

**National Background Investigations Bureau (NBIB)
Joint Duty/Detail Announcement**



Directorate:	NBIB, Field Operations, Centralized Investigations
Position Title:	Intelligence Case Analyst
Grade(s) Considered:	GS-11/12 - (or equivalent)
Duty Location:	Boyers, PA
Clearance:	Top Secret Eligible - SCI, and SI, TK G, and HUMINT (HSC)
Who May Apply:	This job is open to current permanent federal civilian employees, active duty military, military reservists, and national guard, (internal or external candidates).
Detail Start Date:	EOD is negotiated by the Gaining Directorate Senior Executive and the Home Agency.
Work Schedule	Telework and Alternate work schedules are available. Tour of Duty: M-F 40 hours/week.
Relocation expenses	Not authorized.
Application Deadline:	OPEN UNTIL FILLED

The NBIB, Operations, Centralized Investigations is seeking an Operations Case Analyst with Counterintelligence (CI) and full-spectrum intelligence support expertise relating to personnel, information, operations and systems for a **12-month reimbursable detail with a possible extension up to 2 additional years**. NBIB has a niche mission rarely found anywhere else - as the primary service provider of government-wide background investigations for the Federal Government - currently serving over 100 agencies.

The primary purpose of this position:

The NBIB has a mandate to support the national security apparatus of the United States federal as the primary service provider of government-wide background investigations for 95% of all federal government civilians, military personnel and industry partners- currently serving over 100 agencies. The mission of the Centralized Investigations is to provide advisory services and direction in the planning, development, and implementation of special activities supporting special programs for the Operations. This position will serve as an Operations Case Analyst responsible for providing agency specific authoritative operational guidance, judgments, and technical expertise for intelligence-related issues that affect long-range planning and modifications to national guidance, systems and directives.

Major Duties and Responsibilities:

Provides full-spectrum intelligence and intelligence related support expertise/guidance on personnel, information, operations, and systems.

1. Performs objective evaluation of intelligence and data related to who may pose an interest to background investigations
2. Monitors and coordinates investigative and security support matters with member agencies of the intelligence community
3. Provides input and guidance on intelligence issues developed during NBIB investigations and/or revealed through other sources as related to NBIB operations and investigations
4. Develops and supports NBIB's staff's all-source intelligence analysis to effectively support background investigations
5. Provides other input and guidance on the receipt, handling and distribution of third party records for background investigations

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Joint Duty/Detail Announcement**

6. Closely works with the intelligence community on establishing and streamlining records that are crucial for national security
7. Serves as subject matter expert and liaison with customers on classified matters and business processes
8. Provides agency specific authoritative operational guidance, judgments, and technical expertise to NBIB elements on intelligence matters; this includes subject matter expertise, technical support, and operational assistance to meet strategic mission objectives
9. Monitors and coordinate investigative and security matters with customer agencies senior security representatives and CI support activities

Qualifications Required:

1. Current Top Secret, SCI, and SI, TK G, and HUMINT (HSC)
2. B.A. or B.S. degree or equivalent experience in a related field
3. 6+ or more years of prior experience employed with a USIC agency as a Special Agent, Case Officer, Counterintelligence Specialist, or Intelligence Analyst conducting counterintelligence support, or prior work experience in the security programs, including 4+ years specialized CI support
4. Demonstrated ability to effectively and successfully engage with and brief senior leadership on difficult issues and foster a collaborative relationship with partners across an organization or agencies; excellent use of tact when expressing ideas and recommendations to senior leaders, customers, peers, team members, and other stakeholders
5. Demonstrated ability to effectively communicate (both verbal and written) complex information in a clear, concise manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives
6. Impeccable writing skills and demonstrated ability to technically edit reports and deliverables
7. Detail-oriented, organized, and able to track multiple deadlines and milestones
8. Demonstrated ability to identify problems and develop innovative solutions
9. Possess demonstrated capability in big data analytics, data modeling, or data science related to intelligence analysis

Desired Requirements

Work experience at more than one federal agency.

Travel Required

Must have the ability to travel 25% of the time.

How to Apply:

If you wish to apply for this opportunity, email the items below to leonard.jones@opm.gov and enter the following as the SUBJ: **Joint Duty – Position Name/DATE**.

1. COVER LETTER OR SHORT NARRATIVE: Applicants must submit a cover letter or short narrative as a supplement to the resume to elaborate on their qualifications and previous work performed.
2. RESUME: Applicants are encouraged to carefully review the vacancy announcement, particularly the major duties and responsibilities, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity. Limited to (five UNCLASS pages).
3. PERFORMANCE EVALUATIONS: Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations. (NOTE: Previous evaluation must be fully successful or higher)

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4. CURRENT SF-50: Federal Government employees must provide a redacted (SSAN removed) SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
5. LETTER OF RELEASE/ENDORSEMENT: Applicant must obtain nomination/endorsement from second-level supervisor. Please contact your agency's Human Resource Office for internal nomination procedures. (NOTE: Applicants must provide a signed endorsement letter prior to the scheduling of an interview.)

NOTE: The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. Applicants will be contacted if they are selected for an interview.

Please contact Leonard Jones at (202) 606-0358 or via email leonard.jones@opm.gov if you have any questions.