



## **CI/Collection Management Technician**

**Location:** DC Metro Area, Surrounding Command Centers and OCONUS Locations

**Clearance:** TS/SCI

### **Job Description:**

- Responsible for human intelligence (HUMINT) collection operations support management for geographic divisions, specific collection platforms, HUMINT campaigns and other Defense HUMINT elements as required.
- Manage the execution of all aspects of HUMINT collection requirements management, providing direct support to DX elements supporting military operations.
- Identify relevant collection requirements and provides analysis of collection performance to identify collection gaps; interacts with collection requirements managers, collection operations managers, and issue managers throughout the Defense HUMINT Enterprise (DHE).
- Evaluate collection effectiveness of DHE resources supporting the priority intelligence needs of the Combatant and Global Commands; task prioritized requirements and develops metrics to measure performance against assigned requirements.
- Learn the integration and management of intelligence collection reporting systems and develops functional requirements for systems.
- Consult with the Government on a weekly basis; as specified under Deliverables and Reporting.
- Conduct studies of programs that are broad in scope with frequently undefined limits to evaluate the effectiveness of current collection requirements programs, feasibility of future programs, and development of planning efforts.
- Use directives listed under documents, which establish the Standard Operating Procedures and guidelines of performance. All tasks assigned to contractor personnel will be performed according to the guidance and standards published in Government directives, guidelines, and manuals. These publications will be made available to the contractors at their on-site location.
- Analyze, interpret, and oversee the quality control of INT collection data (e.g., statistics and coverage) to identify and assess trends. Recommends change for long-range collection planning.
- Assist in establishment, administration, and oversight of collection management programs; facilitate and document requirement coordination efforts with the Intelligence Community (IC); facilitate coordination of new target areas; establish and maintain continuity of requirement and feedback processes by DIA analysts; document historical requirement and collection efforts; track reporting and evaluate consumer use; maintain liaison with analysts and collection managers on production.
- Review and process IIR evaluations from the IC. Sub-task shall include receiving IIR evaluations; providing copies of IIR evaluations to appropriate Reports Officers/Regional Desk Officers/Issue Managers; providing copies of validated IIR evaluations to appropriate collectors and consumers; preparing and transmitting requests for IIR evaluations to consumers; and maintaining IIR evaluation metrics for supported activities.
- Process HUMINT Collection Requirements (HCR), Ad-Hoc HUMINT Requirements (AHR), and Time Sensitive Collection Requirements (TSCR) for collection units.
- Assist in the requirements coordination and tasking with DIA and other IC Reports Officers and Issue Managers; provide tasking data to DXI Collection Management; maintain metrics of tasking data against targets, issues, and/or collectors. Maintain Intelligence Information Reports (IIR) metrics for supported activities.
- Conduct administrative quality control on IIRs.
- Coordinate and participate in conferences, weekly meetings, and special projects.



- Prepare for publication Request for Requirements (RFR) and Notices of Intelligence Potential (NIPs).
- Coordinate tasking for HUMINT operations supporting/enabling other INTs; support course of action development and coordination for HUMINT support to other INTs; ensure process of tasking, reporting and evaluation is completed.
- Provide appropriate production material for asset validation processes.
- Maintain website for the supported unit/division/campaign.
- Draft collection posture statements, collection capability assessments, memos and other collection guidance documents related to defined campaign priorities. Sub-task shall include maintaining a log of all collection guidance provided to collectors.
- Monitor cable and record message traffic to provide situational awareness to the issue managers. Sub-task shall include maintaining a source database.
- Review and evaluate interagency intelligence community collection requirements management systems to ensure that the campaign collection requirements management policies and procedures reflect the best practices and lessons learned by the intelligence community and advise the chain of command regarding same.
- Advise issue managers and analysts on collection requirements, systems, policies, and processes to facilitate collection.
- Support to DIA/DX Headquarters' HUMINT Divisions and operations. The primary task of the contractor is to provide the full spectrum of collection management support as required by the DX Collection Management Division.
- Receive and convert Spot Reports to IIRs. Sub-task shall include maintaining a log of Spot Report-to-IIR conversion.

**Required Skills:** Knowledge of a full-range of concepts, principles, and practices in collection management and skills in applying this knowledge to challenging, multi-agency work assignments. Innovation and creativity, plus a “self-starter” attitude, are important. Familiarity with InfoSphere Management, HUMINT Online tasking and Reporting/Defense Digital Interface and Microsoft Office tool Suite. Knowledge of foreign entities, political structure, economic systems, social structures, and information networks is desirable.

**Desired Skills:** Innovation and creativity, plus a “self-starter” attitude, are important.

**Education/Level of Experience:**

**Junior Level:** Bachelor or Master's degree or, Specialized training and 2-3 years intelligence analysis experience, or 3-4 years of military intelligence experience, or Equivalent intelligence/academic experience.

**Mid-Level:** Bachelor or Master's degree with 4-6 years of intelligence analysis experience, or Specialized training and 4-8 years intelligence analysis experience, or Equivalent intelligence/academic experience.

**Senior Level:** Bachelor or Master's degree with 8+ years of intelligence analysis experience, or Specialized training and 10+ years intelligence experience, or Equivalent intelligence/academic experience. Credentialed subject matter expert or recognized specialist in relevant field.