Position: Intelligence Analyst (Sr.)
Location: Ft. Belvoir
Clearance: TS/SCI
Requisition #: I900206-02

Position Overview:
The Intelligence Analyst works as part of a contractor team at Ft. Belvoir in support of HQ INSCOM, and may require travel to various Army installations. The team works together to advise the INSCOM G3 on the development and execution of Plans and Operations. The position requires a TS/SCI clearance with poly.

Responsibilities:
- **G3 Plans Support**
  - Collect, analyze, document, and present input for staff updates for INSCOM Command Team, coordinating with various INSCOM staff offices and MSCs
  - Collect inputs, draft, coordinate, and finalize monthly INSCOM Operational highlights report
  - Coordinate and document operational OSINT capabilities and data
  - Draft, coordinate, and finalize planning documents for the G3 such as OPORDs
- **CI/HUMINT Support**
  - Review, research, document, coordinate, and deliver CI/HUMINT services by coordinating various documents and programs such as FRAGO, ACHC, MICECP
  - Analyze, research, coordinate, and document Individual Augmentation services, complemented by the INSCOM MOS Analysis spreadsheet, WIAS, CRC tracker, and other databases
  - Maintain and update INSCOM Deployment Tracking System (IDTS) database
  - Draft, coordinate, and finalize Deployment Reports and Operational Briefings
  - Support all aspects of INSCOM Operations Orders processing for the G3
  - Collect inputs, analyze, and document INSCOM support to Readiness Core Enterprise, Army Sourcing Requirements, and Request for Forces (RFF) briefs
  - Provide support for the INSCOM OPSEC portal
  - Provide support for the Army/INSCOM Protection Program (APP/IPP) Working Groups
- **Key Leader Engagement Support**
  - Prepare, review, deliver INSCOM Command and VIP briefings for the INSCOM Command Team as required
  - Support special taskings, such as MI Ball, AUSA convention, and others
  - Collect data, document, and generate automated data storage systems/briefings
- Perform other related duties as required.

Operational Knowledge:
- How the Army runs IAW ADP/ADRP 1 "The Army" and ADP/ADRP 3-0 "Unified Land Operations", intelligence operations IAW ADP/ADRP/FM 2-0 and other applicable ARs
and FMs, and Army planning and staff operations IAW ADP/ADRP 5-0, "The Operations Process" and ADP/ADRP 6-0, "Mission Command".

- Conducting mission analysis IAW with Military Decision Making Processes
- Standard office management techniques and procedures and able to operate standard office automation software (MS Office Suite), database systems dissemination tools, and search tools
- Current US intelligence systems and platforms and their doctrinal employment.
- Intelligence support to war fighting operations.
- Army Training Management cycles and current pre-deployment training/ validation requirements
- Current US unit deployments strategies.
- Formats for operations plans (OPLANs), operations summaries (OPSUMs), and orders (OPORDs), warning (WARNOS) and fragmentary orders (FRAGOs), situation reports (SITREPs) and other operational reporting to include standard Intel Estimates, INTREPs, OPSUMs, and INTSUMs
- Army and Joint crisis action procedures
- Military command and control relationships
- Data Mining techniques for historical documents and current subordinate operations
- Capabilities for strategic planning
- National security strategies and the PPBES budgeting cycle
- Missions of national intelligence agencies
- Force Modernization cycles and procedures
- Conducting After Action Reviews
- Worldwide Individual Augmentation System (WIAS)
- INSCOM Deployment Tracking System (IDTS) Operational Planning Teams
- The Army’s Operations Security (OPSEC) Program
- The Army’s CI, HUMINT, and Polygraph Programs
- Standard office management techniques and procedures
- Experience in researching and addressing implications related to authorities and policy
- Full understanding of Knowledge Management procedures

**Education / Skills and Requirements:**

- BA/BS
- TOP SECRET/SCI Security Clearance
- 12 years of experience in assisting with drafting expert assessments across operations priorities in intelligence analysis or law enforcement investigations,
- 3 years of experience with working in the intelligence community
- 5 years of experience supporting decision making and special projects on integration issues, including the preparation, production, and coordination of written products and briefings for senior stakeholders on integration efforts
- At least 3 years of experience related to Military Plans or Operations
- Experience maintaining databases and comparing/contrasting information from different sources, utilizing current analytical tools, to modify and create necessary data files and to manipulate data to develop responses to all source tasking requirements.
• Expert knowledge of the intelligence cycle and the analytical process, particularly network analysis and skills, that acts on collection to produce information for intelligence databases and products
• Working knowledge of Joint Staff and Army organizations and procedures
• Knowledge of intelligence oversight and security guidelines
• Excellent written and oral communication skills
• Open Source Intelligence (OSINT) analysis

Preferred Experience / Skills:
• Subject Matter Expertise in one of the following areas:
  o Operations Research or
  o Open Source Intelligence (OSINT)
  o Army Operations
  o Army Strategic Planning
• Superior understanding of DOD Intelligence processes, activities, standards, and available analytic tools
• Expert knowledge and experience with intelligence automated systems, especially imagery analysis, signals intelligence and exploitation tools and libraries
• Expert capabilities to research, create, develop, and deliver professional briefings, multimedia presentations, and written reports.
• Ability to produce reports incorporating text and graphics to convey complex concepts to senior policy makers
• Expert ability to manage research and coordination for projects
• Expert ability to instruct and interact with small groups on data and information requirements and coordination tasks with G3, other DOD analysts, or the IC
• Innovative, creative, self-starter attitude
• Specialized training from any intelligence collection and analysis school, certification, or training in conducting formal law enforcement investigations
• Graduate of Army Command and General Staff College, Intermediate-Level Education (ILE) or equivalent
• Prior military experience (tactical and strategic operations) and deployment experience

Physical Requirements:
Must be able to express or exchange ideas by means of the spoken word, including activities where detailed or important spoken instructions must be conveyed to other workers/students accurately, loudly, or quickly. Must be able to perceive the nature of sounds at normal speaking levels with or without correction, and possess the ability to receive detailed information through oral communication, and making fine discriminations in sound. Must be able to physically perform the basic life operational functions of finger dexterity, kneeling, sitting, walking, stooping, reaching, lifting, pushing, pulling, talking, seeing, hearing, and repetitive motion. Must be able to perform medium lifting exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
Notice:
In compliance with FAR 52.222-26 “Equal Opportunity” (c) (4), the Company affirms that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.