



DEPARTMENT OF NAVY

Naval Intelligence Vacancy Announcement

Intelligence Specialist
Open Period: 9/11/2023 – 9/18/2023

KEY POSITION DETAILS

Salary Range: \$132,368 - \$172,075

Series & Grade: GG-0132-14

Announcement #: NIA-2023-013

Org Code/Org Title: BSO15/NIA-N3

Position Information: Permanent/Full Time

Duty Location: Naval Support Facility Arlington, VA

Relocation Expenses Reimbursed: Not Authorized

PCS Expense Authorized: Not Authorized

Travel Required: Occasional, May be Required

Who May Apply: All US Citizens in the National Capital Region

Security Clearance: Top Secret/SCI

Supervisory/Non-Supervisory: Non-Supervisory

Drug Testing: Yes

Obtain/Maintain Certifications:

JOB SUMMARY

Serves as the Senior Intelligence Specialist by performing duties advising the Naval staff elements on Signature Reduction and sensitive programs. Organizes, plans, staffs, and tracks U.S. Navy Signature Reduction and sensitive program proposals. Provides subject matter expertise on Signature Reduction staffing and requests. Guides all Navy commands in formulation of signature reduction requirements.

Advises N2N6 / NIA leadership on Signature Reduction oversight issues and concerns regarding current or future operations. Identifies redundancies and advises risk management options and highlights those to N2N6/NIA leadership. Identifies and plans future program requirements associated with sensitive program builds to include: recommendations on geographic locations, personnel training, experience, and mission requirements for Navy.

Specific Duties

- Prepares executive level correspondence for N2N6 / NIA leaders on Signature Reduction issues. Represents U.S. Navy as N2N6 / NIA-N3 representative to DoD and Intelligence Community working groups, advocating for Service needs.
- Transmits relevant information to subordinate commands. Ensures subordinate command needs are elevated to upper Navy echelons.
- Performs research and development to keep abreast of evolving intelligence tactics, techniques, and procedures, and/or provide Navy equity review of technical means and/or enabling opportunities involving or impacting U.S. Navy CI/HUMINT and special programs.
- Conducts operational and technical reviews of all Defense CI/HUMINT Enterprise or National CI/HUMINT Enterprise draft policies, instructions, regulations, guidance, to ensure/protect U.S. Navy equities.
- Maintains, leads and executes the inspection and assessment processes for Navy units involved in Signature Reduction and special programs. Builds and executes a tracking and reporting mechanism for inspection results and documents results with suggestions for improvement, when relevant, to higher leadership.
- As required, serves as team leader for his/her assigned area(s).
- Perform other duties as assigned



Dept. of Navy – Naval Intelligence INTELLIGENCE SPECIALIST

Specialized Experience & Minimum Qualifications

Applicants must have directly applicable experience that demonstrates the possession of the knowledge, skills, abilities and competencies necessary for immediate success in the position. Qualifying experience may have been acquired in any public or private sector job, but will clearly demonstrate past experience in the application of the particular competencies/knowledge, skills, and abilities necessary to successfully perform the duties of the position. Such experience is typically in or directly related to the work of the position to be filled. Qualifying experience is demonstrated through the following competencies:

- Problem Solving
- Written Communication
- Reading and Interpreting Regulations
- Strategic Thinking
- Oral Communication

In addition, individuals must meet the Office of Personnel Management (OPM) qualification standards of 1 year of specialized experience equivalent to the next lower grade level to the position filled and any Individual Occupational Requirements (IOR) for the series/grade selected as identified within the standard. For further details on the specific occupational series requirements, please go the following link: <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=List-by-Occupational-Series>

Conditions of Employment

- You must be a US Citizen
- New employees to the Department of the Navy will be required to successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights and responsibilities, visit www.dhs.gov/E-Verify/.
- Selectee must be determined suitable for federal employment
- Financial Disclosure: Required
- Telework Eligibility: Not Eligible
- Selectee may be required to successfully complete a 2-year trial period
- Selectee is required to participate in the direct deposit pay program
- Selectee may be required to successfully complete a polygraph examination
- Selectee must complete a Special Background investigation and receive a favorable adjudication by a determining authority. You must obtain and maintain a Top Secret security clearance and access to Sensitive Compartmented Information (SCI). Failure to do so may result in the withdrawal of an offer or removal. Indicate the level and date of your clearance in your resume.
- Successful completion of a pre-employment drug test (including marijuana) is required. A tentative offer of employment will be rescinded if you fail to report to the drug test appointment or pass the test. You will be subject to random testing.
- You must acknowledge in writing that you are accepting an appointment in the DCIPS (excepted service) which does not confer competitive status, prior to appointment.
- Within the Department of Defense (DoD), the appointment of retired military members within 180 days immediately following retirement date to a civilian position is subject to the provisions of 5 United States Code 3326.
- Males born after 12-31-59 must be registered for Selective Service



Dept. of Navy – Naval Intelligence
INTELLIGENCE ANALYST

How to Apply

1. Click on: <https://navy.hirevue.com/signup/6YQykPECcnjfi7WVhvFyy/>
2. Click Register. Sign-up by completing the registration form. Upload your resume and any supporting documents (e.g. college transcripts). Once the documents are visible on the sign in screen, select the “start” button to apply and complete the basic assessment.
3. Please do not upload documents that contain PII without redacting sensitive information. Do not upload any **classified** information with your application submission.
4. Complete applications to include a Resume and response to basic eligibility questions must be submitted by 11:59 pm Eastern Standard Time (EST) on the closing date of the announcement. Incomplete packages may be removed from consideration.
5. For additional assistance, please email the Naval Intelligence HR Specialist, Stephanie Kiessling at Stephanie.f.kiessling.civ@us.navy.mil. Include NIA-2023-013 in the subject of the email.

Requested Documents: **A COMPLETE RESUME IS REQUIRED.** Your resume must show relevant experience (cover letter optional) where you worked, job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and end dates (Mo/Yr), hours per week & salary. **If you are a current Federal employee or previous Federal employee, provide your pay plan, series and grade level i.e. GS-0201-013 on your resume for each Federal position.**

This position is a Defense Civilian Intelligence Personnel System (DCIPS) position in the Excepted Service under 10 U.S.C. 1601. DoD Components with DCIPS positions apply Veterans' Preference to preference eligible candidates as defined by Section 2108 of Title 5 U.S.C., in accordance with the procedures in DoD Instruction 1400.25, Volume 2005, DCIPS Employment and Placement.

The United States Government does not discriminate in employment based on race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, status as a parent, genetic information, disability, age, membership or non-membership in an employee organization, or on the basis of personal favoritism.