Training Classes, for General Users, Technical Personnel and other DOD/IC Agencies.
- **Proficient With The Following:** DCID 6/3, DCID 6/9, DOD 8500.2, DOD 5105.21-M-1, NISPOM DOD 5220.22-M, DOD 5200.1-R, Joint DODIIS/Cryptologic SCI Information Security Standards, JFAN 6/3, OMB A-130 Appendix III, FISMA, Privacy Act, NIST/FIPS Special Publications, DISA Security Technical Implementation Guides and NSA Security Configuration Guides.

CERTIFICATIONS:

- **Certified-** CISSP/Certified Information Systems Security Professional
- **Certified-** Computer Forensics Investigator By NTI
- **Certified-** Securify Systems Engineer/ Network Intrusion Analyst
- **Certified-** Network Security Professional (Advanced) By High Tech Crime Network
- **Certified-** CheckPoint Certified Systems Administrator
- **Certified-** Microsoft Certified Professional NT Server 4.0 / Microsoft Network Essentials

SPECIALIZED TRAINING

- **EnCase Computer Forensics Investigator -Course Taught By DIA National Media Exploitation Center**
Topics Covered - Acquisition, Examination, Analysis and Reporting of Digital Computer Media using EnCase Forensics Software.
- **Computer Forensics Investigator Training Course - 1 Week Course Taught By NTI-New Technologies, Inc**
Topics Covered - Seizure of Computers, Preservation of Evidence, Identification of Evidence, Extraction of Evidence
- **Computer Forensics / Network Security Courses -Carnegie Mellon University/CERT Team**
Topics Covered -Various Online Training Courses in Computer Forensics and Network Security
- **Information Security Threats Posed By Hidden Meta Data In Electronic Documents - Course Taught By SRS Technologies**
Topics Covered - Detection, Analysis and Eradication of Hidden Meta Data in Microsoft Office and Adobe PDF Documents using SRS Technologies Document Detective.
- **Designated Approving Authority/DAA Training Course - Defense Information Systems Agency/DISA**
Topics Covered- This course covers all aspects of being a DAA. A DAA grants formal accreditation/approval to operate a system or network processing intelligence information. The DAA has the authority to withdraw accreditation, suspend operations, grant interim approval to operate, or grant variances when circumstances warrant.
- **Additional Courses In Information Security / SCIF Management / Disaster Recovery-** Taught By; NSA, DIA, Air Force, Army, Navy and Federal Emergency Management Agency/FEMA.

I would appreciate having the opportunity to discuss with you in person my skills and abilities. I look forward to hearing from you. Please call 561-809-6800. References and Letters of Recommendation furnished upon your request.

Sincerely,

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PROFESSIONAL EXPERIENCE

Computer Forensics Investigator/Analyst

September 2007 To Present

US Federal Government / Washington, DC

- Perform Computer Forensics Investigations on Suspect Post-Mortem Computers, Computer Media and Electronic Handheld Devices. Use a variety of Computer Forensics Techniques to include: File Signature Analysis, File Carving, Meta Data Retrieval/Analysis, Internet History Retrieval/Analysis and Keyword Searching. Also conduct Live Investigations.
- Recover Data on Computer Media/Electronic Devices from Deleted, Un-Allocated, Slack Space and Memory Dumps. Write Reports detailing Evidence Discovery for support of Internal and External investigations.
- Use a variety of tools to include; EnCase Forensics, ProDiscover Forensics, Helix Forensics CD, Paraben's Device Seizure, Access Data Password Recovery Toolkit and Imaging Software, WinHex and a variety of other Computer Forensics Software Utilities.
- Ensure Standard Computer Forensics Evidence Handling Techniques are used throughout investigation. (Recovery/Completion)

DIA DODIIS DAA Representative/Certifier

April 2004 To September 2007

Senior Information Systems Security Manager/ISSM

Defense Intelligence Agency/National Media Exploitation Center / Washington, DC

- **DAA Representative/Certifier:** Due to excellent job performance, promoted by DIA from an ISSM to a DIA Designated Approving Authority Representative/Certifier. Participated in Design Reviews, Technical Meetings and Security Testing/Evaluations to ensure/certify that the proper DCID 6/3 Security Controls were implemented in DODIIS Enterprise TS-SCI Information Systems/Networks and Software Applications. Reviewed all supporting documentation. Prepared Certification Test Reports, detailing Findings and Vulnerabilities. Made Recommendations for Accreditation to Senior DIA DAA Officials.
- **Senior ISSM Responsibilities:** Oversaw the Development, Implementation and Management of an Enterprise-Wide IT Top Secret/SCI Information Systems Security Program/Department, ensuring compliance with FISMA, using various DNI/DIA/DOD/DCID regulations. Influenced and Managed the entire Information Security Life Cycle Strategy. Responsibilities Included: Policy Development/Implementation, Certification/Accreditation Of Networks/Applications, Security Training/Briefings, Risk Management/Vulnerability Assessments/Auditing, SCIF Accreditation/Management and COOP Management.
- **Computer Forensics Investigator / Computer Security Incident Response Team/CSIRT:** Acquired and Examined various types of computer media in a forensically sound manner, using EnCase Forensics Software and various other Computer Forensics Tools. Developed, Implemented and Managed a CSIRT. Responded to Virus Outbreaks, Suspect Employee Activity and Suspicious/Malicious Network Activity. Assessed Impact/Damages. Developed Course of Action and Recovery Procedures.

Information Systems Security Officer/ISSO

October 2003 To April 2004

Department Of Health And Human Services / Rockville, Maryland

(Short-Term Contract)

- Responsible for Developing, Implementing and Managing the Information Security functions for the Department of Health and Human Services-Human Resources Services Division, servicing 65,000 HHS employee's nationwide.
- Performed Certification and Accreditation (C&A) activities to include conducting NIST SP800-26 Risk Assessments, developing System Security Plans, and Contingency Plans. Perform System Test and Evaluation and develop ST&E reports. Prepared into final format the necessary documentation for the C&A of all Human Resources Services Information Systems in accordance with the NIST SP 800-37, 800-53, 800-53A, 800-60, 800-88.

Network Intrusion Analyst/Incident Response Support

March 2003 To October 2003

US Special Operations Command / MacDill Air Force Base, Tampa, Florida

(Short-Term Contract)

- Conducted Detailed Network Traffic Monitoring/Analysis on USSOCOM Classified and Un-Classified Networks. (SIPRNET/NIPRNET). Performed the Installation, Configuration and Administration of Securify SecurVantage Network Monitoring Appliances. Identifies Suspicious And Malicious Activities, Worms, Viruses, Trojan Horses, Un-Authorized Connections Attempts Etc.). Reviewed Event Logs of Various Network Monitoring Devices and Servers. Provided Incident Escalation/Support and Assess Probable Impact/Damages. Developed Course of Action and Recovery Procedures.

Director of Information Security

March 1999 To March 2003

WSSC-State Government Public Water Utility / Laurel, Maryland

- Developed/Implemented Enterprise IT Security Program, Policies, Procedures, complaint with State/ Federal Mandates.
- In Conjunction With NSA, using NSA InfoSec Assessment Methodology, performed an Information Assurance Security Audit of WSSC's Network Infrastructure, reviewing Operational Systems/Technical/Physical/Administrative Controls.
- **Computer Forensics Investigator:** Performed Computer Forensics Investigations on Suspect Computers using NTI'S Computer Forensics Software and other Forensics Software Utilities. Provided reports to Senior Management/Law Enforcement Authorities.
- Performed Investigations on Networks/Computers using Networking Security Monitoring Tools/Vulnerability Assessment Tools.

Network Administrator

April 1998 To February 1999

CACI/Department of Justice ADCM Project / Silver Spring, Maryland

- Responsible for the Design, Installation, Administration, Troubleshooting and Repair of the ADCM Network. This TCP/IP Network was comprised of NT4 Servers, Exchange 5.5 Server and Windows 98/NT 4 Workstations.
- Managed the Procurement, Installation and Configuration of New Servers, Desktop Computers and Related Hardware.
- **Developed, Implemented and Managed an Information Security Program, Security Policies, Procedures and Guidelines.**

Director of Information Systems/Security

August 1990 To April 1999

Garland Laboratory / Silver Spring, Maryland

(Consulting Position)

- Responsible for the Management/Administration of Corporate Network Information Systems (Novell 3.12 / NT 4.0 Client/Server Network). Managed the Budgeting and Procurement of Network Servers/Printers, Workstations, and other related H/W and S/W.
- **Developed and Implemented a Corporate IT Security Program, Policies, Procedures and Disaster Recovery Plan.**
- **Conducted detailed Security Audits/Vulnerability Testing of Information Technology Systems/Networks. Developed Security Vulnerability Resolution Matrixes and manage the implementation of changes to correct vulnerabilities and mitigate risks.**

Network Administrator/PC Support Specialist

April 1990 To March 1998

Social & Scientific Systems / Bethesda, Maryland

- Responsible for the Design, Procurement, Installation, Administration, Troubleshooting and Repair of the Novell 3.12/4.11 and NT 4 Client/Server Network, Supporting over 100 users running Windows 98 on the desktop.
- Installed Computers, Printers, Modems, Software and Provided Training/Support for Windows 98 and Microsoft applications.

EDUCATION

- High School Graduate- Springbrook High School, Silver Spring, Maryland
- Montgomery College- Silver Spring, Maryland

Attended And Successfully Completed

- Courses in Business Administration, and Information Systems Curriculum
- Courses In The Computer Science and Technologies Curriculum

SPECIALIZED TRAINING (Continued)

- Continuity Of Operations Program Manager Training Course Federal Emergency Management Agency/FEMA
- DODIIS Certifiers Training Course Defense Intelligence Agency/DIA
- SCIF Inspector Training Course Defense Intelligence Agency/DIA
- SSO/SCI Security Officials Course Defense Intelligence Agency/DIA
- Retina Vulnerability Scanner/Enterprise Manager Defense Information Systems Agency/DISA
- SCI ISSM/ISSO Training Course AFSCO/Air Force
- SCI ISSM Training Course Navy
- ISSM/ISSO Training Course ManTech, Inc.
- Information Assurance Security Officer Training Course Army
- Hi-Low Security Domain Transfers Navy
- Personal Electronic Device Vulnerability Briefing National Security Agency/NSA
- Information Security Audits And Assessments National Security Agency/NSA

TECHNICAL TRAINING CLASSES

Attended And Successfully Completed A Variety Of Technical Training Courses:

- Courses in Cisco Network Implementation-Router Configuration-Network Troubleshooting
- Courses for CheckPoint Certified Systems Admin-CheckPoint Certified Systems Engineer
- Course Microsoft SMS 2.0 Administration
- Course In Novell Netware Administration

SKILLS:

- Demonstrated ability to Develop, Implement and Manage Federal Government Information Security Programs/Offices, ensuring compliance with FISMA/DCID regulations.
- Strong Analytical and Critical-Thinking Skills, encompassing the review of an organizations Information Security Life Cycle Strategy, making recommendations for improvements, identifying solutions, thereby reducing the organizations exposures to security threats.
- Demonstrated ability to communicate effectively (verbally and written) in front of senior government directors and management.
- Demonstrated ability to initiate, lead and manage people and projects, from inception to completion.

PROFESSIONAL ORGANIZATIONS:

- Member of The FBI/NIPC Infragard Program-Maryland Chapter (Past Vice President)
- Member of the Federal Information Systems Security Educators' Association