

# VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT NUMBER: 10-04

OPENING DATE: 05 Jan 04

CLOSING DATE: Open Until Filled

TITLE, SERIES AND GRADE: INTELLIGENCE SPECIALIST (OPERATIONS)  
GG-0132-07 thru 13 (\$29,413 - \$80,818)

LOCATION: Worldwide. Various positions in the continental United States or overseas serviced by the Department of Defense, Joint Field Support Center, Civilian Personnel Branch, Fort Meade, MD 20755-5900.

AREA OF CONSIDERATION: Open to All Sources

**NOTE: This is a Military Intelligence Civilian Excepted Career Program (MICECP) position** and is in the Excepted Service under the Civilian Intelligence Personnel Management System (CIPMS). Applicants will be considered without discrimination for non-merit reasons, such as race, color, religion, sex, marital status, or membership or non-membership in employee organizations or non-disqualifying physical handicap. Veteran's preference will not be applied to internal applicants. **THIS POSITION IS AN EMERGENCY ESSENTIAL POSITION.**

**SPECIAL NOTE: THIS IS AN OPEN CONTINUOUS VACANCY ANNOUNCEMENT. You must read the entire vacancy announcement carefully. Incomplete applications will not be considered.** Applications are accepted on a continuous basis. All qualified and not qualified applicants will be notified. Qualified applications will be considered for vacant positions, but only the best-qualified will be referred to a selecting official. Additional information to update applications on file will be accepted at anytime under this announcement.

**DUTIES:** Individuals selected will perform all aspects of counterintelligence duties in the areas of investigations, operations, collection management, analysis, production information and technology protection, information assistance, staff management, liaison, and technical services that directly or indirectly affect national security.

**QUALIFICATIONS REQUIRED:** Candidates must meet qualification requirements outlined in the Civilian Intelligence Personnel Management System (CIPMS) Qualification Standards for GG-0132, Intelligence Specialist occupations. Applicants must have education and/or experience, which provide the particular knowledge, skills, and abilities to successfully perform the duties of these positions. One year of the specialized experience must have been at/or that of the next lower grade in the Federal service in order to meet the minimum eligibility requirements. Specialized experience is progressively responsible intelligence-related research analysis, collections, and/or operations. At grade GG-11 and above, the specialized experience should include intelligence analysis and/or production, intelligence collection and/or operations, counterintelligence investigations and/or operations, or threat support directly related to the position to be filled. This experience should demonstrate knowledge of: intelligence processes, cycle, and organizations; the systems, procedures, and methods of analyzing, compiling, reporting, and disseminating intelligence data (for production/analysis); organization(s) for and methods of collecting and analyzing intelligence data (for collection/operation positions). Education may be substituted for experience up through GG-11 as follows: GG-07: A closely-related Bachelor's Degree or Bachelor's Degree supplemented with appropriate specialized coursework and/or credit hours or superior academic achievement; GG-09: Closely-related Master's Degree or non-closely-related Master's or Law Degree with appropriate coursework and hours; GG-11: A closely-related Ph.D. or equivalent degree.

**NOTE:** Candidates selected at a lower grade may be non-competitively promoted through successive grades to GG-13 upon meeting the CIPMS qualification standard, achieving requirements identified in the training plan, as applicable, and recommendation of the supervisor.

**U.S. Army Intelligence and Security Command  
An Equal Opportunity Employer**

## VA 10-04

**CONDITIONS OF EMPLOYMENT:** Prior to appointment, selected applicant **MUST**:

- Verify Language Qualifications: Under the Defense Language Proficiency Testing (DLPT) system, language proficiency in a foreign language must be at least: Listening 2, Reading 2. For applicants with no foreign language proficiency, a score of 96, or above, on the Defense Language Aptitude Battery (DLAB) is required, but this condition may be waived;
- Currently possess or be able to obtain and maintain a TOP SECRET security clearance based upon a Special Background Investigation with eligibility for access to Sensitive Compartmented Information. The time necessary to complete and process an investigation is specific to each applicant;
- Be able to obtain and maintain valid U.S. Army Counterintelligence Badge and Credentials;
- Be willing to undergo and successfully complete a Counterintelligence Scope polygraph examination;
- Be willing to undergo psychological testing;
- Be able to travel as much as 40% of the time;
- Execute a classified information Non-Disclosure Agreement;
- Sign and comply with the provisions of a rotation (mobility) agreement;
- Successfully pass a urinalysis screening for illegal drug use prior to appointment and periodically thereafter (Change 3 to AR 600-85, Alcohol and Drug Abuse Prevention and Control Program);
- Be able to obtain and maintain a valid state driver's license.
- Change military reserve or National Guard status to MICECP IMA program.

**HOW TO APPLY:** Application packets **must** include the following 6 items:

**1. All applicants must apply using one of the following: OF 612-Optional Application for Federal Employment, resume or other written format.** The application must include required information to permit reviewers to evaluate the applicant's qualifications to determine whether the applicant meets legal requirements for Federal employment. The application must contain the following information as a minimum, in addition to information specific to this vacancy announcement:

- ❖ Announcement number, title and grade(s) of the job for which the applicant is applying;
- ❖ Full name, mailing address (including ZIP code) and day and evening phone numbers (including area codes);
- ❖ Social Security Number;
- ❖ Country of citizenship;
- ❖ Highest Federal civilian grade held (name of job, series, grade, inclusive dates in the position, and whether the position was permanent or temporary) and please provide a copy of your SF-50;
- ❖ Name, City, and State (including ZIP code, if known) of the high school the applicant attended and date of diploma; or date of GED;

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❖ Name, City, and State (including ZIP code, if known) of colleges or universities attended; majors; type and year of any degrees received (if no degree, indicate total credits earned and whether semester or quarter hours. **(Please include a copy of your college transcript(s) with your application package);**

❖ List job-related training courses (including month and year completed); job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed, etc.; job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (give details, but do not send documents unless requested);

❖ Reference military. **(Please include a copy of DD-214);**

❖ Indicate assignment to present, or last held, Federal Government position. **(Please include a copy of last SF-50).**

**2. Optional Form 306 Declaration for Federal Employment** (not required if submitting SF-171).

**3. Ranking Elements: Knowledge, Skills, and Abilities (KSA's).** Applicant must address each ranking element **ON A SEPARATE SHEET OF PAPER**. Describe in narrative format how you have acquired each knowledge, skill or ability. **If applicant does not have any intelligence experience, then a simple narrative statement to that effect is a sufficient response to this requirement.**

- ❖ Knowledge of counterintelligence (CI) investigative and operational methodologies, techniques, and concepts.
- ❖ Knowledge of the National Intelligence Community structure, missions, functions, responsibilities and interrelationships.
- ❖ Knowledge of regulatory and statutory requirements which govern CI investigative activities.
- ❖ Knowledge of the modus operandi of foreign intelligence and/or security services.
- ❖ Any specialized skill, that would enhance the capability of the MICECP to perform its diverse and emerging counterintelligence mission.

**4. Supervisor Appraisal Form** (if applicable).

**5. Last Three Annual Performance Appraisals** (if applicable).

**6. Form OMB No. 50-RO-616 Background Survey Questionnaire 79-2** (attached).

**IF THE APPLICANT'S RESUME, APPLICATION, OR WRITTEN FORMAT DOES NOT PROVIDE ALL THE INFORMATION REQUESTED, THE APPLICANT WILL NOT BE CONSIDERED FOR THE POSITION.**

**NOTE:** Recommendations from political parties are prohibited. Applicants must meet all qualification requirements within 30 days of the closing date. Applications submitted in postage-paid Government envelopes will not be considered. **PCS WILL BE PAID, BUT RELOCATION EXPENSES WILL NOT BE PAID.**

**Interested candidates should mail completed applications (postmarked by closing date) to:**

**Commander, US Army Field Support Center  
ATTN: IAFS-PM (MICECP Recruitment)  
375 Chamberlin Ave Suite 5900  
Fort Meade, MD 20755-5900**

**Interested candidates can also direct any questions or inquires to MICECP Recruiters at:  
[MICECP@emh1.ftmeade.army.mil](mailto:MICECP@emh1.ftmeade.army.mil)**

## SUPERVISOR APPRAISAL

**MUST BE COMPLETED BY SUPERVISOR** – Your frank appraisal of the capabilities of the individual applying for this position will assist in identifying highly qualified individuals. Brief statements in the “remarks” section in support of the rating would be most helpful to our evaluation panels. In accordance with the privacy act of 1974, we are required to show applicants, upon their request, any record of production and/or any supervisory appraisal of past performance, which was used or which may be used in considering them for appointment.

<b><u>KSAs</u></b>		SUPERIOR	VERY GOOD	ACCEPTABLE	UNACCEPTABLE		<b>REMARKS</b>
1. Knowledge of Counterintelligence investigative and operational methodologies, techniques, and concepts.							
2. Knowledge of the National Intelligence Community structure, missions, functions, responsibilities and interrelationships.							
3. Knowledge of regulatory and statutory requirements which govern CI investigative activities.							
4. Knowledge of the modus operandi of foreign intelligence and/or security services.							
5. Any specialized skill that would enhance the capability of the MICECP to perform its diverse and emerging counterintelligence mission.							

**INDICATE YOUR RELATIONSHIP TO THE APPLICANT:**

\_\_\_\_\_ **FIRST LEVEL SUPERVISOR**

\_\_\_\_\_ **SECOND LEVEL SUPERVISOR**

\_\_\_\_\_ **OTHER (PLEASE SPECIFY)** \_\_\_\_\_

\_\_\_\_\_  
(SUPERVISOR PRINT & SIGN)

BACKGROUND SURVEY QUESTIONNAIRE 79-2

GENERAL INSTRUCTIONS

The information from this survey is used to help insure that agency personnel practices meet the requirements of Federal law. Your responses are voluntary. Please answer each of the questions to the best of your ability. Please print entries in pencil or pen. Use only capital letters. Read each item thoroughly before completing the appropriate code number in each box.

Name (Last, First, MI)

ANNOUNCEMENT NUMBER OR POSITION FOR WHICH YOU ARE APPLYING

PRIVACY ACT INFORMATION  
GENERAL

This information is provided pursuant to Public Law 93-59 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information

AUTHORITY

Sections 1302, 3301, 3304 and 7201 of Title 5 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information from the survey is used for research and for a Federal equal opportunity recruitment program to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Director, PRDC, Office of Personnel Management, Washington, DC 20415.

EFFECTS OF NONDISCLOSURE

Providing this information is voluntary. No individual personnel selections are made based on this information

INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER UNDER PUBLIC LAW 93-579, SECTION 7(B)

Solicitation of the Social Security Number (SSN) by the Office of Personnel Management is authorized under provisions of Executive Order 9397. Dated November 22, 1943. It is used to relate this form with other records that you file with Federal agencies and the Office of Personnel Management.

DATE (MONTH, DAY, YEAR)

1. Social Security Number

2. Year of Birth

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(CC 1-9)

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(CC 10-11)

3. How did you learn about the particular position or exam for which you are applying? (You may select up to three choices.)

- 01 - Private Information Service
- 02 - Magazine
- 03 - Newspaper
- 04 - Radio
- 05 - TV
- 06 - Poster
- 07 - Private Employment Office
- 08 - State Employment Office (Unemployment Office)
- 09 - Agency Personnel Dept. (Bulletin Board of Other Announcement)
- 10 - Agency or other Federal Government Recruitment at School or College
- 11 - Federal, State or Local Job Information Center
- 12 - Religious organization
- 13 - School or College Counselor or other official
- 14 - Friend or Relative Working for Agency
- 15 - Friend or Relative not Working for Agency
- 16 - Other (Specify) \_\_\_\_\_

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(CC 13-14)

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(CC 15-16)

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(CC 17-18)

4. Please categorize yourself in terms of the race, sex, and ethnic categories below. First read definitions of subcategories.

DEFINITIONS

The racial and ethnic categories for Federal statistics and administrative reporting are defined as follows:

ETHNICITY:

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

RACE:

American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

Black. A person having origins in any of the black racial groups of Africa.

White. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

<p><b>A. Race</b></p> <p>1 - American Indian or Alaskan Native 2 - Asian or Pacific Islander 3 - Black 4 - White 5 - Other _____ (Specify)</p>	<p><b>B. Sex</b></p> <p>1 - Male 2 - Female</p>	<p><b>C. Ethnicity</b></p> <p>1 - Hispanic Origin 2 - Not of Hispanic Origin</p>			
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FOR AGENCY USE ONLY

Date Received (Mo, Day, Yr)

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(CC 22-27)

Occupational Supplement Code

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(CC 28-31)

Occupational Series Code

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(CC 32-36)

Agency Code

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(CC 37-40)

Location

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(CC 41-44)