

UNCLASSIFIED

Job Code: IA0467

Title: IO (WMD PROLIFERATION)

Occupational Group: Analysis

Occupational Specialty: CI and Transnational

Occupational Series: 0132 Intelligence Officer

Effective Date: 09/30/2015

General Summary:

The incumbent serves as an Intelligence Specialist (WMD Proliferation) with responsibility for participating and assisting senior analysts in the production of all-source national military intelligence products. As such, the incumbent applies basic intelligence analysis skills to monitor and assess world-wide proliferation of chemical, biological, radiological, and nuclear (CBRN) weapons and related technologies by countries of concern and emerging threats to the US or its allies. The incumbent completes appropriate formal and on-the-job training, receiving guidance and accomplishing increasingly difficult assignments designed to develop skills and competencies necessary for successful performance and advancement to the full performance work level.

Strong analytical and oral and written communication skills are essential job requirements.

Major Duties:

- Under the guidance of senior analysts, carries out various tasks to produce intelligence products which involves researching, analyzing, evaluating, and publishing routine WMD proliferation national military intelligence studies, plans, and/or products. Performs all-source intelligence analysis to assess overall capabilities, strengths, weaknesses, risks and needs in area of assignment. Assists with monitoring and assessing world-wide proliferation of chemical, biological, radiological, and nuclear (CBRN) weapons and related technologies by countries of concern and emerging threats to the US or its allies.
- Participates in coordinating, monitoring and integrating valid intelligence by obtaining and using available analysis/collection tools and systems as well as through contacts with appropriate personnel. Synthesizes collected intelligence to identify CBRN proliferation network vulnerabilities. Identifies and monitors WMD proliferation pathways, nodes, modes, personalities, finances; detects and tracks WMD-related commodities over network pathways.
- Collaborates with other analysts throughout DoD and the Intelligence Community on forecasts and assessments in assigned area of responsibility.
- Assists in preparing briefings and assessments to U.S. national and foreign intelligence consumers, the Intelligence Community, DoD and other US government officials as appropriate on WMD proliferation issues.
- Contributes to the maintenance of a variety of manual and automated databases of relevant intelligence information to support on-going and projected research products.
- Performs other duties as assigned.

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FACTOR A - Position Requirements

FACTOR A - Essential Knowledge - 60 Points

Knowledge of the principles, concepts, and methodology of a professional or administrative occupation as previously described that has been supplemented either by: (a) skill gained through job experience to permit independent performance of recurring assignments, or (b) expanded professional or administrative knowledge gained through relevant graduate study or experience, which has provided skill in carrying out assignments, operations, and procedures in the occupation that are significantly more difficult and complex; or (c) practical knowledge of a wide range of technical methods, principles, and practices similar to a narrow area of a professional field and skill in applying this knowledge to such assignments as the design and planning of difficult, but well-precedented projects.

FACTOR B - Guidelines

FACTOR B - Guidelines - 25 Points

Procedures for performing the work are established and a number of specific guidelines are available. The number and similarity of guidelines and work situations require the employee to use judgment in locating, selecting, and applying the most appropriate guidelines, references, and procedures for application and in making minor deviations to adapt the guidelines in specific cases. Adaptability and versatility are required to meet changing work situations.

FACTOR C - Nature and Scope of Assignment

FACTOR C - Scope of Authority and Effect of Decisions - 30 Points

Employee makes decisions on the application of established procedures and initiates actions that affect various organizational units. Errors in decisions or commitments are not immediately apparent but are revealed in subsequent operations. An error may result in loss of time in other organizational units.

FACTOR D - Work Relationships

FACTOR D - Work Relationships - 15 Points

Person-to-person work relationships are a regular and necessary part of the job and are for the purpose of giving or obtaining factual information that is easy to convey and simple to understand

FACTOR E - Supervision Received

FACTOR E - Supervision Received - 20 Points

The supervisor maintains control over work through checking for accuracy, adequacy, and adherence to instructions. Instructions given to the employee are well defined, but the employee may recommend modifications to these instructions if the assignment is new, difficult, or unusual. The employee carries out routine assignments but unforeseen problems and unusual situations may be referred to the supervisor for help or decisions.

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Job Code: IP0350

Title: IO (POLICY)

Occupational Group: Mission Management

Occupational Specialty: Policy and Strategy

Occupational Series: 0132 Intelligence Officer

Effective Date: 02/18/2016

General Summary:

The incumbent serves as an Intelligence Specialist (Policy) in a developmental position. Duties assigned are representative of those assigned at the developmental level except that closer supervision will occur. Incumbent attends appropriate formal and on-the-job training, receiving guidance and accomplishing increasingly difficult assignments designed to develop appropriate skills and competencies necessary for successful performance at the independent range.

Major Duties:

- Duties of this position are engineered downward from Intelligence Specialist (Policy), GG-09 developmental level and performed under closer supervision and monitoring. As the incumbent gains experience and competency, progressively more responsibility will be provided in preparation for advancement to the GG-09 level.

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FACTOR A - Position Requirements

Assignments require knowledge of basic intelligence principles, concepts, and methodologies and skill in applying this knowledge in carrying out elementary assignments, operations, or procedures. Basic knowledge or understanding of the Intelligence Community and/or the Department of Defense missions and functions.

FACTOR B - Guidelines

Intelligence guidelines are available, but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines such as the Agency's intelligence policies, regulations, precedents and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

FACTOR C - Nature and Scope of Assignment

Employee makes decisions on the application of established intelligence procedures and initiates actions that affect various organizational units. Errors in decisions or commitments are not immediately apparent but are revealed in subsequent operations. An error may result in loss of time in other organizational units.

FACTOR D - Work Relationships

Person-to-person work relationships are for the purpose of giving or obtaining information on problems where some explanation or interpretation of facts is required in order to render service, implement regulations and policies, or maintain coordination.

FACTOR E - Supervision Received

The supervisor maintains control over work through checking for accuracy, adequacy, and adherence to instructions. Instructions given to the employee are well defined, but the employee may recommend modifications to these instructions if the assignment is new, difficult, or unusual. The employee carries out routine assignments but unforeseen problems and unusual situations may be referred to the supervisor for help or decisions.

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Job Code: IA0086

Title: IO (MILITARY CAPABILITIES)

Occupational Group: Analysis

Occupational Specialty: Military Capabilities

Occupational Series: 0132 Intelligence Officer

Effective Date: 09/30/2015

General Summary:

The incumbent serves as an Intelligence Specialist (MIL CAP) in an advanced-level developmental position, classified at less than the independent level for recruitment and professional developmental purposes. As such, incumbent performs a variety of developmental assignments to broaden skills, provide practical experience for progressively more complex assignments, designed to develop the incumbent toward reaching the competencies necessary for successful performance at the independent range.

Strong analytical and oral and written communication skills are essential job requirements.

Major Duties:

- Assists senior analysts in researching, analyzing, and producing intelligence assessments pertaining to a specific country/region military strategic, doctrine, and operational capabilities and potential issues in areas of order of battle, force structure, military capabilities, key military leadership, military policies, plans, strategies, intentions, and their impact on force developments.
- Contributes to the maintenance of a variety of manual and automated databases of relevant intelligence information to support on-going and projected military capabilities products.
- Assists in preparing and providing briefings and assessments to intelligence customers. Identifying obvious intelligence gaps and coordinates collection requirements.
- Maintains currency in both foreign and domestic advances and developments that relate to or have a potential impact on assigned subject-matter area.
- Develops and maintains liaison with counterparts within the Agency and other national intelligence agencies and the intelligence components of U.S. Commands to discuss and coordinate intelligence production. Participates in national and international conferences, meetings, exercises, and working groups to prepare, present, and defend DIA positions.
- Performs other duties as assigned.

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FACTOR A - Position Requirements

Assignments require knowledge of the principles, concepts, and methodology of military capabilities; and skill in applying this knowledge to perform independent assignments for which there are precedents. Knowledge and skill in interpreting, explaining, and applying a body of intelligence laws, regulations, and procedures; and skill to analyze facts, identify problems, report findings, make conclusions, and recommend corrective or other appropriate action. Knowledge of the military, political, geopolitical and political-military and/or cultural issues in one or more foreign countries.

FACTOR B - Guidelines

Intelligence guidelines are available, but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines such as the Agency's intelligence policies, regulations, precedents and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

FACTOR C - Nature and Scope of Assignment

Employee makes decisions on the application of established intelligence procedures and initiates actions that affect various organizational units. Errors in decisions or commitments are not immediately apparent but are revealed in subsequent operations. An error may result in loss of time in other organizational units.

FACTOR D - Work Relationships

Person-to-person work relationships are for the purpose of giving or obtaining information on problems where some explanation or interpretation of facts is required in order to render service, implement regulations and policies, or maintain coordination.

FACTOR E - Supervision Received

The supervisor maintains control over work through checking for accuracy, adequacy, and adherence to instructions. Instructions given to the employee are well defined, but the employee may recommend modifications to these instructions if the assignment is new, difficult, or unusual. The employee carries out routine assignments but unforeseen problems and unusual situations may be referred to the supervisor for help or decisions.

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Job Code: IA0073

Title: IO (ILLICIT DRUGS)

Occupational Group: Analysis

Occupational Specialty: CI and Transnational

Occupational Series: 0132 Intelligence Officer

Effective Date: 02/18/2016

General Summary:

The incumbent serves as an Intelligence Specialist (Illicit Drugs) in an advanced-level developmental position. Duties assigned are representative of those assigned at the first independent level except that closer supervision and monitoring will occur. The incumbent completes appropriate formal and on-the-job training, receiving guidance and accomplishing increasingly difficult assignments designed to develop skills and competencies necessary for successful performance and advancement to the independent range.

Strong analytical and oral and written communication skills are essential job requirements.

Major Duties:

- Duties of this position are engineered downward from the Intelligence Specialist (Illicit Drugs), GG-11 independent level, and performed under closer supervision and monitoring. As the incumbent gains experience and competency, progressively more responsibility will be provided in preparation for advancement to the GG-11 level.

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FACTOR A - Position Requirements

Assignments require knowledge of intelligence principles, concepts, and methodologies and skills in applying this knowledge to perform independent assignments for that there are precedents. Knowledge and skill in interpreting, explaining, and applying a body of laws, regulations, and procedures; and skill to analyze facts, identify problems, report findings, and make conclusions, and recommend corrective or other appropriate action.

FACTOR B - Guidelines

Intelligence guidelines are available, but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines such as the Agency's Intelligence policies, regulations, precedents and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

FACTOR C - Nature and Scope of Assignment

Employee makes decisions on the application of established Intelligence procedures and initiates actions that affect various organizational units. Errors in decisions or commitments are not immediately apparent but are revealed in subsequent operations. An error may result in loss of time in other organizational units.

FACTOR D - Work Relationships

Person-to-person work relationships are for the purpose of giving or obtaining information on problems where some explanation or interpretation of facts is required in order to render service, implement regulations and policies, or maintain coordination.

FACTOR E - Supervision Received

The supervisor makes assignments by defining objectives, priorities, and deadlines and assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out successive steps and handles problems and deviations in the work assignment in accordance with instructions, previous training, or accepted practices in the occupation. Finished work is reviewed for accuracy, quality, and compliance with more complex instructions and guidelines.

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Job Code: IA0591

Title: IO (GMA SYSTEMS)

Occupational Group: Analysis

Occupational Specialty: Military Capabilities

Occupational Series: 0132 Intelligence Officer

Effective Date: 09/30/2015

General Summary:

Serves as an IO (GMA Systems) with responsibility for participating with and assisting senior analysts in the modification and implementation of automated techniques, databases and supporting technologies to address analytical problems for a specific program. Works with senior intelligence analysts to perform increasingly more difficult assignments that assist senior analysts to define analytic requirements, and determine the appropriate commercial-off-the-shelf-applications to adapt to meet user needs. Monitors the development and implementation of technology and its application to support all-source intelligence production. Independently performs many of the routine functions associated with the analysis of GMA Systems.

Major Duties:

- As an advanced trainee works with senior analysts with the following:
- Establishes dialog with intelligence producers and consumers to develop/consolidate their functional requirements and articulate these intelligence requirements and designs to application development programs.
- Facilitates establishment and maintenance of intelligence databases; develops and performs complex data queries to assess intelligence quality, identify data gaps and data inconsistencies, create reports from findings and make recommendations to managers
- Aids formulation of initiatives to improve the effectiveness of data and applications; supports efforts to implement both analytic and technical solutions; facilitates the integration of existing and new automated analytic tools into intelligence operations.
- Participates in community meetings involving the production, maintenance and use of data and associated intelligence tools
- May support 24 hour/7-day-a-week crisis and contingency operations
- Performs other duties as assigned.

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FACTOR A - Position Requirements

The work requires knowledge (such as would be acquired through a pertinent baccalaureate degree program or its equivalent in experience, training, or independent study) of basic principles, concepts, and methods in intelligence analysis and skill in applying this knowledge in carrying out elementary assignments, operations, or procedures; supplemented by (a) skill gained through job experience that permits independent performance of recurring assignments; or (b) expanded professional or administrative knowledge gained through relevant graduate study or experience, which has provided skill in applying analytical and evaluative techniques that are significantly more difficult and complex than what would be gained through a baccalaureate degree or equivalent alone.

FACTOR B - Guidelines

Procedures for performing the work are established and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating, selecting, and applying the most appropriate guidelines, references and procedures for application and in making minor deviations to adapt the guidelines in specific cases. Adaptability and versatility are required to meet changing work situations.

FACTOR C - Nature and Scope of Assignment

The employee makes decisions on the application of established procedures and initiates actions that affect various organizational units. Errors in decisions or commitments are not immediately apparent but are revealed in subsequent operations. An error may result in loss of time in other organizational units.

FACTOR D - Work Relationships

Person-to-person work relationships are for the purpose of giving or obtaining information on problems where some explanation or interpretation of facts is required in order to render service, implement regulations and policies, or maintain coordination.

FACTOR E - Supervision Received

The supervisor makes assignments by defining objectives, priorities, and deadlines and assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out successive steps and handles problems and deviations in the work assignment in accordance with instructions, previous training, or accepted practices in the occupation. Finished work is reviewed for accuracy, quality, and compliance with more complex instructions and guidelines.