Clandestine Service HQ Based Trainee Program
Central Intelligence Agency-CIA

Position Type: Full-Time Career/Degree Required
Desired Major(s): All Majors
Location: Washington, District of Columbia (United States)

Position Description & Minimum Qualifications:
The CIA’s Clandestine Service is the cutting-edge of American Intelligence. It is an elite corps, providing vital information needed by US policymakers, the military and law enforcement services to protect the national security interests of the American people. For the extraordinary person who wants more than just a job, the Clandestine Service offers a unique career—a way of life that challenges the deepest resources of an individual’s intelligence, self-reliance and responsibility.

The Headquarters Based Trainee (HBT) Program is an entry-level program for Headquarters-based careers in the National Clandestine Service (NCS). HBTs have a minimum of a bachelor's degree, a strong academic record (minimum 3.0 GPA), and demonstrated interest in international affairs. Business and professional work experience is preferred. Candidates must also possess strong interpersonal and communications skills, and the ability to write and brief clearly and accurately. As with all NCS professional careers, the job responsibilities require absolute personal and professional integrity.

The HBT Program includes orientation, introductory field tradecraft training, and interim assignments in each of the described below career occupations (Staff Operations Officer and Specialized Skills Targeting Officer). NCS management places an individual in one of these career tracks based on skills demonstrated during the training and interim phase and/or needs of the service.

Staff Operations Officer

Based out of CIA Headquarters in Washington, DC, Staff Operations Officers (SOOs) plan, guide and support intelligence collection operations, counterintelligence activities and covert action programs. SOOs develop expertise on a particular geographic region or transnational target (such as terrorism, counterintelligence, proliferation, or crime) and perform the Headquarters-based coordination and investigation that drives operations in the field. The role of CIA Headquarters is to provide strategic guidance, capabilities and resources to the field components pursuing tactical operations worldwide. The SOO is the interface between Headquarters and the field, and the SOO serves a critical role in translating executive guidance into operational action overseas. SOOs provide the 'big picture' in their guidance to field operations.

Clandestine operations require considerable operational, legal, budgetary and policy coordination, much of which is performed by SOOs at Headquarters. SOOs also play a role in obtaining policy and legal approvals for covert actions, which are directed by the President and require coordination with other government agencies. SOOs may be responsible for managing considerable budgets and resources for a range of covert action or other programs.

SOOs are the Clandestine Service's operational representatives to the Washington, DC national security community. CIA Headquarters is a team environment, and SOOs have the opportunity to work closely not only with other members of the Clandestine Service, but across the Agency Directorates. SOOs interact with the broad range of intelligence community agencies on operational matters and often work with their DIA, FBI, NSA and ODNI counterparts. SOOs may have the opportunity to brief Congress or the National Security Council at the White House, or attend meetings at the Pentagon.

SOOs must possess excellent communication skills, as they are often required to write nuanced operational guidance or brief complex developments, often at short notice. SOOs are also consummate networkers and problem solvers, reaching across the organization to overcome hurdles and enable operations. SOOs must be flexible, pay attention to detail and have ability to multi-task. SOOs that develop a subject matter expertise can pursue successive assignments on that particular issue. Alternatively, SOOs interested in management
responsibilities can pursue leadership training and opportunities to manage headquarters-based elements.

Specialized Skills Officer - Targeting

The Targeting Officer is primarily based in the Washington, DC area with some opportunities for tours and short assignments overseas. In today’s fast-paced and technologically savvy world, targeting is critical to the success of the National Clandestine Service’s (NCS) global mission. Officers in this career track will directly support and drive complex worldwide NCS operations leading to the collection of actionable intelligence against the highest priority threats to U.S. security.

Targeting Officers are specialists who bring unique skills to the NCS necessary for enhanced exploitation of transnational issues and difficult target sets. SSO-Ts develop in-depth, substantive expertise geared towards NCS operations. They research and analyze complex datasets, develop strategic overviews of targets, and generate leads to advance overseas operations. Effective SSO-Ts are inquisitive, investigative, and action-oriented. They must be able to synthesize large often nonspecific datasets and intelligence into a strategic picture and clearly and concisely convey it to non-expert audiences. They require strong organizational and communication skills (both verbal and written). Officers selected for this occupation will be trained and certified in the SSO-T career track and afforded opportunities to work in overseas operating environments if they are interested in doing so.

All applicants must successfully complete a thorough medical and psychological exam, a polygraph interview and an extensive background investigation. US citizenship is required.

To be considered suitable for Agency employment, applicants must generally not have used illegal drugs within the last twelve months. The issue of illegal drug use prior to twelve months ago is carefully evaluated during the medical and security processing.

Important Notice: Friends, family, individuals, or organizations may be interested to learn that you are an applicant for or an employee of the CIA. Their interest, however, may not be benign or in your best interest. You cannot control whom they would tell. We therefore ask you to exercise discretion and good judgment in disclosing your interest in a position with the Agency. You will receive further guidance on this topic as you proceed through your CIA employment processing.

Posting Date: October 20, 2014
Expiration Date: November 18, 2014
Salary Level: $59,000 to $82,000
Industry: Government - Federal
Website: http://www.cia.gov
Contact: Ashish C
Washington Washington, District of Columbia 20505 United States
http://www.cia.gov
Resume Notification: Other (see below)
How To Apply: Learn more and apply online at https://www.cia.gov/careers/opportunities/clandestine/headquarters-based-trainee-program.html
Additional Documents: Cover Letter, Unofficial Transcript
Requested Document Notes: When applying to a National Clandestine Service position, attach to the online application the following:
  â€¢ A one page cover letter describing why you are interested in an NCS career and what characteristics and experiences distinguish you from other applicants
  â€¢ College transcript(s)
id: 801364
2015 Homeland Security Summer Scholars Academy
National Center for Border Security and Immigration

Position Type: Internship

Desired Major(s): All Majors

Location: El Paso, Texas (United States)

Position Description & Minimum Qualifications:
Internship Option #1: Assigned research project within the domains of border security and immigration.

The National Center for Border Security and Immigration is now accepting undergraduate applications for the 2015 Homeland Security Summer Scholars Academy. This ten week summer internship program established by the National Center for Border Security and Immigration, which is a Department of Homeland Security Center of Excellence located at the University of Texas in El Paso (UTEP) is geared towards academically inclined undergraduate students from various disciplines interested in careers within homeland security and other related industries. Academic achievers may apply to work with professors on research which correlates with their discipline and is focused on border security, immigration and other homeland security related research areas of need at UTEP. Scholars selected for this program will also experience one of the most dynamic border regions, network with other students from UTEP and universities from across the nation, and visit homeland security agencies and learn from experts in the field. Scholars are expected to apply a maximum of thirty-two hours per week on their assigned research and up to eight hours per week for the scheduled field engagements with the local homeland security stakeholders. All candidates must be an undergraduate student actively enrolled in a university degree program and must have earned by the program start date a minimum of sixty college credits. Only students with a minimum overall grade point average of 3.3 should apply. On the final day of the program scholars are expected to develop a research poster and present their research findings in a formal NCBSI sponsored symposium scheduled for the final day of the program.

Students chosen for the program will be awarded a $4,000 stipend and receive paid on-campus housing, a meal allowance, and travel reimbursement if students selected for the program do not live within a commuting distance of 100 miles. The 2015 HS Summer Scholars Academy begins on June 1st and concludes on August 7th. Student scholars selected from outside universities must designate Monday June 2nd as their travel day and check into the on campus housing provided. On June 2nd an Academy Orientation will be held for all scholars selected for the program with the time and location to be announced after the 2015 candidates have been selected. Application deadline is March 20. Opportunities are limited.

Program Option #2: Imbedded Internship with Homeland Security Related Agency

The selection of scholars for this program component will be based on their application package meeting eligibility requirements, the preferred qualifications outlined by the individual agency, and the discipline and area of expertise specified by the participating agency. The application package requirements and the program dates are identical to those outlined for project one. Select scholars will have the opportunity to work and gain experience in an actual applied environment, learn about the agency and its mission, and take the first steps into transitioning into an actual homeland security-related career in either the public or private sectors. Every scholar selected for a formal internship will have the NCBSI Program Manager assigned to them who will mentor, follow up, and evaluate the progress of the scholar throughout the internship, and directly interact with the representative designated by the hosting agency.

Scholars selected are expected to dedicate up to thirty-nine hours per week with their host agency and designate one hour
weekly to meet with the designated NCBSI program manager. This program option is open to both undergraduate and master’s level graduate candidates. Undergraduate candidates must be actively enrolled in a university degree program and must have earned by the program start date a minimum of sixty college credits. Only undergraduate students with a minimum overall grade point average of 3.3 should apply. Graduate level candidates at the master’s level must be actively enrolled in a university and must have an overall grade point average of 3.0. On the final day of the program scholars are expected to develop a formal three page written brief which describes the agency in which they completed their internship and their internship experiences and provide an oral brief in a formal NCBSI forum scheduled on the second to last day of the program.

Scholar alumni selected for previous program editions are strongly encouraged to apply for this option. Students chosen for the program will be awarded a $4,000 stipend and receive paid on-campus housing, a meal allowance, and travel reimbursement if students selected for the program do not live within a commuting distance of 100 miles. Students selected for this option are strongly encouraged report for the start of their internship with their own personal mode of transportation, but it is not mandatory. The 2015 HS Summer Scholars Academy begins on June 1st and concludes on August 7th. Student scholars selected from outside universities must designate Monday June 1st as their travel day and check into the on campus housing provided. On June 2nd an Academy Orientation will be held for all scholars selected for the program with the time and location to be announced after the 2015 candidates have been selected. Application deadline is March 20. Opportunities are limited.

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**Posting Date:** November 11, 2014  
**Expiration Date:** December 11, 2014  
**Duration:** Ten Weeks  
**Approximate Hours Per Week:** 40  
**Salary Level:** $4,000 Stipend  
**Industry:** Other  
**Website:** [http://uids.utep.edu/ncbsi/index.html](http://uids.utep.edu/ncbsi/index.html)  
**Contact:** Mr. Victor S Talavera  
Program Manager  
University of Texas at El Paso Kelly Hall, Room #212 500 W. University Avenue El Paso, Texas 79968 United States  
[http://uids.utep.edu/ncbsi/index.html](http://uids.utep.edu/ncbsi/index.html)  
**Resume Notification:** E-mail  
**Default email address for resume notification.:** ncbsi@utep.edu  
**id:** 802503