

Industrial Security Specialist, GG-0080-11/12
(Due Diligence Analyst)

Location: Stafford, VA

Clearance: Top Secret Security Clearance with Sensitive Compartmented Information Access (TS/SCI)

Pay Range: GG-11/12 (\$85,447 - \$133,142)

Open: July 13, 2026 to July 17, 2026

This job will close when we have received **100 applications** which may be sooner than the closing date.

4 vacancies in the following location: **Stafford, VA**

This is an open call for resumes. We are currently gathering resumes of qualified candidates to create a pipeline for future vacancies.

Position Summary:

Our Entity Vetting team is responsible for triaging companies for business and security-related risk indicators, evaluating and assessing resultant vulnerabilities, and crafting tailored strategies designed to negate or mitigate risks to national security.

DCSA is looking for creative and innovative personnel with a mission-first focus serve as a Due Diligence Analysts responsible for conducting research and analysis to produce business and security-related Entity Vulnerability Assessments evaluating a company's risk indicators and assessing the resultant vulnerabilities' impacts on a company's management personnel, business operations, government customers, security posture, and national security.

Specifically, you will be evaluated on the following Competencies:

1. **Reasoning** - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.
2. **Vulnerabilities Assessment and Management** - Conduct assessments on threats and vulnerabilities, determine the level of risk, and develop and recommend appropriate mitigation countermeasures in operational and non-operational situations. Conduct assessments in a counterintelligence context to protect against espionage, other intelligence activities, and sabotage conducted for or on behalf of foreign powers, organizations or persons, or international terrorist activities.
3. **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.

This position is part of a developmental program leading to GG-13.

Specialized experience for this position includes:

GG-11 Grade Level

You must have specialized experience sufficient to demonstrate that you have acquired all the competencies necessary to perform at a level equivalent in difficulty, responsibility, and complexity to the next lower grade, GS/GG-09 in the Federal service and are prepared to take on greater responsibility. Generally, this would include one year or more of such specialized experience.

- Independently manages and oversees a portfolio of low-complexity Entity Vulnerability Assessments (EVAs), ensuring all products meet established unit quality standards and Intelligence Community (IC) analytic guidelines with moderate supervision.
- Conducts peer reviews and edits of EVAs to ensure they meet prescribed quality standards, focus, and depth of information appropriate for the reported circumstances.
- Provides technical direction and feedback to government staff, contractors, and external partners regarding identified business and security risks, available mitigation measures, and residual risks requiring referral.
- Identifies and recommends areas for process improvement, including workflow enhancements, product format revisions, additional training needs, and updates to internal guidance.
- Coordinates verification processes, information requests, and reciprocity actions with other cognizant security agencies under moderate supervision to ensure comprehensive risk analysis.
- Performs individual and unit-level workload management by setting suspense dates, monitoring completion status against key performance indicators (KPIs), and realigning work as needed to manage competing priorities.
- Participates in and briefs at conferences and meetings, communicating with internal customers on matters related to the due diligence mission and performing developmental tasks for the next-higher grade level.

GG-12 Grade Level

You must have specialized experience sufficient to demonstrate that you have acquired all the competencies necessary to perform at a level equivalent in difficulty, responsibility, and complexity to the next lower grade, (GS/GG-11) in the Federal service and are prepared to take on greater responsibility. Generally, this would include one year or more of such specialized experience.

- Independently prepares routine and moderately complex Entity Vulnerability Assessments (EVAs), ensuring strict adherence to Intelligence Community (IC) analytic standards and internal style guides before dissemination.
- Provides technical direction, coaching, training, and mentorship to less experienced staff, serving as a subject matter expert on business and security risks, mitigation strategies, and verification processes.
- Proactively identifies areas for process improvement, determines the appropriate course of action for leadership's consideration, and implements approved solutions to enhance workflow, update guidance, and revise product formats.
- Conducts peer reviews of reports drafted by other specialists and coordinates verification processes and information requests with other cognizant security agencies with a high degree of autonomy.
- Performs advanced workload management by overseeing case prioritization, monitoring individual and team performance metrics against key indicators, and preparing performance reports for supervisors.

- Executes advanced workload management by establishing and enforcing suspense dates based on case prioritization, monitoring completion status, and realigning team resources to meet critical deadlines.
- Briefs at conferences and meetings with internal and external customers on matters related to the verification and triage mission and responds to complex information requests from government customers with limited supervision.

Education Requirement:

Education is not required. However, if you have a degree, you **MUST** submit your transcripts for your education to be considered. If substituting or combining education for experience, transcripts **MUST** be provided. If no transcripts are provided, you will be rated solely on experience. Superior Academic Achievement does not apply to DCIPS positions. If substituting education for experience:

- **GG-11 level**, you must possess a Ph.D. or equivalent doctoral degree; OR 3 full years of progressively higher-level graduate education leading to such a degree OR LL.M., if related.
- **For the GG-12:** Substitution of education may not be used in lieu of specialized experience for this grade level.

If substituting or combining education for experience, transcripts MUST be provided. Failure to provide transcripts will result in you being rated ineligible for this position. Superior Academic Achievement does not apply to DCIPS positions.

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

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
- Fair Labor Standards Act (FLSA): Non-Exempt
- Financial Disclosure: Not Required
- Telework Eligibility: Supervisors may approve situational telework on a case-by-case, temporary basis for limited situations.

- If selected, the incumbent must obtain and maintain appropriate security clearance as indicated in job announcement.
- For the GG-11 and GG-12: Incumbent is required to obtain and maintain the Security Fundamentals and Professional Certification within 12 months of appointment.
- For the GG-11 and GG-12: Incumbent is required to attend Office of the Director of National Intelligence's Analysis 101 training course within 12 months of appointment.
- For the GG-12: Incumbent is required to obtain and maintain the Intelligence Fundamentals Professional Certification within 12 months of appointment.
-

The following documents are REQUIRED:

1. Your resume:

- All applicants are required to submit a resume limited to two (2) pages showing all relevant experience. Your resume must address your qualifications for the position, and it may not exceed two (2) pages. Your 2-page (or less) resume must be in PDF format, with no smaller than a 0.5" margin and no smaller than a 10-point font. If you submit a resume that exceeds the two-page limit and/or does not meet the margin or font limitations stated herein, you will immediately be deemed ineligible for this position and will be removed from further consideration. Must include the work schedule, hours worked per week, dates of employment, and duties performed.
- If your resume includes a photograph or other inappropriate material or content, it will not be used to make eligibility and qualification determinations and you will not be considered for this vacancy.
- Resumes should NOT include classified information/Social Security Number/Photo of yourself/personal information (gender, religion, affiliation etc., Encrypted digitally signed docs). Resumes with this prohibited information will be automatically ineligible for consideration.
- If your resume does not clearly outline details for each position as noted, you may not be referred for this position.
- Additional guidance on writing a federal resume can be found at: USAJOBS Help Center - How do I write a resume for a federal job? The resume builder can help you create a resume using these recommendations and uses the information in your USAJOBS profile to help you get started.

2. Transcripts:

College transcript(s) - required if qualifying based on education. We accept unofficial transcripts, if they contain your name, the name of the school, the date and degree that was awarded, and the list of classes and credits earned.

3. SF-50

All current and former civilian Federal employees must submit a copy of your MOST RECENT SF-50 (Notification of Personnel Action) showing your tenure, grade and step, salary, and type of position occupied (i.e., Excepted or Competitive) or similar Notification of Personnel Action documentation, i.e., Transcript of Service, Form 1150, etc. Failure to provide latest SF-50 may result in you being rated ineligible for this position.

4. Veteran's Documents:

If applying using veteran's preference or under a Veteran's hiring authority you must submit the following documents: DD214 showing character of service, SF-15 Form and VA letter showing final percentage, or certification of expected discharge or release from active duty.

NOTE: Active-duty military members are not eligible for appointments unless currently on terminal leave. PLEASE REVIEW THE BELOW LINK FOR OTHER SUPPORTING DOCUMENTS needed for proof of eligibility:

<https://www.dla.mil/Portals/104/Documents/Careers/downloads/DODCustomersRequiredSupportingDocumentation.pdf>

How to Apply:

Please submit your resume to dcsa.quantico.dcsa.mbx.recruitment-office-4@mail.mil no later than July 17, 2026, at 11:59 p.m. EST to be considered for this position. All current and former Federal employees must submit a copy your most recent SF-50 (Notification of Personnel Action). If you are qualifying with education, you must also include your transcripts when applying. (Please note that this mailbox is specifically designated for this open call for resumes. Do not forward any additional information or submit inquiries to this mailbox after July 17, 2026, at 11:59 p.m. EST.)

Please include the following information in your Subject Line of your email to help our team quickly recognize the position(s) you are applying for:

- Industrial Security Specialist (Due Diligence Analyst), GG-0080-11
or
- Industrial Security Specialist (Due Diligence Analyst), GG-0080-12