



## Personnel Requisition

<b>Department:</b>	<b>Date Needed:</b>
<b>Location:</b> Requires work primarily at Headquarters, INSCOM, Nolan Building, Fort Belvoir, Virginia. Travel to various Government facilities (mainly in the continental United States) will be required.	
<b>Job title:</b> <b>Junior Intelligence Analyst</b> -G3 Plans Division and the G3 Operations Division - (INSCOM GI)- <b>Open and Contingent Upon Award</b>	
<b>Salary Range:</b>	
<b>Security Clearance</b> Current DoD TS/SCI Security Clearance	<b>Type of position:</b> <input checked="" type="checkbox"/> Full-time Exempt
<p><b>General Description:</b> The <b>Junior Intelligence Analyst</b> of PABULUM Consulting, LLC's task orders on the INSCOM GI Services contract: The contractor shall support the G3 Plans Division and the G3 Operations Division requirements to meet the INSCOM mission. G3 Operations provides counterintelligence and HUMINT coordination support; INSCOM current and future operations synchronization; Military Intelligence personnel sourcing and deployment tracking; Operations Security (OPSEC) management; INSCOM Operations Orders, development, and Tracking; DOD and IC Data Mining, and Command Briefing Services. An additional objective of this position is to provide planning and operational support on multiple classified system networks to users at all levels of the IC.</p> <p><b>Job Duties:</b> The <b>Junior Intelligence Analyst</b> shall:</p> <ul style="list-style-type: none"> <li>• provide support services for the G3 Plans Division to include the development of input for Operations Orders based on general guidance from the G3</li> <li>• draft, support staff coordination, analysis of related issues, and finalize documents or presentations for approval by the government.</li> <li>• conduct data mining and analysis</li> <li>• extensive coordination with a variety of staff offices and MSCs</li> <li>• support command calendar management</li> <li>• coordinate Command participation in special conferences and gatherings</li> <li>• tracking individual deployments</li> <li>• interpret management direction for operational documents</li> <li>• manage support for the OPSEC and INSCOM Protection programs</li> <li>• develop and presentation of Command briefings</li> <li>• provide highly responsive, accurate answers to inquiries concerning G3 activities on demand</li> </ul>	
<p><b>Work experience requirements:</b> <b>Specialized Experience:</b></p> <ul style="list-style-type: none"> <li>• 6 years knowledge and experience with military intelligence operations and its various disciplines, functions, processes, and documentation, including: <ul style="list-style-type: none"> <li>○ At least 12 months of experience related to Military Operations, OPSEC, or Counterintelligence/HUMINT operations.</li> </ul> </li> <li>• Experience with the intelligence cycle and collection fusion, analysis, production, and dissemination for intelligence databases and products.</li> <li>• Knowledge of intelligence oversight and security guidelines</li> <li>• Excellent written communication, research, and analytic skills</li> <li>• Excellent oral communication skills for presenting, briefing, or communicating analytical research material including the use of multimedia presentations.</li> <li>• Working knowledge of the INSCOM Deployment Tracking System (IDTS)</li> <li>• Working knowledge of the Army's five paragraph operations order</li> </ul>	



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### **Operational Knowledge:**

- How the Army runs IAW ADP/ADRP 1 "The Army" and ADP/ADRP 3-0, and "Unified Land Operations", intelligence operations IAW ADP/ADRP/FM 2-0, and other applicable ARs and FMs, and Army planning and staff operations IAW ADP/ADRP 5-0, "The Operations Process" and ADP/ADRP 6-0, "Mission Command"
- Conducting mission analysis IAW with Military Decision Making Processes
- Standard office management techniques and procedures and able to operate standard office automation software (MS Office Suite), database systems dissemination tools, and search tools
- Current US intelligence systems and platforms and their doctrinal employment.
- Intelligence support to war fighting operations.
- Army Training Management cycles and current pre-deployment training validation requirements
- Current US unit deployments strategies.
- Formats for operations plans (OPLANs), operations summaries (OPSUMs), and orders (OPORDs), warning (WARNOs) and fragmentary orders (FRAGOs), situation reports (SITREPs) and other operational reporting to include standard Intel Estimates, INTREPs, OPSUMs, and INTSUMs
- Army and Joint crisis action procedures
- Military command and control relationships
- Data Mining techniques for historical documents and current subordinate operations
- Capabilities for strategic planning
- National security strategies and the PPBES budgeting cycle
- Missions of national intelligence agencies
- Force Modernization cycles and procedures
- Conducting After Action Reviews
- Worldwide Individual Augmentation System (WIAS)
- INSCOM Deployment Tracking System (IDTS) Operational Planning Teams
- The Army's Operations Security (OPSEC) Program
- The Army's CI, HUMINT, and Polygraph Programs
- Standard office management techniques and procedures
- Experience in researching and addressing implications related to authorities and policy
- Full understanding of Knowledge Management procedures

### **Desirable Experience:**

- Experience with all source intelligence processes, data evaluation, and analysis
- Ability to deliver global situational awareness in support of planning, synchronization, decision making and execution of client missions
- Knowledge of state of the art intelligence analysis tools
- Experience with intelligence automated systems, especially imagery analysis, signals intelligence and exploitation tools and libraries.
- Ability to manage research and coordination for projects.
- Ability to instruct and interact with small groups on data and information requirements and coordination tasks.
- Specialized training from any intelligence collection and analysis school, certification, or training in conducting formal law enforcement investigations
- Graduate of Army NCO Advanced Course or MI Career Officer's Course
- Prior military experience (tactical and strategic operations) and deployment experience

### **Additional Information:**



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**Potential for Teleworking:** No

**Schedule Requirements:** Hours of Operation. Normal business hours I usually (0800-1700 Monday through Friday), except U.S. Federal Holidays. The OPMEMPO of G3 requires that contract personnel be on site and available for customer assistance throughout the workday. Surge requirements beyond normal business hours will require prior approval from the Government. Extended Work Week (EWW) may be required. Weather closures are conditions based and are handled IAW Fort Belvoir, VA Garrison announcements and policy.

**Physical Requirements:** This position primarily consists of working indoors in an office environment at the customer's location. Essential functions: The employee may be required to: sit, walk, or stand for extended periods, talk and hear with the ability to communicate, detect, converse with, discern, convey, express oneself, exchange information, to use the hands and fingers to operate, activate, use, prepare, inspect, place, or position, and see to detect, determine, perceive, identify, recognize, judge, observe, inspect, estimate, and assess.

**Travel Requirements:** Travel to other government facilities or other contractor facilities, during a COOP, while highly unlikely, may be required. All travel requirements (including plans, agenda, itinerary, or dates) will be pre-approved by the government (subject to local policy and procedures). Contractor personnel travel has historically been less than 10%.

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**PABULUM Consulting, LLC is an Equal Opportunity Employer and does not discriminate against any person on the basis of race, color, creed, religion, sex, national orientation, disability, age, or any other characteristic protected by law. All resumes and applications submitted are reviewed for consideration of employment and do not constitute an employment relationship.**

### Education Requirements

#### Required Desired

- BA or BS degree in any discipline or
- Associates degree with at least 2 years of experience in military intelligence or
- HS diploma or GED with at least 4 years of experience in military intelligence

### Certification Requirements

#### Required Desired

- Specialized training from any intelligence collection and analysis school, certification, or training in conducting formal law enforcement investigations
- Graduate of Army NCO Advanced Course or MI Career Officer's Course

**To Apply for this Position:** Apply on-line, which will generate an email with your attached resume

Update your resume with as much of the wording from this announcement as possible. **You must have the listed skills and experience in your resume to be selected for an interview.** For more information, visit [www.pabulumconsulting.com](http://www.pabulumconsulting.com) >Intelligence Support > Careers