



DEFENSE INTELLIGENCE AGENCY

WASHINGTON, D.C. 20340-



VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT NUMBER: 61-04

OPENING DATE: 17 SEP 04

CLOSING DATE: 18 OCT 04

TITLE, SERIES, AND SALARY:

INTELLIGENCE SPECIALIST (STAFF MANAGEMENT)

GG-0132-14

\$85,210 - \$110,775.00

LOCATION: U.S. ARMY FIELD SUPPORT CENTER

SERVICE ACTIVITY OF JOINT FIELD SUPPORT CENTER

LOCATION: WASHINGTON, DC

AREA OF CONSIDERATION: OPEN ALL SOURCES

NOTE: This is a Military Intelligence Civilian Excepted Career Program (MICECP) position and is in the Excepted Service under the Defense Civilian Intelligence Personnel System (DCIPS). Applicants will be considered without discrimination for nonmerit reasons, such as race, color, religion, sex, marital status, or membership or nonmembership in employee organizations or nondisqualifying physical handicap. Veteran's preference will not be applied to internal applicants.

DUTIES: Serves as a Senior CI Staff Management Officer providing oversight and technical management of the Army Central Control Office on behalf of the Director, Counterintelligence, HQDA. Reviews all on-going Army CI activities worldwide to identify those activities that require Army staff and/or OSD awareness and/or approval. Serves as the ACCO's desk officer for the 650th MI Group. Keeps INSCOM and HQDA leadership apprised of significant CI developments within Allied Command Europe. Mentors the junior DAMI representative to the ACCO, as well as ACCO desk officers and other INSCOM staff members concerning HQDA and OSD policies and priorities. Represents the Army G-2 when recommending solutions to unique and complex investigative issues.

QUALIFICATIONS REQUIRED: GG-14 – One year of specialized experience at least equivalent to the next lower grade level, which is directly, related to the position. **SPECIALIZED EXPERIENCE:** Progressively responsible professional experience, directly related to this position, in current, basic, or estimative intelligence research and analysis, intelligence operations, or intelligence management.

CONDITIONS OF EMPLOYMENT: 1. Must be able to obtain and maintain a TS/SCI security clearance with eligibility for SCI. 2. Must be able to successfully complete a CI Screening Polygraph Examination. 3. Must be able to obtain and maintain U.S. Army Intelligence Badge and Credentials. 4. Must sign and comply with the provisions of a rotation (mobility) agreement. 5. Must be capable of fulfilling all Theater Emergency Essential Civilian (EEC) requirements. 6. Must successfully pass a urinalysis screening. 7. Must be able to obtain and maintain a valid driver's license. 8. Must change military reserve or National Guard status to MICECP IMA. 9. TDY may constitute up to 40% of the time. 10. Must execute classified information Non-Disclosure Agreement. 11. Must have at least a 2/2 (listening/reading) foreign language proficiency. For applicants with no foreign language proficiency, a score of 96 or above on the DLAB is required, but may be waived.

APPLICATION PROCEDURES: APPLICANTS MUST READ AND FOLLOW APPLICATION PROCEDURES LISTED ON THE REVERSE OF THIS PAGE. APPLICATIONS THAT ARE NOT COMPLETE WILL NOT RECEIVE CONSIDERATION.

Selectee must meet all requirements of the program to include mobility, language & security requirements. Normal PCS cost will be allowed. Relocation expenses will not be paid. All applicants' must submit an application packet containing: (1) job element KSA (Knowledge's, skills, abilities) information: (2) narrative supervisory appraisal of each KSA which should include an adjectival rating; (3) current DLPT, DLAB or request to waive language requirement. (4) Copies of last three performance appraisals.

APPLICATION PROCEDURES:

All applicants must apply through use of one of the following:

- * SF-171 – Application for Federal Employment (This form will be accepted, but is not required. It does **REQUIRE** the applicant's signature.); **OR**
- * OF 612 – Optional Application for Federal Employment (This form **REQUIRES** the applicant's signature); **OR**
- * RESUME – or other written format.

If you apply using a resume or other written format or the OF 612 you MUST also submit the following:

- * OF 306 – Declaration for Federal Employment (This form **REQUIRES** the applicant's signature. The OF 306 is not required when using the SF-171.)

In addition, the following items MUST be submitted by all applicants unless otherwise noted:

- * **Supervisory Appraisal of the Ranking Elements (Knowledge's, Skills, Abilities – KSA's).** This requires submission of Page 3 of this Vacancy Announcement
- * **Ranking Elements Supplemental Statement (KSA's).** Applicants must address these elements as they relate to their experience. This is done on separate sheets of paper.
- * **Latest Three (3) Annual Performance Appraisals** (Current Civilian Federal Employees only).
- * **SF-50B** – Notification of Personnel Action (Current Civilian Federal Employees only).
- * **DD-214** – Certificate of Release or Discharge from Active Duty (As Applicable).
- * **Current DLPT, DLAB or a request to waive the language requirement.**

Applications, regardless of format, MUST contain the following information:

JOB INFORMATION

- * Vacancy announcement number, title and grade(s) of the job for which you are applying.

PERSONAL INFORMATION

- * Full name, mailing address (including ZIP code) and day and evening phone numbers and area codes.
- * Social Security Number.
- * Country of citizenship.
- * Veteran's preference.
- * Highest Federal civilian position held to include job title, series, grade, dates in position and whether the position was permanent or temporary.

EDUCATIONAL INFORMATION

- * Name, city, state and ZIP code of colleges or universities attended.
- * Include major, type and year of any degrees received, total credits earned and indicate whether semester or quarter hours.

EMPLOYMENT INFORMATION

- * Provide job title (series and grade if federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, and salary. Provide this information both paid and unpaid work experience related to the job for which you are applying. Indicate if we may contact your current supervisor. Provide this information both paid and unpaid work experience related to the job for which you are applying.

Applicants must meet all qualification requirements within 30 days of the closing date of this announcement. Applications submitted in postage-paid Government envelopes will not be considered. Incomplete applications will not be considered.

RANKING ELEMENTS: Knowledge, Skills, Abilities (KSA's) Applicants must address the elements listed within this announcement on a separate sheet of paper.

Supervisory appraisal must be completed by a current or former supervisor, or a knowledgeable senior. 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 provide 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.

NOTE: S = Superior; V = Very Good; A = Acceptable; U = Unacceptable

KSAs

S V A U REMARKS:

	S	V	A	U	REMARKS:
1. Knowledge of National, DA, DoD, statutory and regulatory policies, directives, and procedures relating to Foreign CI activities.					
2. Knowledge of National DoD and U.S. Army Intelligence Community, organization, and structure					
3. Knowledge of Foreign Intelligence Service (FIS) and terrorist methods of operations.					
4. Knowledge of Foreign CI Operations/Investigative methodology, tradecraft, and techniques.					
5. Ability to plan, coordinate, and conduct sensitive and bilateral CE investigations and operations.					
6. Ability to work with, brief, and participate at a level which includes U.S. military personnel in the grades 06-08 and represent the Army's Chief of Counterintelligence at senior level working groups and conferences.					

Indicate your relationship to the applicant _____ First Level Supervisor _____ Second Level Supervisor
 _____ Other (Knowledgeable Senior) _____ Supervisor Signature

Submit SF 171, Latest three performance appraisal SF50 and DD Form 214 (As Applicable) Postmarked by the closing date of this announcement.

Send Application Package To:

Distribution: X(d), 30-IASV-P-CR (5905)

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 93-519 (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

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(CC 1-9)

2. Year of Birth

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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.

A. Race 1 - American Indian or Alaskan Native 2 - Asian or Pacific Islander 3 - Black 4 - White 5 - Other (Specify) _____ (CC 19)	B. Sex 1 - Male 2 - Female (CC 20)	C. Ethnicity 1 - Hispanic Origin 2 - Not of Hispanic Origin (CC 21)

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)