



National Ground Intelligence Center Vacancy Announcement INSCOM-NGIC-07012024-001

SUMMER INTERNSHIP OPPORTUNITY / JUN-AUG 2025

This program is open to currently enrolled undergraduate sophomores and juniors, masters, and Ph.D. candidates from all majors who will still be enrolled as a student during June 1, 2025, through August 31, 2025.

Intelligence Aid

Open Period: 1 Jul 2024 – 19 Sep 2024

KEY POSITION DETAILS

Salary Range: \$35,373.00-\$45,982.00

Series & Grade: GG-0134-04

Job Title: Intelligence Aid

Position Information: Full Time TEMPORARY
NTE 6 Months – 7 pay period – Excepted Service

Duty Location: Multiple vacancies in
Charlottesville, Virginia

Travel Required: Up to 10% of the Time

Who May Apply: All U.S. Citizens

Security Clearance: Top Secret/SCI

Supervisory/Non-Supervisory: Non-Supervisory

Drug Testing: Yes

Obtain/Maintain Certifications: N/A

Relocation Expenses Reimbursed: No

PCS Expenses Authorized: Are not Authorized

Incentives: No

Mission Statement

Civilian employees serve a vital role in supporting the Army mission. They provide the skills that are not readily available in the military, but crucial to support military operations. The Army integrates the talents and skills of its military and civilian members to form a Total Army.

Job Summary

This position is in the Defense Civilian Intelligence Personnel System (DCIPS). This position is located at the U.S. Army National Ground Intelligence Center, Enterprise Operations Directorate, Charlottesville, Virginia. Serves as an Intelligence Assistant.

Duties

You will serve as an Intelligence Aid and will be provided with on-the-job training designed to familiarize the incumbent with specific intelligence functions, operations, and responsibilities. The incumbent performs progressively responsible assignments requiring the application of specific knowledge and professional and/or management theories, principles, and practices.

Specialized Experience & Minimum Qualifications

To qualify, you must meet the education and/or experience requirements. You will receive credit for all qualifying experience, including volunteer experience. Your resume must clearly describe your relevant experience.

Qualifications for the GG-04 grade level: To qualify applicants must possess one year of specialized experience equivalent to the next lower grade/level (GS/GG-03). For further details on the specific occupational series requirements, please go the following link: <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=List-by-Occupational-Series>

Conditions of Employment

- Must be able to obtain a Top Secret security clearance based on a single-scope background investigation (SSBI) with eligibility for sensitive compartmented information (SCI).
- Must be available for rotational, and/or temporary duty assignments 25% or less of the work schedule.
- In accordance with Change 3 to AR 600-85, Alcohol and Drug Abuse Prevention and Control Program, the incumbent of this position must successfully pass a urinalysis screening for illegal drug use prior to appointment and periodically thereafter.
- Travel will be required (CONUS/OCONUS) less than 10% of the time.
- All INSCOM employees may be subject to extended TDY or worldwide deployments during crisis situations to perform mission essential functions as determined by management.

Additional Information

- Male applicants born after December 31, 1959, must complete a Pre-Employment Certification Statement for Selective Service Registration.
- You will be required to provide proof of U.S. Citizenship.
- Direct Deposit of Pay is required.
- Telework may be authorized.
- Salary includes applicable locality pay or Local Market Supplement.
- Permanent Change of Station (PCS) allowances are not authorized, based on a determination that a PCS move is not in the Government's best interest.
- Recruitment, Retention and Relocation Incentives are not authorized.

This position is a Defense Civilian Intelligence Personnel System (DCIPS) position in the Excepted Service under 10 U.S.C. 1601. DoD Components with DCIPS positions apply Veterans' Preference to preference eligible candidates as defined by Section 2108 of Title 5 U.S.C., in accordance with the procedures in DoD Instruction 1400.25, Volume 2005, DCIPS Employment and Placement.

The United States Government does not discriminate in employment based on race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, status as a parent, genetic information, disability, age, membership or non-membership in an employee organization, or on the basis of personal favoritism.

The Department of the Army provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of this application hiring process, please notify the Hosting HR Specialist for assistance. Your requests for reasonable accommodation will be addressed on a case-by-case basis.



How to Apply

WARNING: DO NOT INCLUDE CLASSIFIED INFORMATION IN YOUR APPLICATION PACKET! Application packages that contain Classified information **WILL NOT** receive consideration for this position. Should you submit a resume or any other document as part of your application package and it is confirmed that any of the information is Classified, in addition to being found ineligible for consideration for this position, your Security Office will be notified to determine if any further action is warranted.

1. **You must upload your resume and any supporting documents before hitting start on the link.** <https://armyintel.hirevue.com/signup/aR5Re9cbCGQ7NgdMLkYztX/>
 2. **Once the documents are visible on the sign in screen, select the “start” button to apply and complete the basic assessment.**
 3. Please do not upload documents that contain PII without redacting sensitive information. Do not upload any **classified** information with your application submission.
 4. Complete applications to include a Resume and response to basic eligibility questions must be submitted by 11:59 pm Eastern Standard Time (EST) on the closing date of the announcement. Incomplete packages may be removed from consideration.
 5. For additional assistance, please email: usarmy.charlottesville.ngic.recruitment@army.mil and include INSCOM-NGIC-07012024-001 in the subject of the email.
- Requested Documents: **A COMPLETE RESUME IS REQUIRED.** Your resume must show relevant experience (cover letter optional) where you worked, job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and end dates (Mo/Yr), hours per week & salary.
 - Veterans: You are required to submit acceptable proof of your preference or appointment eligibility. Acceptable documentation is a DD Form 214, "Certificate of Release or Discharge from Active Duty," showing dates of service, as well as character of service (Honorable, General, etc.) and time lost (if any). The member 4 copy of your DD Form 214 is required as well as any documentation concerning a disability (SF-15 and Veterans Affairs Notification of Preference) **upon request after application.**
 - **Additional supporting documentation may be requested as necessary.**

Fair & Transparent

The Federal hiring process is set up to be fair and transparent. Please read the following guidance.

[Equal Employment Opportunity \(EEO\) Policy](#)

[New employee probationary period](#)

[Reasonable accommodation policy](#)

[Signature and false statements](#)

[Financial suitability](#)

[Privacy Act](#)

[Selective Service](#)

[Social security number request](#)