

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

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<b>Directorate:</b>	NBIB, Field Operations, Counterintelligence & Threat Coordination Activity (CITCA)
<b>Position Title:</b>	Intelligence Operations Specialist
<b>Grade(s) Considered:</b>	GS-12/13 - <i>(or equivalent)</i>
<b>Duty Location:</b>	Multiple locations available – (1) 1900 E Street NW, Washington, DC; (2) Crystal City, VA (3) Fort Meade, MD; or (4) Boyers, PA
<b>Clearance:</b>	Top Secret / Sensitive Compartment Information (TS/SCI) Eligible
<b>Who May Apply:</b>	This job is open to current permanent federal civilian employees, active duty military, military reservists, and national guard, (internal or external candidates).
<b>Detail Start Date:</b>	EOD is negotiated by the Gaining Directorate Senior Executive and the Home Agency.
<b>Work Schedule</b>	Telework and Alternate work schedules are available. Tour of Duty: M-F 40 hours/week.
<b>Relocation expenses</b>	Not authorized.
<b>Application Deadline:</b>	OPEN UNTIL FILLED

The NBIB Counterintelligence & Threat Coordination Activity (CITCA) is seeking an Intelligence Operations Specialist with Counterintelligence (CI), Insider Threat, Law Enforcement and/or Personnel Security experience for a **12-month reimbursable detail with a possible extension up to 2 additional years**. The ideal candidate will have both analytical and operational experience. 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:**

NBIB has a mandate to support the U.S. national security community 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. CITCA serves as NBIB's operational & analytical focal point for all counterintelligence (CI), loyalty, counterterrorism (CT), insider threat and aggravated criminal threat issues related to NBIB background investigations. CITCA regularly provides advanced threat notification to federal customer agencies, the U.S. Intelligence Community (IC) and law enforcement partners. This position will serve as an Intelligence Operations Specialist/Senior Security Specialist/Special Agent or Counterintelligence and Counterterrorism Analyst responsible for providing agency specific authoritative operational guidance, judgments, and technical expertise on counterintelligence, counterterrorism, insider threat and aggravated criminal threat matters; this includes subject matter expertise, technical support, and operational assistance to meet strategic counterintelligence/ counterterrorism mission objectives to better anticipate, detect, and counter malicious activities, as well as identify and respond to threats posed by trusted insiders who may seek to do harm to the Government's personnel and/or property.

**Major Duties and Responsibilities:**

Provide full-spectrum CI & threat expertise with expert guidance on personnel, information, operations and systems against threats posed insiders, foreign intelligence entities (FIEs) and aggravated criminal threat actors. Research individuals to determine insider threat risk /or connections to derogatory information with possible national security concerns. Perform objective evaluation and analysis of intelligence and security data related to

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potential threat actors. Provide guidance and recommendations on CI-related issues that affect long-range planning and modifications to national guidance and directives. Key duties include:

1. Monitor and coordinate investigative and security matters with customer agencies senior security representatives, national law enforcement and CI activities
2. Provide input and guidance on intelligence/counterintelligence/counterterrorism/insider threat and aggravated criminal threat issues developed during NBIB investigations and/or revealed through other sources as related to NBIB operations and investigations
3. Develop and support NBIB's staff's all-source intelligence analysis to identify potential foreign intelligence, terrorist, insider threat, and/or aggravated criminal threats to the federal workforce
4. Survey and evaluate referrals and background investigations for foreign intelligence, terrorist, insider threat, and/or aggravated criminal threat indicators
5. Provide authoritative operational guidance and decisions to NBIB elements on referrals, referral handling and feedback for identified threat information
6. Produce, support and disseminate intelligence threat warning products to support NBIB and customers regarding potential threats to the federal workforce
7. Provide agency specific authoritative operational guidance, judgments and technical expertise to NBIB elements on counterintelligence, counterterrorism, insider threat and aggravated criminal threat matters

**Qualifications Required:**

1. Current Top Secret/SCI clearance
2. Selectee will need approval from their agency prior to detail
3. B.A. or B.S. degree or equivalent experience in a related field
4. 6 or more years of prior experience with a U.S. Intelligence, Homeland Security, Defense and/or Security Agency as a Special Agent, Case Officer, Counterintelligence Specialist, Intelligence Analyst and/or Senior Security Specialist. Relevant experience includes work conducting counterintelligence (CI) investigations or CI analysis, terrorism investigations or analysis, insider threat investigations or analysis, felony law enforcement investigations, or prior threat-related work in a personnel security program (e.g. high risk adjudications; risk mitigation cell, etc.)
5. 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
6. 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
7. Impeccable writing skills and demonstrated ability to technically edit reports and deliverables
8. Detail-oriented, organized, and able to track multiple deadlines and milestones
9. Demonstrated ability to identify problems and develop innovative solutions
10. Possess knowledge and demonstrated competence conducting analysis utilizing analytical tools (e.g. Analyst Notebook, Palantir, TIDE, DCGS, Accurint, Lexis Nexis, CrimeLink, (C)I2MS, etc.)

**Desired Requirements**

Work experience at more than one federal agency. Experience in both threat operations and threat analysis.

**Travel Required**

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Some minimal local travel (less than 10% of the time) may be required.

**How to Apply:**

If you wish to apply for this opportunity, email the items below to [leonard.jones@opm.gov](mailto: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)
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](mailto:leonard.jones@opm.gov) if you have any questions.