



# U.S. Army Intelligence and Security Command Vacancy Announcement INSCOM-CF-NGIC-09182024- 030

Foreign Disclosure Officer

*Open Period: Midnight until Noon, September 18, 2024  
Open to all U.S. Citizens*

## KEY POSITION DETAILS

**Salary Range:** \$103,409-\$134,435

**Series & Grade:** GG-0132-13

**Job Title:** Intelligence Specialist (Staff Officer)

**Position Information:** Full Time

**Excepted Service:** Permanent

**Duty Location:** Charlottesville, VA

**Travel Required:** Up to 10% of the Time

**Who May Apply:** All U.S. Citizen

**Security Clearance:** Top Secret/SCI

**Supervisory/Non-Supervisory:** Non-Supervisory

**Drug Testing:** Yes

**Obtain/Maintain Certifications:** Foreign Disclosure Officer

**Relocation Expenses Reimbursed:** May be Authorized

**PCS Expense:** are not Authorized

**Incentives:** May be Authorized

## Marketing Message

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, Charlottesville, VA.

## Specific Duties

- Provide foreign disclosure analysis, advice, guidance, and recommendations to the NGIC staff regarding the release of classified and unclassified military intelligence.
- Evaluate, develop, and implement policies, directives, and procedural manuals relative to foreign disclosure.
- Provide guidance to NGIC personnel on foreign intelligence disclosure policy and procedures, including implementation of the National Disclosure Policy.
- Maintain foreign disclosure oversight requirements.
- Ensure that classified and unclassified intelligence is safeguarded through the proper application of classification markings and handling requirements.
- Coordinate and participate in the development of new intelligence sharing architectures and intelligence exchange agreements.
- Present oral and written briefings on a variety of disclosure topics to a variety of audiences

## **Specialized Experience & Minimum Qualifications**

Applicants must have directly applicable experience that demonstrates the possession of the knowledge, skills, abilities and competencies necessary for immediate success in the position.

Qualifying experience may have been acquired in any public or private sector job but will clearly demonstrate past experience in the application of the particular competencies/knowledge, skills, and abilities necessary to successfully perform the duties of the position. Such experience is typically in or directly related to the work of the position to be filled.

To qualify based on your experience, your resume must describe at least one year of experience which prepared you to do the work in this job. Specialized experience is defined as experience providing foreign disclosure analysis, guidance, and recommendations concerning the release of classified and unclassified intelligence. This definition of specialized experience is typical of work performed at the next lower grade/level position in the federal service (GG/GS-12).

Progressively responsible experience is that which has included intelligence-related research, analysis, collections and /or operations. This experience should have included intelligence analysis and/or production, intelligence collection and/or operations, counterintelligence, or threat support directly related to the position to be filled. This experience should demonstrate: Knowledge of intelligence processes, cycle and organizations; Knowledge of and/or ability to use research tools such as library holdings, photographs, statistics, graphics and maps; Knowledge of the systems, procedures and methods of analyzing, compiling, reporting and disseminating intelligence data; and/or Knowledge of organization(s) for and methods of collecting and analyzing intelligence data.

Qualifications for the GG-13 grade level: To qualify applicants must possess one year of specialized experience equivalent to the next lower grade/level (GG-12 ). 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>

You will be evaluated on the basis of the your level of competency in the following areas:

- Foreign Disclosure
- Intelligence Policy
- Intelligence Strategic Planning
- Partnering

**Education:** This job does not have an education qualification requirement.

NOTE: Creditable experience may include previous military experience, experience gained in the private sector, or experience gained in another government agency so long as it was at a level at least equivalent to the next lower grade in the series.

**This position is for Full Performance Level (FPL) only for GG-0132-13**

## Conditions of Employment

- Must complete a Special Background investigation and receive a favorable adjudication by a determining authority. Must obtain and maintain a Top Secret security clearance and access to Sensitive Compartmented Information (SCI). Failure to do so may result in the withdrawal of an offer or removal.
- Successful completion of a pre-employment drug test (including marijuana) is required. A tentative offer of employment will be rescinded if you fail to report to the drug test appointment or pass the test. You will be subject to random testing.
- May be required to perform TDY travel (10%).
- All NGIC employees may be subject to extended TDY or worldwide deployments during crisis situations to perform mission essential functions as determined by management.
- Must be willing to undergo and successfully complete a counterintelligence-scope polygraph examination with No Deception Indicated (NDI) on a pre-appointment and periodic basis.
- Successful completion of the DIAs Foreign Exchanges and Disclosure Course and US Army Foreign disclosure course will be required.

## 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.
- Two-year trial period may be required
- Direct Deposit of Pay is required.
- If you have retired from federal service and you are interested in employment as a reemployed annuitant, see the information in the Reemployed Annuitant ([https://acpol2.army.mil/chra\\_dodea/retiree.pdf](https://acpol2.army.mil/chra_dodea/retiree.pdf)) information sheet.
- This is a Career Program (CP) 35 position
- Salary includes applicable locality pay or Local Market Supplement.
- When you perform a Civilian Permanent Change of Station (PCS) with the government, the Internal Revenue Service (IRS) considers the majority of your entitlements to be taxable. Visit <https://www.dfas.mil/civilianemployees/civrelo/Civilian-Moving-Expenses-Tax-Deduction/> for more information.
- Recruitment, Retention and Relocation Incentives may be authorized.
- Telework may be authorized based on agency policy.

*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/TAAGA9KDt9g4HaPpAxLPcR/>
  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 NOON Eastern Standard Time (EST) on the closing date of the announcement. Incomplete packages may be removed from consideration.
  5. For additional assistance, please email the NGIC Point of Contact, Kellie McDonnell, at [usarmy.charlottesville.ngic.recruitment@army.mil](mailto:usarmy.charlottesville.ngic.recruitment@army.mil) and include 030 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.
  - If you are a current Federal employee or previous Federal employee, provide your pay plan, series and grade level i.e. GG-0201-013 on your resume for each Federal position. You are required to submit acceptable documentation of your appointment eligibility, by submitting a copy of your last or most recent SF-50, Notification of Personnel Action.
  - 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).
  - **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](#)



# U.S. Army Intelligence and Security Command Vacancy Announcement INSCOM-CF-NGIC-09182024-037

Foreign Disclosure Officer

*Open Period: Midnight until Noon, September 18, 2024  
Open to all U.S. Citizens*

## KEY POSITION DETAILS

**Salary Range:** \$86,962-\$113,047

**Series & Grade:** GG-0132-12

**Job Title:** Intelligence Specialist (Staff Officer)

**Position Information:** Full Time

**Excepted Service:** Permanent

**Duty Location:** Charlottesville VA

**Travel Required:** Up to 10% of the Time

**Who May Apply:** All U.S. Citizen

**Security Clearance:** Top Secret/SCI

**Supervisory/Non-Supervisory:** Non-Supervisory

**Drug Testing:** Yes

**Obtain/Maintain Certifications:** FDO credentials

**Relocation Expenses Reimbursed:** May be Authorized

**PCS Expense:** are not Authorized

**Incentives:** May be Authorized

## Marketing Message

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, Charlottesville, VA.

## Specific Duties

1. Provide foreign disclosure analysis, advice, guidance, and recommendations to the NGIC staff regarding the release of classified and unclassified military intelligence.
2. Maintain foreign disclosure oversight requirements.
3. Ensure that classified and unclassified intelligence is safeguarded through the proper application of classification markings and handling requirements.
4. Coordinate and participate in the development of new intelligence sharing architectures and intelligence exchange agreements.
5. Present oral and written briefings on a variety of disclosure topics to a variety of audiences.
6. Provide staff support to develop, review, and interpret various documents.

## **Specialized Experience & Minimum Qualifications**

Applicants must have directly applicable experience that demonstrates the possession of the knowledge, skills, abilities and competencies necessary for immediate success in the position.

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Specialized experience is defined as experience providing foreign disclosure analysis, guidance, and recommendations concerning the release of classified and unclassified intelligence.

Qualifications for the GG-12 grade level: To qualify applicants must possess one year of specialized experience equivalent to the next lower grade/level (GG-11 ). 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>

You will be evaluated on the basis of the your level of competency in the following areas:

1. Foreign disclosure
2. Classification markings and security review
3. Understanding of National Disclosure Policy
4. Oral and written communication

**Education:** This job does not have an education requirement.

NOTE: Creditable experience may include previous military experience, experience gained in the private sector, or experience gained in another government agency so long as it was at a level at least equivalent to the next lower grade in the series.

**This is a full performance position that requires previous foreign disclosure and security marking review experience.**

## **Conditions of Employment**

- Must complete a Special Background investigation and receive a favorable adjudication by a determining authority. Must obtain and maintain a Top Secret security clearance and access to Sensitive Compartmented Information (SCI). Failure to do so may result in the withdrawal of an offer or removal.
- Successful completion of a pre-employment drug test (including marijuana) is required. A tentative offer of employment will be rescinded if you fail to report to the drug test appointment or pass the test. You will be subject to random testing.
- May be required to perform TDY travel (10%).
- All NGIC employees may be subject to extended TDY or worldwide deployments during crisis situations to perform mission essential functions as determined by management.
- Must be willing to undergo and successfully complete a counterintelligence-scope polygraph examination with No Deception Indicated (NDI) on a pre-appointment and periodic basis.
- Successful completion of the DIAs Foreign Exchanges and Disclosure Course and US Army Foreign disclosure course will be required.

## **Additional Information**

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- Direct Deposit of Pay is required.
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- This is a Career Program (CP) 35 position
- Salary includes applicable locality pay or Local Market Supplement.
- When you perform a Civilian Permanent Change of Station (PCS) with the government, the Internal Revenue Service (IRS) considers the majority of your entitlements to be taxable. Visit <https://www.dfas.mil/civilianemployees/civrel/Civilian-Moving-Expenses-Tax-Deduction/> for more information.
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2. **Once the documents are visible on the sign in screen, select the “start” button to apply and complete the basic assessment.**
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- **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.
- If you are a current Federal employee or previous Federal employee, provide your pay plan, series and grade level i.e. GG-0201-013 on your resume for each Federal position. You are required to submit acceptable documentation of your appointment eligibility, by submitting a copy of your last or most recent SF-50, Notification of Personnel Action.
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