

DoD SkillBridge Internship
Army Career Skills Program (CSP) Opportunity
Intelligence Operations Specialist – (GS-0132-11/13)
REMOTE POSS/IN-PERSON ONLY
U.S. Customs and Border Protection (CBP)
Office of Intelligence (OI) – Reports & Analysis Branch
Location: Washington, D.C.

IMPORTANT NOTE: This opportunity is only open to DoD SkillBridge and Army CSP participants on active-duty who are **AT LEAST 11 MONTHS AWAY** from separation.

LOCATION

Washington, D.C.

MAJOR DUTIES AND RESPONSIBILITIES

Reviews a large volume of CBP operational information from various CBP sources to identify information of intelligence value that accurately responds to IC collection requirements and information needs. Utilizes many different CBP, law enforcement (LE), and IC information technology systems to access operational and intelligence data to be used as the basis of an IIR. Utilizes information collected across all intelligence disciplines (including human, technical, geospatial, measures, and intelligence surveillance and reconnaissance collection). Gathers information through interviews, debriefings, and other communication methods while employing proper questioning, rapport building, and collection planning.

Leverages new and established relationships to assess avenues of collection pertaining to National Security and Border Security information. The incumbent CRO should be familiar with and utilize established standards of IC tradecraft to conduct debriefings of CBP personnel and assist CBP personnel during law enforcement interviews to acquire information of value to the CBP IE and the larger National Security apparatus. The incumbent CRO should have experience in IC human source operations to collaborate with and leverage CBP's Confidential Human Source (CHS) program for national level intelligence.

Evaluates collected information to determine whether the information accurately responds to IC collection requirements and thresholds for IIR conversion. Prioritizes and organizes collected information based on leadership, collection managers, and customer priorities. Demonstrates proficiency in understanding, analyzing, and applying IC collection requirements, and maintains cognizance of updated or newly published IC collection requirements.

Drafts high-quality IIRs in accordance with National Human Intelligence (HUMINT) Manager Directive (NHMD) 002.08, the Human-derived Reporting Handbook, and DHS Compliance Offices' (Office of General Counsel - Intelligence Law Department, Privacy, Civil Rights Civil Liberties, and Intelligence Oversight) principles. Utilizes proper writing techniques to protect sources and methods, present the bottom-line up front, and be succinct. Applies appropriate classifications to draft IIRs.

Prepares drafted IIRs for publication by utilizing existing message traffic handling systems. Uses proper formats and transfers IIRs into message handling software and conducts quality control reviews to ensure IIRs are ready to be published prior to submission for final publication. Utilizes requests for information and IIR evaluations to guide the IIR drafting process. Solicits and assesses feedback from other CBP CRO colleagues and analytic customers to ensure produced IIRs are of high quality and accurately respond to customer needs. Conducts continual reviews and evaluations of the dissemination process, identifies areas for improvement, and recommends enhancements to the dissemination process.

How to Apply:

Email Jeffrey.R.Jack@cbp.dhs.gov with SUBJ: **CBP – DoD SkillBridge – Army CSP Internship – Reports & Analysis Branch – Intelligence Operations Specialist – (GS-0132-11-13) – Washington, D.C.**