

## **Student Intern – Personnel Security (DC, MD, VA, PA), GG-0399-05/07**

Location: Multiple

Clearance: Secret and Top 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!

### **About the Personnel Security (PS) Directorate**

DCSA's Personnel Security mission consists of three distinct processes: Background Investigations, Adjudications and Continuous Vetting. As a result, DCSA has responsibility for the end-to-end personnel security process.

Background investigations are the first step in the personnel vetting process. As the primary Investigative Service Provider (ISP) for the Federal Government, DCSA conducts over two million background investigations per year on civilian and military applicants and Federal employees or employees of Government contractors and consultants to Federal programs.

DCSA maintains the largest adjudication capability across the U.S. government and supports all three branches of the federal government, the main elements being the Military Departments, National Industrial Security Program (NISP), and the DOD Fourth Estate.

Continuous Vetting involves regularly reviewing a cleared individual's background to ensure they continue to meet security clearance requirements and should continue to hold positions of trust. Continuous Vetting helps DCSA mitigate personnel security situations before they become larger problems.

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## **Available Internships**

### **Adjudicator**

**Locations:** Fort Meade, MD

**Clearance:** Secret Clearance

**Summary:** Student interns will receive training on adjudication of HSPD-12/Credentialing cases and adjudicate those cases upon completion of training. Student intern will also receive briefings on Suitability and National Security adjudications.

### **Case Processor**

**Locations:** Fort Meade, MD

**Clearance:** TS/SCI Clearance

**Summary:** Interested in business operations? Be a part of a dynamic team addressing several

important aspects of personnel security. Duties include processing customer service requests, incident reports and requests for adjudicative reciprocity. Experience can be gained in critical thinking and problem-solving skills with a business operations mindset.

### **Data Analyst**

**Locations:** Fort Meade, MD

**Clearance:** Secret Clearance

**Summary:** Now more than ever, businesses are relying on data-driven decisions – it is estimated that between 2021 and 2031 the need for Data Analysts will increase by 23% and by 36% for Data Scientists. If spreadsheets are your thing, we want you! Duties include running weekly adjudication reports, assisting and reporting daily to the Metrics Team, and having the opportunity to learn data competency skills that will assist with navigating your STEM career.

### **Data Scientist**

**Locations:** Washington, DC; Fort Meade, MD; Stafford, VA; Boyers, PA

**Clearance:** Secret Clearance

**Summary:** Student interns will work with data to provide advanced analytical capabilities to the BI program, to include but not limited to forecasting KPI's, Customer Demand, Simulations, and Machine Learning.

### **Mission Coordination Office (MCO) Program Analyst – Front Office**

**Locations:** Washington, DC; Fort Meade, MD

**Clearance:** Secret Clearance

**Summary:** Student interns will support office strategy, coordination and integration tasks. Will engage with employees across PS, Background Investigations (BI), and DCSA Enabling function Subject Matter Experts. Interns will assist with the preparation and review of briefings and reports, collection of mission, IT, procurement, budget and personnel data for consolidation, comms, analysis and reporting.

### **Mission Coordination Office (MCO) Program Analyst**

**Locations:** Washington, DC

**Clearance:** Top Secret Clearance

**Summary:** Student interns will support office strategy, coordination and integration tasks. Will engage with employees across PS, Background Investigations (BI), and DCSA Enabling function Subject Matter Experts. Interns will assist with the preparation and review of briefings and reports, collection of mission, IT, procurement, budget and personnel data for consolidation, comms, analysis and reporting.

### **Personnel Security Specialist -VRO**

**Locations:** Hanover, MD

**Clearance:** TS/SCI Clearance

**Summary:** Student interns will be exposed to assignments in support of various Continuous Vetting operations; reviews, validates and coordinates alerts; utilizes supporting systems to process alert information; and coordinates adjudicatively-ready information with other Personnel Security professionals.

### **Personnel Security Specialist - BI**

**Locations:** Washington, DC; Fort Meade MD

**Clearance:** Top Secret/SCI Clearance

**Summary:** Student interns will conduct data analysis and operational duties directly connected to the Units main mission - High Risk issues associated with background investigations

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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 – Personnel Security (DC, MD, VA, PA)**. 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 Data Scientist in the Stafford, VA AND Boyers, PA locations. You are also applying for the Personnel Security Specialist position in the Ft. Meade, MD location ONLY. The body of your email should show:**

Data Scientist – Stafford, VA, Boyers, PA  
Personnel Security Specialist – Ft. Meade, MD

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.