

## **Student Intern – Central Region (FL, TX, MO, IL) Field Operations, GG-0399-05/07**

Location: Central Region

Clearance: Secret Security Clearance

Pay Range GG-05

Pay Range GG-07

Announcement Open Period: September 15, 2023 – October 31, 2023

### **Summary**

Are you looking for a career in national security? The Defense Counterintelligence and Security Agency (DCSA) is seeking trustworthy, inquisitive students to join our team. The DCSA Student Experience (DSE) is a paid internship program designed to attract diverse and talented students enrolled full-time in the fall of 2023 in an undergraduate or graduate degree program from an accredited college or university. Students have an opportunity to gain marketable developmental experience in counterintelligence and insider threat, industrial security, personnel security, security training, and other DCSA core mission and support areas. This is a great opportunity to enter the federal government. Become a part of America's Gatekeeper Team!

### **The DCSA Central Field Operations has student intern opportunities in our Background Investigations and Industrial Security Directorates.**

#### **About the Background Investigations (BI) Directorate**

The Background Investigations (BI) Directorate strengthens national security at home and abroad by background investigations and continuous evaluation services in accordance with Executive Order 12467, as amended. BI's personnel vetting services and products ensure that all persons performing work for or on behalf of the Federal Government are, and continue to be, loyal to the United States, reliable, trustworthy, and of good conduct and character conducting.

#### **Investigative Assistant**

**Locations:** Gulf Breeze, FL

**Summary:** As a Student Intern (Investigative Assistant) within our Background Investigation Directorate, you will be responsible to perform a variety of technical and administrative duties in support of the program. Conduct a variety of records checks. Prepare testimonies summarizing information found and stating pertinent facts. Shadow and observe Agents conducting Background Investigations (BI); provide support and assistance to Agents in the field. Provide assistance to the Special Agent in Charge (SAC) and/or Deputy Regional Mission Director (DRMD). Provide assistance with phone and desk coverage for the assigned Field Office as directed. Provide general administrative support to the SAC, which requires coordination of calendar and schedules, and/or preparation of official correspondence, formation, and/or finalization of official correspondence, SAC in training presentations, meeting logistics and travel arrangements for all staff. RDMD with scheduling, meetings, coordinating project schedules with SACs, assist with projects, provide analysis and recommendations for process improvements etc. Interact with other internal DCSA Departments and sometimes outside Government Agencies, as directed. Proficient with the Microsoft Office Suite Software and capable of creating a wide variety of documents such as reports, spreadsheets, and presentations from data and information located in internal DCSA databases, as directed.

#### **Management Analyst**

**Locations:** Chicago, IL; Houston, TX; Kansas City, MO

**Summary:** As a Student Intern (Management Analyst) within our Background Investigation

Directorate, you will be required to perform a variety of technical and administrative tasks in support of BI Field Office operations.

### **About the Industrial Security (IS) Directorate**

The Industrial Security (IS) Directorate provides security oversight for assigned cleared contractor facilities relative to establishment and maintenance of a security program in compliance with the National Industrial Security Program (NISP). IS operationally assesses, identifies, and responds to risk, considers threats, vulnerabilities, and outcomes, and prioritize actions accordingly. Conducts FCL Initial Orientation Meeting and Initial Compliance Contact actions in association with the Facility Clearance process for contractors entering the NISP; conducts risk-based security vulnerability assessments reviews leading to the identification of previously unknown threats and vulnerabilities; and implements continuous monitoring and communication strategies for cleared contractor facilities.

### **Industrial Security Intern**

**Locations:** Dallas, TX; Farmer's Branch, TX

**Summary:** As a Student Intern (Industrial Security Intern) within our Industrial Security Directorate, you will ride-along with and observe Field Office Personnel (ISR, ISSP & CISA) during field operations, as well as complete required training courses. Participate in Region Office staff meetings and observe and support Regional Deputy Mission Director (RDMD) during accomplishment of various region-level mission responsibilities such as metrics & data analytics, quality management initiatives, policy discussions, FOCI reviews, AA&E oversight, and weekly reports to HQ. Complete required training courses.

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### **Requirements**

To qualify for this position, you must meet the criteria specified below:

- You must be currently enrolled in a full-time accredited undergraduate or graduate degree program, in fall of 2024 with an expected graduation date of spring 2025 or later. **Note:** A *full-time student* is *enrolled* in at least 12 credit hours per semester.
- You must have a cumulative GPA of 3.0 or above on a 4.0 scale.

An ideal candidate would possess basic skills in using office automation programs such as Microsoft Office, Excel, Power Point, or other desktop software programs. Additionally, the ability to organize work and communicate effectively in a professional environment are highly desirable traits.

**500 Word Essay:** Applicants are required to submit a 500 word (maximum) essay describing why they should be considered for the student internship at DCSA, what they hope to learn from this experience, how this experience will help their career goals and what differentiates them from other candidates for this position. **Applications will be considered incomplete and will not be considered if the essay is not submitted.**

**Education:** All applicants must submit college or university transcript (official or unofficial) as proof of enrollment in an accredited undergraduate or graduate degree program and to confirm GPA.

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### **Specifically, you will be evaluated on the following competencies:**

**Oral Communication:** Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical,

sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

**Interpersonal Skills:** Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

**Problem Solving:** Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgements.

**Writing:** Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.

**Attention to Detail:** Is thorough when performing work and conscientious about attending to detail.

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### **Education Requirement**

All applicants must submit college or university transcript (official or unofficial) as proof of enrollment in an accredited undergraduate or graduate program and to confirm GPA requirement. **NEWLY ENROLLED FRESHMAN** will be required to **ALSO** provide high school transcripts to confirm GPA requirements.

Superior Academic Achievement does not apply to DCIPS positions.

Failure to provide transcripts will result in you being rated ineligible for this position.

Foreign Education: For further information, click on the following link:  
<https://sites.ed.gov/international/recognition-of-foreign-qualifications/>

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### **Required Documents**

Your complete application includes your COMPLETE resume and documents which prove your eligibility to apply. **If you fail to provide these documents, you will be marked as having an incomplete application package and you will not be considered any further.**

**The following documents are REQUIRED:**

1. **Your resume:** It must include your name and contact information and support the specialized experience described in this announcement. For qualifications determinations your resume must contain the dates of employment (i.e., Month/Year to present).
2. **500 Word Essay:** Applicants are required to submit a 500-word (maximum) essay describing why they should be considered for hire at DCSA, what they hope to learn from this experience, how this experience will help their career goals and what differentiates them from other candidates for this position. **Applications will be considered incomplete and will not be considered if the essay is not submitted.**

3. **Transcripts:** This position has a degree or education requirement, so you are required to submit a copy of your transcript. We accept unofficial transcripts, as long as they contain your name, the name of the school, the date and degree that was awarded, GPA and the lists of classes and credits earned. **NEWLY ENROLLED FRESHMAN** will be required to **ALSO** provide high school transcripts to confirm GPA requirements.

\*\*Selected students will be required to provide official transcripts with Spring 2024 semester/quarter grades by start of DSE.

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### Conditions of Employment

- Must be a US citizen
- Selective Service Requirement: Males born after 12-31-59 must be registered for Selective Service. For more information <http://www.sss.gov>
- Resume and supporting documents received by 11:59PM EST will be considered
- This is a Drug Testing designated position
- Position is a (DCIPS) position in the Excepted Service under U.S.C. 1601
- Work Schedule: Full Time
- Overtime: Occasionally
- Tour of Duty: Flexible
- PCS (Permanent Change of Station): Not Authorized (Relocation expenses or housing will NOT be provided by the agency)
- Fair Labor Standards Act (FLSA): Non-Exempt
- Financial Disclosure: Not Required
- Telework Eligibility: This position is telework eligible, but is not a full time telework position. The incumbent will be required to report to the office on a routine basis.
- Suitable for federal employment, determined by a background investigation.
- If selected, the incumbent must obtain and maintain appropriate security clearance as indicated in job announcement.
- Must be currently enrolled in an accredited undergraduate or graduate degree program in fall of 2024 with an expected graduation date of spring 2025 or later.
- Must have and maintain a cumulative GPA of 3.0 or above on a 4.0 scale.
- Students who successfully complete the program may be eligible for non-competitive conversion to a permanent position effective after graduation if all requirements have been met. Funding availability, mission requirements, and other factors may apply.

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### How to Apply

To be considered for an interview, resume, transcript and essay must be received, **in one email**, by 11:59pm (Eastern Standard Time) **October 31, 2023**, and sent to [DCSA.Recruiting4@mail.mil](mailto:DCSA.Recruiting4@mail.mil). When submitting application package, ALL APPLICANTS should put only the following information in the subject line of the email message: **Student Intern – Central Region (TX, MO, IL) Field Operations**. In the body of your email you **MUST** list each job title and location in which you are applying from this announcement.

**Example: You are applying for the Management Analyst position in Chicago, IL, Houston, TX AND Kansas City, MO locations. You are also applying for the Industrial Security Intern in the Farmers Branch, TX location ONLY. The body of your email should show:**

Management Analyst – Chicago, IL, Houston, TX, Kansas City, MO  
Industrial Security Intern – Farmers Branch, TX

Please note that this mailbox is specifically designated for this hiring event. Do not forward any additional information or submit inquires to this mailbox after October 31, 2023.