



Personnel Requisition

Department:	Date Needed:
Location: AOG in Ft. Meade, MD, and other locations supported by AOG at each combatant command	
Job title: HUMINT Knowledge Manager Intelligence Analyst I, II, III-(INSCOM GI)- Open and Contingent Upon Award	
Salary Range:	
Security Clearance Current DoD TS/SCI Security Clearance with Counter Intelligence (CI) Polygraph	Type of position: <input checked="" type="checkbox"/> Full-time Exempt
<p>General Description: The HUMINT Knowledge Manager Intelligence Analyst I, II, III of PABULUM Consulting, LLC's task orders on the INSCOM GI Services contract: Specific duties listed in this section shall not be interpreted as including inherently Governmental functions such as, but not limited to, policy development, representation of the Government at meetings, security, performance of tactical intelligence collection, and decision-making.</p> <p>Job Duties: The HUMINT Knowledge Manager Intelligence Analyst I, II, III shall:</p> <ul style="list-style-type: none"> • develop draft and finished HUMINT products that are in accordance with IC standards and practices, test new collection methodologies, respond to Requests for Information (RFIs), and develop briefings, assessments, reports, and information papers for delivery to the government. • coordinate, facilitate, and perform intelligence analysis activities to support AOG operations in the following task areas as required. • prepare and deliver reports, analytical white papers, position papers, strategic plans, concept plans, operations plans, operations orders, Standard Operating Procedures (SOPs), and Tactics, Techniques, and Procedures (TTPs) as required to sustain a strong, operational HUMINT enterprise. • coordinate with AOG staff elements to develop implementation plans in support of the Commander's vision, goals, and strategic direction, ensuring that the AOG strategy is consistent with and nested within the INSCOM strategy. • facilitate the development of command briefings to document alignment with the AOG strategic direction, and recommend changes to, the organizational structure, roles, and functions to improve alignment. The contractor shall support implementation of best practices for change management. • coordinate and assist in the development of and dissemination of command communications. • provide dedicated planning support to the AOG S3 for short suspense actions, priority mission planning, and staff management activities. • coordinate and conduct mission analysis, often through diverse planning teams including multiple units and interagency partners. • support AOG's coordination and collaboration with subordinate Detachments, sister units, INSCOM and HQ DA by conducting analysis, consulting, and integrating changes in organizational mission, structure, requirements and authorizations. • provide analytical support as required, including but not limited to, Command Plan Submission (Management of Change) Window, Force Design Updates (FDU), Concept Plans, Face-to-Space Validation, FM policy review/ impact analysis, basing plan analysis, coordination of billet adjustments/exceptions, INSCOM directed OPORD tasking, and other force restructure products. 	



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- prepare analysis reports/plans for designated government, inter-agency conferences, symposia, and workshops related to the HUMINT discipline, including pre-event, on-site, and post-event activities in coordination with AOG.
- create, organize, apply, and facilitate efficient transfer of information between authorized persons in accordance with FM 6-01.1.
- provide recommendations to align people, processes, and tools—to include information technology—within the organization to continuously capture, maintain, and re-use key information and lessons learned in order to learn, adapt, and improve mission performance.
- provide expertise and support to integrate HUMINT capability requirements into the Distributed Common Ground System – Army (DCGS-A). The contractor shall support implementation of the DCGS-A Operations Center Action Plan.
- conduct analysis utilizing network analysis methods (such as Analyst Notebook) and IC databases accessible to AOG including Think Analyze Connect, Terrorist Identity Datamart Environment, Consolidated Consular Database, Proton, Lexis Nexis, Swordfish-J, and Palantir.

Work experience requirements: **Specialized Experience:**

- 5 years knowledge and experience with intelligence operations and its various disciplines, functions, processes, and documentation, with specialized experience in:
 - Knowledge and understanding of HUMINT operations and support functions is critical; or
 - Prior collection management experience in any discipline; or
 - Experience writing analytic products following IC directives and guidance.
- Knowledge of Army structure and defense level intelligence operations: intelligence collection, fusion, analysis, production, and dissemination for intelligence databases and products.
- Experience with intelligence automated systems, especially imagery analysis, signals intelligence and exploitation tools and libraries.
- Excellent written communication, research, and analytic skills
- Excellent oral communication skills for presenting, briefing, or communicating analytical research material including the use of multimedia presentations.
- Knowledge of intelligence oversight and security guidelines

Desirable Experience:

- Significant experience in Knowledge Management
- Working knowledge of Strategic Communications, Organizational Strategy, Project Management, and Change Management
- 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
- Ability to manage research and coordination for projects.
- Ability to instruct and interact with small groups on data and information requirements and coordination tasks.
- Detailed knowledge of DIA, NSA, CIA, DEA, FBI, and Departments of Treasury and State programs and products
- Experience with analysis utilizing network analysis methods (such as Analyst Notebook) and IC databases accessible to AOG including Think Analyze Connect, Terrorist Identity Datamart Environment, Consolidated Consular Database, Proton, Lexis Nexis, Swordfish-J, and Palantir.



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- Specialized training from any intelligence collection and analysis school or certification
- Microsoft SharePoint

Additional Information:

Potential for Teleworking: No

Schedule Requirements: This position shall require the individual to perform tasks during an eight (8) hour work day between the hours of 0900 through 1500 hours for work performed at HQ INSCOM, but is subject to change due to business objectives and goals.

Physical Requirements: This position generally 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	<u>Required</u> <u>Desired</u> <input type="checkbox"/> <input checked="" type="checkbox"/> BA or BS degree in any discipline <input checked="" type="checkbox"/> <input type="checkbox"/> Associates degree with at least two (2) years of intelligence experience or <input checked="" type="checkbox"/> <input type="checkbox"/> HS diploma or GED with at least four (4) years of experience in intelligence
Certification Requirements	<u>Required</u> <u>Desired</u> <input type="checkbox"/> <input checked="" type="checkbox"/> Specialized training from any intelligence collection and analysis school or Certification
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. <u>You must have the listed skills and experience in your resume to be selected for an interview.</u> For more information, visit www.pabulumconsulting.com >Intelligence Support > Careers