

## **Student Intern – Mid-Atlantic Region (MD, NC, VA) Field Operations, GG-0399-05/07**

Location: Mid-Atlantic Region

Clearance: Secret, Top Secret (TS), and TS/SCI 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 Mid-Atlantic Field Operations has student intern opportunities in our Headquarters (HQ), Background Investigations, Industrial Security and Counterintelligence Directorates.**

### **About the Field Operations Mid-Atlantic HQ**

The Mid-Atlantic Region HQ facilitates cross-mission integration, integrated mission support, and promotes more effective communications across the Field Operations workforce. The Field Regional Structure combines Background Investigation (BI), Counterintelligence (CI), Industrial Security (IS), and Authorizing Official (AO) employees into a unified organizational structure. This increases transparency between HQ and Field, standardizes administrative policies and operations across the missions and regions, improves communication between HQ (National and Regional) and the Field, provides stronger mission support to the field, and drives mission integration.

### **Action Officer**

**Locations:** Quantico, VA

**Clearance:** Secret Clearance

**Summary:** As a Student Intern (Action Officer) within Field Operations, Headquarters, you will assist action officers and program analysis to help improve upon mission wide programs.

### **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:** Aberdeen, MD; Andrews AFB, MD; Arlington, VA; Virginia Beach, VA

**Clearance:** Secret Clearance

**Summary:** As a Student Intern (Investigative Assistant) within our Background Investigation Directorate, you will be responsible for the following duties:

The student intern will be required to perform all Investigative Assistant tasks. 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.

### **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:** Hanover, MD; Alexandria, VA; Herndon, VA

**Clearance:** Secret Clearance

**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.

### **Industrial Security Intern – Entity Vetting**

**Locations:** Quantico, VA

**Clearance:** Secret Clearance

**Summary:** The intern will learn the roles and function of the Entity Triage Unit, including reviewing facility clearance sponsorship package and facility clearance packages under the National Industrial Security Program (NISP). The intern will be tasked with developing one external-focused slick sheet or job aid to assist program participants with submitting materials or information to DCSA. The intern will also be tasked to Entity Vetting's annual Foreign Ownership, Control or Influence (FOCI) Conference Planning Committee, which plans and executes the annual FOCI Conference in August each year.

### **About Counterintelligence Mission Area**

The Mid-Atlantic Region Counterintelligence (CI) Mission Area closely coordinates and collaborates with Military Department CI Organizations, Department of Defense (DOD) and Federal Law

Enforcement (LE) agencies, U.S. Intelligence Community (IC) members, and with cleared contractors to collect and share CI and security information. The primary focus of the Region's CI workforce is to identify, integrate, and share threat information across the IC and LE enterprises to help drive risk-based, data-driven decisions and actions. To achieve this, our personnel provide expert-level CI functional services, oversight, and support to the cleared National Industrial Base (NIB); plan, collect, evaluate, and disseminate threat reporting; refer reports of suspicious contacts, anomalous incidents and behaviors, and suspected foreign intelligence entity activities to appropriate IC and LE executors; and assist cleared contractors to understand and apply appropriate countermeasures.

#### **Data Analysis Assistant**

**Locations:** Quantico, VA

**Clearance:** Secret Clearance

**Summary:** The intern will assist the OAG Data Analyst to input, process, and analyze incoming case data.

#### **DITMAC Analyst Intern**

**Locations:** Arlington, VA

**Clearance:** TS/SCI Clearance

**Summary:** The intern assists higher-level personnel who are performing projects in order to develop competence and expertise. Assignments will progress in difficulty as experience is gained. Receives formal on-the-job training as well as developmental assignments. Periodically works assignments to develop an understanding of the overall CI mission. Performs other duties as assigned.

#### **Graphic Artist/Visual Information Specialist**

**Locations:** Quantico, VA

**Clearance:** Secret Clearance

**Summary:** As a Student Intern (Graphic Artist/Visual Information Specialist) in CI/Insider Threat Analyst, you will design graphics for data visualization for inclusion in classified finished intelligence products; Assist analysts with developing content for and the layout of presentations in PowerPoint; Design the layout for high-profile finished intelligence products and unclassified outreach materials.

#### **Intelligence Analyst / Data Analyst**

**Locations:** Quantico, VA

**Clearance:** Secret Clearance

**Summary:** The intern conducts data analysis within DCSA repositories of foreign entities targeting cleared industry; develop profiles and link analysis associated with these foreign entities. Develops an analytic deliverable conveying result of analysis.

#### **Intelligence Analyst / Data Analyst**

**Locations:** Quantico, VA

**Clearance:** Top Secret Clearance

**Summary:** The intern conducts data analysis within DCSA repositories of U.S. vendors pursuing classified contracts with DoD (Facility clearance, beneficial ownership). Develops an analytic deliverable conveying result of analysis.

#### **Intelligence Operations Specialist**

**Locations:** Quantico, VA

**Clearance:** TS/SCI Clearance

**Summary:** The intern will provide support to the Operations Division within the Office of Counterintelligence (OCI). The successful candidate will assist with the review and qualification of threat reporting and incidents against codified counterintelligence indicators, anomalies, and requirements. This includes drafting moderately complex reports and analytic products for first- and second-line supervisors within OCI elements and providing support to action items, to include but not limited to data calls, metrics management, key performance indicators, external requests for information, other assigned projects.

#### **Operations Analyst (Investigative Assistant)**

**Locations:** Morrisville, NC

**Clearance:** Top Secret Clearance

**Summary:** Intern will become a cross-mission analyst between BI, CI, and AO (Cyber Security). Interns will provide administrative tasks, support to Field Operations missions. Identify and develop information, such as case studies and threat indicators. Support to investigative personnel regarding the same.

#### **Public Affairs/Strategic Communications Intern**

**Locations:** Arlington, VA

**Clearance:** Secret Clearance

**Summary:** The intern participates in brainstorming internal and external communication product ideas. Assists in press release and news article creation. Coordinates with the Public Affairs Officer on special projects to include pitching story ideas to media; escorting media during external engagements; building a contact list of media that cover Insider Threat and workplace violence prevention. Proofreads written materials for content and grammar. Analyzes published news media content and identifies articles that leadership should be aware of. Provides administrative support to the Public Affairs Officer. Students for this internship must meet the following job requirements:

- Enrolled in a university or college program at junior or senior level (when they enter fall semester 2024), preferred course of study would be Communications, Public Relations, Journalism, or related field
- Exceptional written and verbal communication skills
- Excellent organizational skills
- Proficient in MS Office
- Strong ability to multitask
- Strong willingness to learn from superiors.

#### **Risk Management Intern**

**Locations:** Quantico, VA

**Clearance:** TS/SCI Clearance

**Summary:** The intern will learn the roles and functions of the Risk Management Unit, including synthesizing analytic products into a Risk Management Strategy for companies seeking a facility clearance under the National Industrial Security Program (NISP). The intern will be tasked with developing one slick sheet, job aid, or template that provides improvements to the risk management activities of DCSA. The intern will also be tasked to EV's annual Foreign Ownership, Control or Influence (FOCI) Conference Planning Committee, which plans and executes the annual FOCI Conference in August each year.

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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 – Mid-Atlantic Region (MD, NC, VA) 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 Investigative Assistant position in the Alexandria, VA location ONLY. You are also applying for the Industrial Security Intern in the Alexandria, VA AND Herndon, VA locations. The body of your email should show:

Investigative Assistant – Alexandria, VA  
Industrial Security Intern – Alexandria, VA, Herndon, VA

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