



**I**n a  
*dangerous  
world . . . only  
extraordinary  
people can  
keep America  
secure.*

**Create your career  
at the Defense  
Intelligence  
Agency.**



“**L**et us never  
forget that good  
intelligence  
saves American  
lives and  
protects our  
freedom.”

— **President Ronald Reagan**  
**December 4, 1981**



*The Defense Intelligence Analysis Center*

**Advanced intelligence. It can mean the difference between triumph and failure.**



The more you know about your enemies, the better you can defend against them. Throughout history, perhaps no other concept has been more important in guiding the rise and fall of nations.

For America, foreign military intelligence is crucial. In a world wracked with terrorism, military instability, and clashing ideologies, intelligence provides key decision-makers with the vital information they need on the capabilities and intentions of other nations.

In the 1950s, an extensive evaluation of United States Intelligence efforts pointed up a serious weakness: with each of the four military services producing its own intelligence, there was no single, unified agency responsible for managing and coordinating the production of foreign military intelligence for the Department of Defense.

To meet this need, the Defense Intelligence Agency (DIA) was established in 1961. Its creation was described as the most significant organizational development in military intelligence since World War II.

**DIA. Creating a more secure America.**

The mission of DIA is to satisfy the intelligence requirements of the Department of Defense. Through its director, DIA serves as the primary intelligence advisor to the Secretary of Defense and other senior decision-makers. The Agency's director is also the intelligence staff officer of the Joint Chiefs of Staff, responsible for providing intelligence support for both planning and military operations.



To fulfill its mission, DIA maintains an extensive intelligence base capable of providing accurate, timely information on ground, naval, air, missile, and space forces around the world. The Agency also manages and evaluates the intelligence production of other Department of Defense components and closely cooperates with other organizations within the Intelligence Community, such as the Central Intelligence Agency (CIA) and the National Security Agency (NSA).

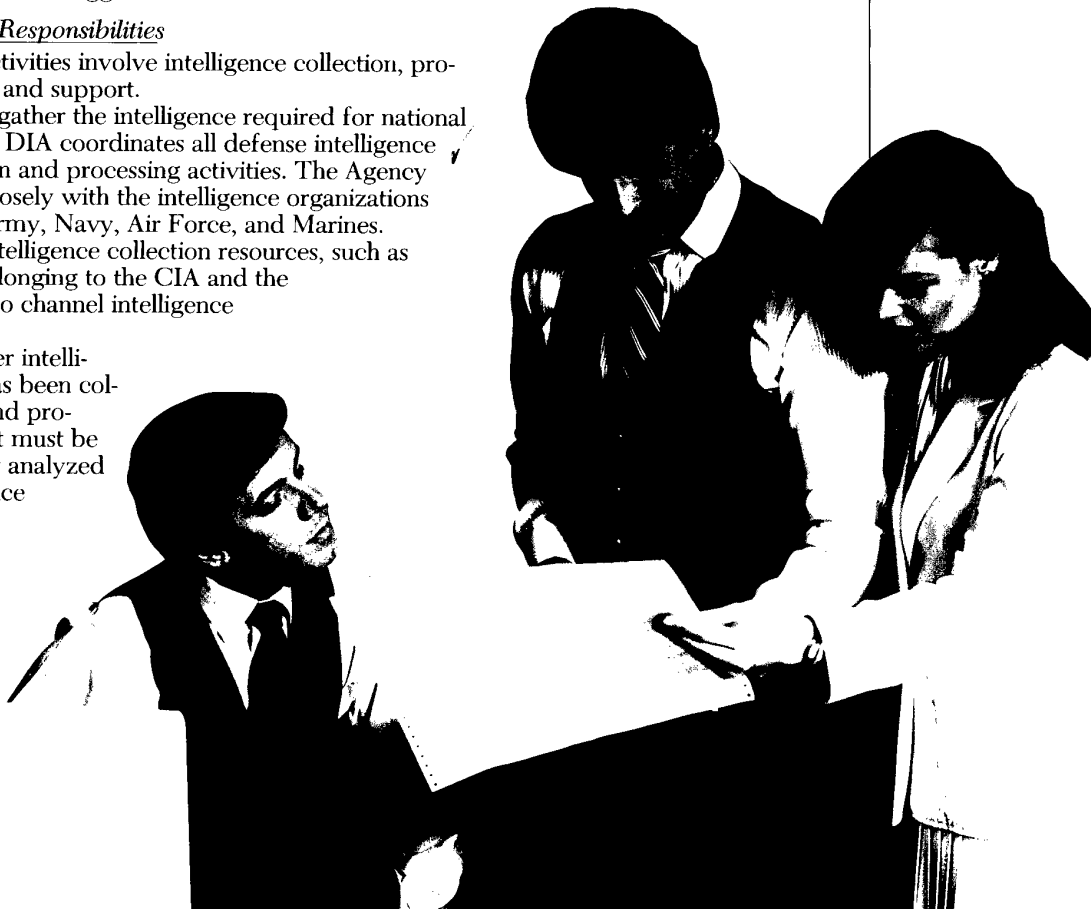
The result is a well-coordinated, carefully managed intelligence effort that provides the nation with information it needs to prevent surprise, counter threats, and deter potential aggressors.

Agency Responsibilities

DIA's activities involve intelligence collection, production, and support.

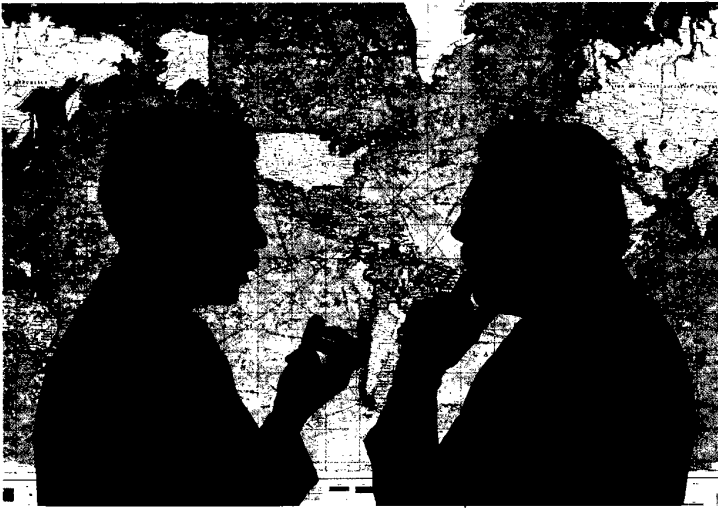
To gather the intelligence required for national security, DIA coordinates all defense intelligence collection and processing activities. The Agency works closely with the intelligence organizations of the Army, Navy, Air Force, and Marines. Other intelligence collection resources, such as those belonging to the CIA and the NSA, also channel intelligence to DIA.

After intelligence has been collected and processed, it must be carefully analyzed to produce meaningful data for



**T**he fate of the Nation may rest on accurate and complete intelligence data which may also serve as a trustworthy guide for top-level governmental decisions on policy and actions in a troubled world where so many forces and ideologies work at cross purposes."

**— 1955, Hoover Commission**



**T**he war taught us this lesson — that we had to collect intelligence in a manner that would make the information available where it was needed and when it was wanted, in an intelligent and understandable form.”

— President Harry Truman

presentation to decision-makers. There are four general categories of foreign military intelligence:

*Basic intelligence* forms the data base for all military intelligence studies, estimates, and short-term assessments. It contains information such as strengths and capabilities of forces, target information, and biographic data on foreign military officials.

*Time-sensitive current intelligence/indications and warning* include reports and evaluations on major worldwide developments that could have an immediate impact on the U.S. defense posture.

*Intelligence estimates* are mid- to long-range in nature. They provide military information included in national intelligence estimates prepared by the Director of Central Intelligence, the overall head of the United States Intelligence Community.

*Foreign scientific and technical intelligence* includes research in natural and applied sciences, applied engineering techniques, and all aspects of weapons technology.

To support and disseminate intelligence, DIA provides centralized library, reference, ADP, and communications services. The Agency also operates the Defense Intelligence College, a fully accredited learning institution that offers specialized instruction and recognized masters programs to both military and civilian career personnel.

### **How intelligence helps safeguard the country.**

The intelligence provided by DIA is used in three major areas, each vital to national security.

*Current Intelligence/Indications and Warning.* To assure advance warning of all potentially critical situations, the Agency manages a worldwide system that operates on a 24-hour basis, seven days a week. This permits DIA to report impending foreign military developments that could affect the United States. Timely information is dispatched to key decision-makers and major field commanders.

*Structuring National Security and Military Forces.* DIA provides intelligence necessary for the planning and development of United States national policy, force structuring, and weapons systems. Estimates involve long-range foreign military capabilities and intentions and scientific and technical intelligence, particularly in the area of foreign weapons characteristics.

*Planning and Conduct of Military Operations.* The Agency also provides intelligence to support the planning and conduct of military operations. Intelligence requirements generally involve detailed information on such topics as the size and capabilities of foreign forces, telecommunications, terrain, geography, and weapons production capabilities of other nations.



### **DIA and the future.**

Since its inception over 25 years ago, DIA has been constantly evolving . . . continually improving and refining its intelligence-gathering and production capabilities. Only in this way can the Agency successfully meet the military challenges America faces in a dangerous world.

Today, in an era when high-speed communication is possible to any part of the world, the intelligence produced by DIA can be as useful to an officer in the field making tactical decisions as it is to key decision-makers formulating broad national policies and strategies.

With military threats ranging from the high-technology weaponry of our major adversaries to terrorist attacks and low intensity conflicts, intelligence serves as a force multiplier. It enables military commanders to use their resources most effectively because they know what challenges they face.

But no matter how the ways intelligence is gathered and used may change, one fact remains constant. To strengthen the defense capabilities of the United States and protect our national interest, there will always be a need for military intelligence. This is the job of DIA. And this is why we need some very extraordinary people.





**Rewarding careers for exceptional people.**

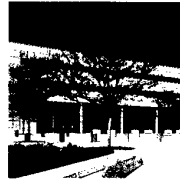
At DIA, we'll never promise you a rose garden. We're not offering routine, 9-to-5 jobs for routine, 9-to-5 people.

The men and women we need must be motivated self-starters deeply committed to serving their country. And the work you'll perform won't be just interesting and challenging. It will be vitally important to keeping America strong and secure.

You will participate in a worldwide intelligence program covering military and para-military ground, naval, air, and missile forces. Your other responsibilities could involve the collection and evaluation of information on a wide range of subjects. These could include topics such as economic, social, cultural, physical, geographic, scientific, and military conditions, trends, and forces in foreign areas.

In addition to intelligence professionals, DIA also employs a large support staff. These dedicated people take care of all the services needed to back up the intelligence-gathering and production of others. Their responsibilities include personnel, information systems, purchasing, and contracting.

But whatever you do at DIA, you'll know that you belong to an extraordinary group of people performing essential work in a dangerous world.



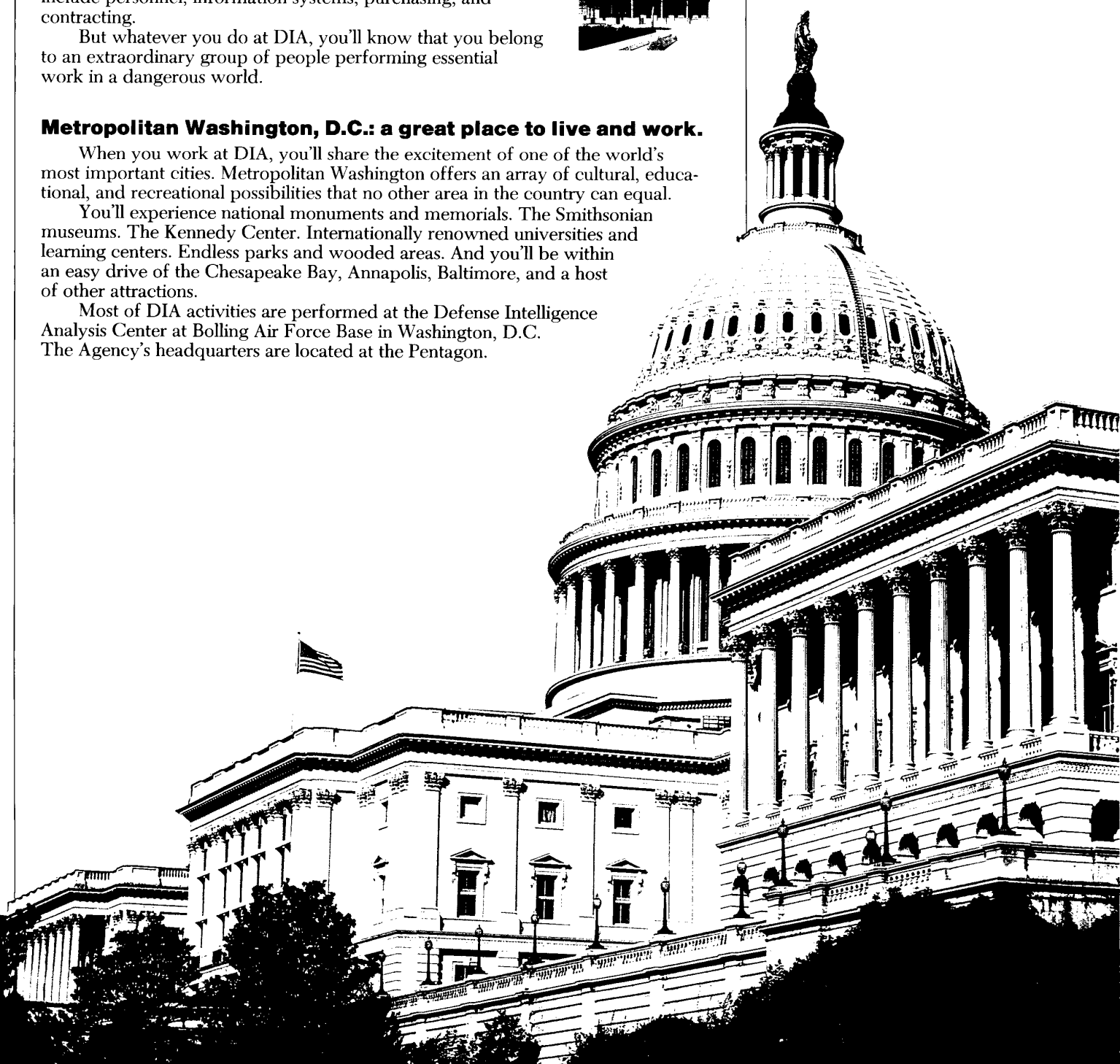
**T**he men and women we need must be motivated self-starters deeply committed to serving their country.

**Metropolitan Washington, D.C.: a great place to live and work.**

When you work at DIA, you'll share the excitement of one of the world's most important cities. Metropolitan Washington offers an array of cultural, educational, and recreational possibilities that no other area in the country can equal.

You'll experience national monuments and memorials. The Smithsonian museums. The Kennedy Center. Internationally renowned universities and learning centers. Endless parks and wooded areas. And you'll be within an easy drive of the Chesapeake Bay, Annapolis, Baltimore, and a host of other attractions.

Most of DIA activities are performed at the Defense Intelligence Analysis Center at Bolling Air Force Base in Washington, D.C. The Agency's headquarters are located at the Pentagon.



**If you're one of the extraordinary people we need, consider a career with DIA.**

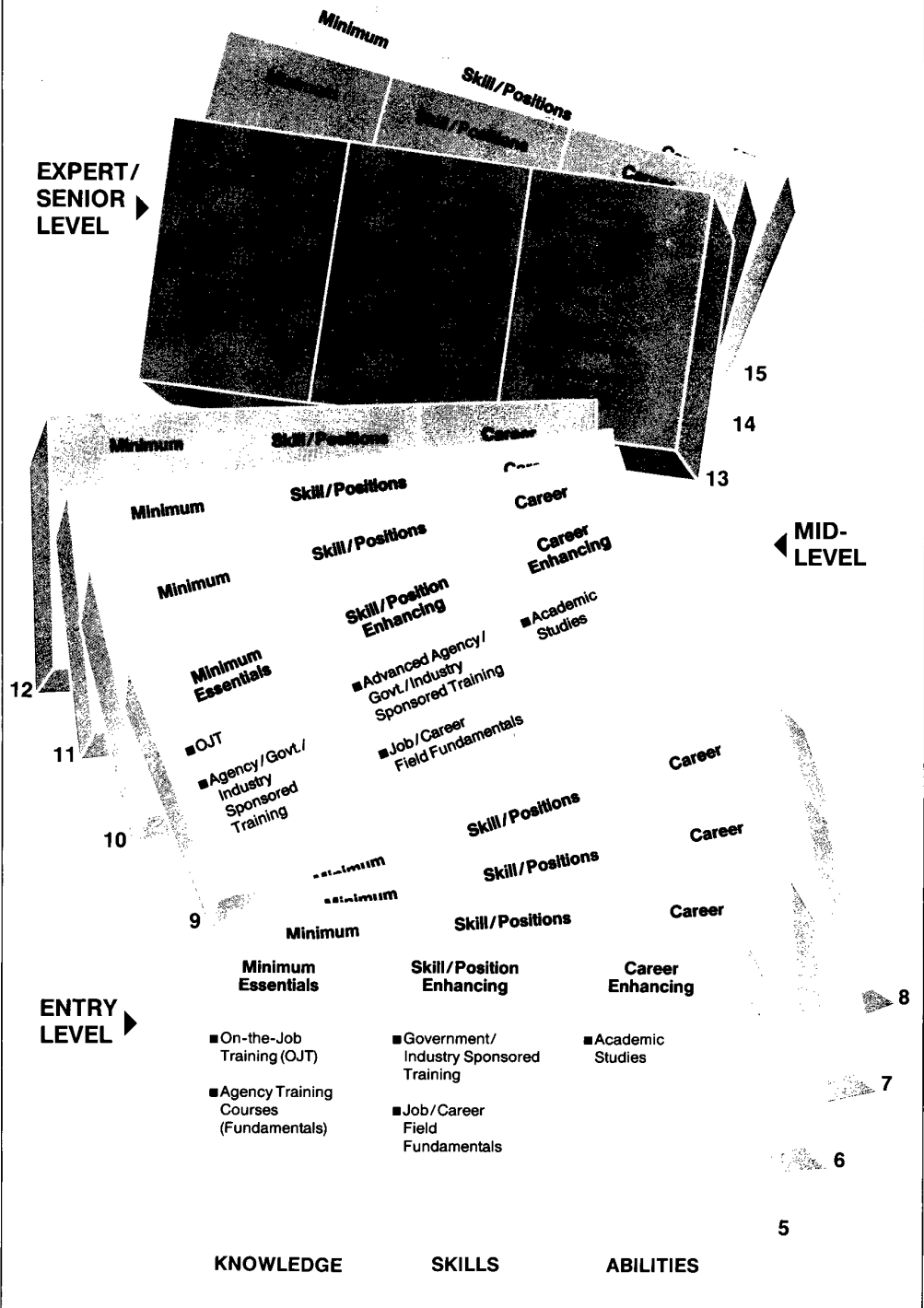
**Career ladders for intelligence professionals.**

To make sure you get the most out of your career with DIA, we've developed a detailed plan that clearly shows how you can progress through the Agency. Below is an example of a typical career ladder.

Due to its highly sensitive and specialized nature, DIA has direct hiring authority. All applicants are subject to thorough background checks and must be United States citizens.

Send a completed SF-171 form or your resume to:

DEFENSE INTELLIGENCE AGENCY  
 Civilian Staffing Operations (RHR-2)  
 Team III  
 Washington, D.C. 20340-3042



Dear Applicant:

For a list of job openings, please feel free to call our Vacancy Announcement Number.

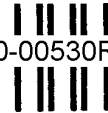
If you have any questions, please call the Personnel Department at the Defense Intelligence Agency.

Vacancy Announcement # 373-2700  
DIA Personnel # 373-2628

Area Code 202

Declassified in Part - Sanitized Copy Approved for Release 2013/05/14 : CIA-RDP90-00530R000701730004-5  
DEPARTMENT OF DEFENSE  
DEFENSE INTELLIGENCE AGENCY  
WASHINGTON, D.C. 20340

OFFICIAL BUSINESS  
PENALTY FOR PRIVATE USE, \$300

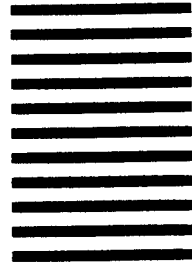


POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES

**BUSINESS REPLY MAIL**  
FIRST CLASS PERMIT NO. 12964 WASHINGTON, D.C.

POSTAGE WILL BE PAID BY ADDRESSEE

DEPARTMENT OF DEFENSE  
ATTN: *RHR-2*  
DEFENSE INTELLIGENCE AGENCY  
WASHINGTON, D.C. 20340 - *3042*





Application for Federal Employment

(Formerly Personal Qualifications Statement)

Read the Following Instructions Carefully Before You Complete This Application

DO NOT SUBMIT A RESUME INSTEAD OF THIS APPLICATION

- TYPE OR PRINT CLEARLY IN DARK INK. If you need more space for an answer, continue in item 47 on page 4 or use a sheet of paper the same size as this page. On each sheet write your name, Social Security Number, and the announcement number or job title. Attach all sheets to this application at the top of page 3. If you do not answer all questions fully and correctly, you may delay our review of your application and lose job opportunities. Unless we ask for additional material in the announcement or qualification information, do not attach any materials, such as official position descriptions, performance evaluations, letters of recommendation, or citations of training, publications, etc. Any materials you attach which we did not ask for may be removed from your application and will not be returned to you. We suggest that you keep a copy of this application for your use. If you place or make copies of your application, we suggest you leave items 1, 2, 48 and 49 blank. Complete these blank items each time you apply. YOU MUST SIGN AND DATE, IN INK, EACH COPY YOU SUBMIT. If you are applying for a specific Federal civil service examination indicated in this application, a written test is required. Read the announcement and other material provided. Make sure that your work experience and/or education meet the qualifications described. Make sure that you are allowed to apply at this time. Civil service examinations may be closed to accept only new applicants for specific types of jobs, grade levels, and/or geographic locations. Follow any directions on "How to Apply." If a written test is required, follow the instructions on your admission card (for example, "Bring a completed SF 171 to the test.") If a written test is not required, mail this application to the address in the announcement. Include all forms required by the announcement.

- Under Description of Work, write a clear and brief, but complete description of your major duties and responsibilities for each job. Include any supervisory duties, special assignments, and your accomplishments in the job. We may verify your description with your former employers. If you had a major change of duties or responsibilities while you worked for the same employer, describe each major change as a separate job. Write in each experience block your name at that time. If it is different from the name you currently use, show your former name in parentheses on the first line under Description of Work. Veteran Preference (Item 22) DO NOT LEAVE 22 blank. If you do not claim veteran preference, place an "X" in box number 1. NO PREFERENCE. You cannot receive veteran preference if you are retired, or plan to retire, or if above the rank of major or lieutenant commander unless you have a service-connected disability (see 10 POINT PREFERENTIAL). Some Vietnam Era and disabled veterans qualify for special hiring programs. More information is available from any Federal Job Information Center. 5-POINT PREFERENCE. If you claim 5-point preference you must have: Received an honorable or general discharge (in clemency discharge does not meet the requirements of the Veteran Preference Act) and served on active duty anytime between December 7, 1941, and July 1, 1955; or Served more than 180 consecutive days of active duty, any part of which was after January 31, 1955, and before October 15, 1976 (do not count active duty for training under the 30-month Reserve or National Guard programs); or Served in a military service for which you received or were entitled to receive a Campaign Badge or Expeditionary Medal in 47. If you claim 5-point preference place an "X" in box number 2. 10-POINT PREFERENCE. If you claim 10-point preference you must meet the requirements for one of the groups below, as described in the Standard Form 15, application for 10 Point Veterans Preference (SF 15). The SF 15 is available by mail from any Federal Job Information Center. Non-Compensably Disabled or Purple Heart Recipient. Compensably Disabled (less than 30%). Spouse (Widow(er)) or Member of a deceased or disabled veteran. If you claim 10-point preference, place an "X" in the box that applies to you (3 or 4 or 5 or 6). ATTACH A COMPLETED SF 15 TO THIS APPLICATION, TOGETHER WITH THE PROOF REQUESTED IN THE SF 15.

If you are applying for a specific vacancy in a Federal agency: Study the vacancy announcement to make sure that you meet the qualifications for the job and are allowed to apply. Some jobs are limited to people who work for the Federal Government in the past, or have an appointment with the Office of Personnel Management. Mail the application to the address in the vacancy announcement. Include all forms that are required by the announcement. If you change your address, notify all offices that have your application. Always include your Social Security Number.

Work Experience (Item 24) Carefully complete each experience block you need to describe your work experience. Unless you qualify based on education alone, your rating will depend on your description of previous jobs. Do not leave out any jobs you held during the last ten years.

Privacy Act Statement The Office of Personnel Management is authorized to use applicants for Federal jobs under sections 1302, 1301, and 3304 of title 5 of the U.S. Code. Sections 1302 and 1301 follow the Office of Personnel Management to authorize other Federal agencies to use applicants for Federal jobs. We need the information you put on this form and associated application forms to use for your education and work skills qualify you for a Federal job. We also need information on matters such as employment and work history to use whether you are affected by laws we must follow in deciding who may be employed by the Federal Government.

your SSN to make requests for information about you from employers, schools, banks, and others who know you, but only as allowed by law or Presidential directive. The information we collect by using your SSN will be used for employment purposes and also for studies and statistics that will not identify you. Information we have about you may also be given to Federal, State and local agencies for checking on law violators or for other lawful purposes. We may send your name and address to State and local Government agencies, Congressional and other public offices, and public international organizations. If they request names of people to consider for employment, we may also notify your school placement office if you are selected for a Federal job. Giving us your SSN or any of the other information is voluntary. However, we cannot process your application, which is the first step toward getting a job, if you do not give us the information we request.

We must have your Social Security Number (SSN) to keep your records straight because other people may have the same name and birthday. The SSN has been used to keep records since 1945. When Executive Order 12958 was issued, we were required to keep your SSN. The Office of Personnel Management may also use

DETACH THIS PAGE • NOTE ADDITIONAL WORK EXPERIENCE BLOCKS ON BACK

WORK EXPERIENCE If you have no work experience, write "NONE" in A below and go to 25 on page 3

23 We will use your present employer about your change of qualifications and will report a "50" and not request review of your qualifications. If you answer "NO" and we need to contact your present employer before we can offer you a job, we will contact you first.

24 READ WORK EXPERIENCE ON THE INSTRUCTION PAGE BEFORE YOU BEGIN. Decide your answer to most questions in blocks 4 and 5 with background, describing each job you held during the past 10 years. You may omit part of one block work that you did more than 10 years ago. But if that work is related to the type of job you are applying for, describe each related job in a separate block. If you were unemployed for longer than 3 months, list the dates and your addresses for that time in 48. Do not list unemployment that was more than 10 years ago.

Table with 3 columns: From, To, and Average number of hours per week. Includes fields for Salary or earnings, Ending \$, and per.

Table with 2 columns: Name and Address of employer/organization, and Title of your job. Includes fields for Name, Area Code, Telephone Number, and Number and job titles of any employees you supervised.

Description of work: Describe your specific duties, responsibilities and accomplishments in this job. If you describe more than one type of work (for example, capacity and painting of personnel and budget), write the approximate percentage of time you spent doing each.

For Agency Use (Skill codes, etc.)

EDUCATION

25 Did you graduate from high school? If you have a GED high school equivalency or will graduate within the next three months, answer "YES". If "YES", give month and year of graduation. If "NO", give the highest grade you completed.

26 Write the name and location (city and state) of the last high school you attended.

27 Have you ever attended college or graduate school? If "YES", continue with 28. If "NO", go to 31.

Table with 3 columns: Month and Year Attended, No. of Credits Completed, and Term or Degree. Includes fields for Name and Location of School, City, State, and ZIP Code, and Announcements.

28 NAME AND LOCATION OF SCHOOL, STATE AND ZIP CODE (If known). If you expect to graduate within three months, give the month and year you expect to receive your degree.

29 CHIEF UNDERGRADUATE SUBJECTS. Show major on the first line.

30 CHIEF GRADUATE SUBJECTS. Show major on the first line.

31 Have you completed any other courses of training related to the kind of job you are applying for (for example, Trade, Vocational, Armed Forces, or Business)? If "YES", give the information requested below. (After courses—Use a sheet of paper)

Table with 3 columns: Training, Classroom, and Subjects. Includes fields for Name and Location of School, City, State, and ZIP Code, and Announcements.

SPECIAL SKILLS, ACCOMPLISHMENTS AND AWARDS

32 List your special qualifications, skills or accomplishments that may help you get a job. Some examples are: skills with machines; most important publications (do not submit copies); public speaking and writing experience; membership in professional or scientific societies; awards or citations, etc.

33 How many awards or honors have you received? If you have received more than 10, list the 10 most important.

34 List job-related licenses or certificates that you have. If you have a license or certificate, give the name of the issuing agency.

35 Do you speak or read a language other than English (include sign language)? If "YES", list each language and place an "X" in each column that applies to you. If "NO", go to 36.

Table with 3 columns: Can Speak and Understand, Can Translate Articles, and Can Read Material. Includes fields for Language(s), Family, and Foreign.

36 List any honors, awards, or fellowships you have received. For each, give the year it was received.

REFERENCES

37 List three people who are not related to you and who know your qualifications and fitness for the kind of jobs for which you are applying. Do not list supervisors you listed under 24.

Table with 4 columns: Full Name of Reference, Present Business or Home Address, Telephone Numbers, and Business or Occupation. Includes fields for Name, City, State, and ZIP Code.

Form 171-A (Rev. 1086) Office of Personnel Management. Includes sections for 'ADDITIONAL WORK EXPERIENCE BLOCKS IF NEEDED' and 'For Agency Use (fill codes, etc.)'.

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER. PREVIOUS EDITION USABLE NSN 7540-00-835-7157

Page 1 PREVIOUS EDITION USABLE. Includes instructions for 'GENERAL INFORMATION' and 'APPLICABILITY'.

Page 2. Includes instructions for 'SIGNATURE CERTIFICATION AND RELEASE OF INFORMATION' and 'SUBMITTING YOUR APPLICATION'.

Page 3. Includes instructions for 'APPLICABILITY' and 'GENERAL INFORMATION'.

Page 4. Includes instructions for 'APPLICABILITY' and 'GENERAL INFORMATION'.

Page 5. Includes instructions for 'APPLICABILITY' and 'GENERAL INFORMATION'.

Page 6. Includes instructions for 'APPLICABILITY' and 'GENERAL INFORMATION'.

Page 7. Includes instructions for 'APPLICABILITY' and 'GENERAL INFORMATION'.

Page 8. Includes instructions for 'APPLICABILITY' and 'GENERAL INFORMATION'.

The College also holds a series of weekend seminars, appropriate for intelligence personnel, including reservists, who desire career-broadening exposure or are unable to attend longer courses. Subject matter coverage includes **Indications and Warning, Human Intelligence (HUMINT), National Intelligence, Reconnaissance and Technical Information Collection, and Scientific and Technical Intelligence.**



Lieutenant General Perroots, Director, Defense Intelligence Agency, addresses attache class.

### RESEARCH

The academic Research Program provides an important point of contact between the intelligence and higher education communities. In addition to encouraging scholarship, presentations at professional meetings and publications, the program sponsors round tables, symposia and conferences. All foster open interaction among scholars, intelligence analysts and representatives of the private sector. The program also has limited funds to support contract research — generally short, narrowly focused studies on Third World topics.

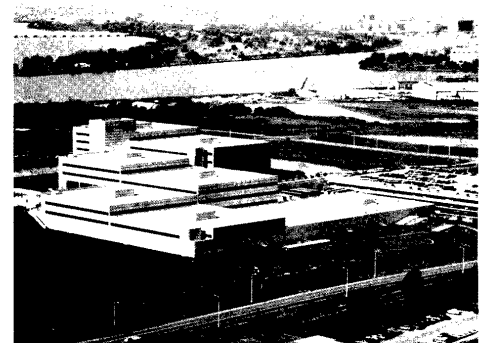


FOR FURTHER INFORMATION WRITE OR CALL:

Defense Intelligence College  
ATTN: DIC-1C  
Washington, D.C. 20340-5485  
Commercial (202) 373-3319  
Autovon 243-3319

Message Address: DIA WASHINGTON DC//DIC-1C//

## STRATEGIC INTELLIGENCE STUDIES at the DEFENSE INTELLIGENCE COLLEGE



*Defense Intelligence Analysis Center (DIAC), home of the Defense Intelligence College at Bolling AFB, Washington, D.C.*



The Defense Intelligence College is a Department of Defense professional educational and research institution offering courses and programs designed to enhance the career development and training of intelligence personnel. It enrolls about 4,000 students per year and operates under the control of the Director, Defense Intelligence Agency.

The College awards certificates for career intelligence programs at the graduate and undergraduate levels, as well as for credit and non-credit applied intelligence programs and courses. Among the latter are several that prepare students for assignments within the Defense Attache System. It offers, on a full or part-time basis, the country's only master's degree in strategic intelligence. The College is accredited by the Middle States Association of Colleges and Schools.

Students attend classes for periods ranging from two days to one year. They come from throughout the intelligence community and include active duty and reserve military personnel from all four Services, DoD and other federal agency civilians, and officers from allied foreign governments. Instruction emphasizes a joint, strategic perspective of intelligence and is provided by a combination of resident faculty, reservists, adjunct professors and subject matter specialists in the community. The Washington location facilitates field trips to key intelligence nodes and access to research sources.



### Graduate Study

The College offers qualified students an opportunity to pursue professional graduate study at no cost. Individuals enrolling in the Graduate Program may earn a concentration certificate by completing a series of specified courses, a diploma by completing the **Postgraduate Intelligence Program**, or the degree of **Master of Science of Strategic Intelligence (MSSI)** by completing all degree requirements.

Graduate concentrations include Soviet Studies, Middle East, Latin America, National Foreign Intelligence Community, China/Asia, Africa, Europe and Collection Management. Two new concentrations in Foreign Counterintelligence and Low Intensity Conflict should be available by Fall 1987.

The **Postgraduate Intelligence Program** is a 9-month, in-residence program preparing students for joint assignments. It concentrates on the planning, direction, collection, production and dissemination of defense intelligence at the national level and in the joint arena.

The master's degree was added to the graduate program to strengthen intelligence as a career profession. Today's international environment requires highly qualified and educated intelligence careerists in a host of critical positions. The **MSSI** program at the College, with its thesis and non-thesis options, allows military and civilian intelligence specialists to engage in advanced study and research in their career field.

Part-time graduate students can choose from among daytime and early evening classes. A typical part-time student carries one or two courses per quarter, each meeting for one 3-hour session per week for 10 weeks. Several part-time students have earned the **MSSI** degree.



A 9-month Senior Enlisted Intelligence Program provides senior noncommissioned officers with a program of specialized study in national intelligence organizations; collection management; production, collection and dissemination of national intelligence; basic intelligence analysis; and regional studies.

### INTENSIVE PROFESSIONAL DEVELOPMENT PROGRAM

An array of course and program offerings prepares students for entry into the intelligence community and/or fulfills training requirements for the DoD- Wide Civilian Intelligence Career Development Program. Examples include the 2-week **Joint Intelligence Course** for those with no previous intelligence experience and the **Joint Intelligence Management Course**, also two weeks long, designed for officers and civilians soon to be assigned to management positions. Other more specialized courses include **Indications and Warning** for watch officers, NCOs and watch analysts, and **Scientific and Technical Intelligence** for individuals associated with S&T analysis functions. For personnel entering or assigned to intelligence collection management activities, the College offers a 4-week **Intelligence Collection Management Course**. A new 2-week course in Counterterrorism Analysis has recently been added. The National Senior Intelligence Course is a 3-week executive level course for senior intelligence managers.

#### Other New Program Components

**Civilian Table of Organization (CTO)** — approved by the Senior Review Board, is an average grade position management control system. The CTO reflects an approach similar to that used by CIA and NSA but designed to accommodate DIA's unique military/civilian workforce mix and smaller size. Essentially, the CTO will reflect an employee's present grade and target grade, which represents the expert level in their respective career ladder and full performance level in other positions. It will replace the current system of position-by-position, grade-by-grade classification in RHR.

**Advanced Hiring Rate** — This program will enable DIA to attract and retain critically skilled people in key occupations. The program establishes more flexible criteria for setting a new DIA employee's pay.

**Simplified Position Descriptions** — Position descriptions will be shortened and rewritten to reflect the knowledges and skills identified in the respective career ladders. Everyone at the same level (e.g. expert, mid level, etc.) in a career ladder will have the same description. Also, the new position descriptions can be supplemented with specific duties as needed by an organization. New titling of positions will provide greater operational security and be more reflective of titles elsewhere in the intelligence community.

**Rank-in-Person** — Standards will be developed that will determine if the qualifications that an individual brings to a position and their performance can warrant a promotion above the full performance level (e.g. expert). This is in addition to the present system of promoting an employee when their performance has a significant impact on the scope and complexity of the duties of their position (i.e. impact of person-on-the-job). The evaluation of the criteria in the standards will be done by a review committee of key managers. All employees will be potentially capable of being promoted beyond the expert level on this basis.

#### Key Players

**Supervisors** — The major responsibility for implementing these authorities rests with the first-level supervisors and higher managers. Working as partners with RHR, they will identify, select, and develop employees commensurate with their abilities, qualifications, and

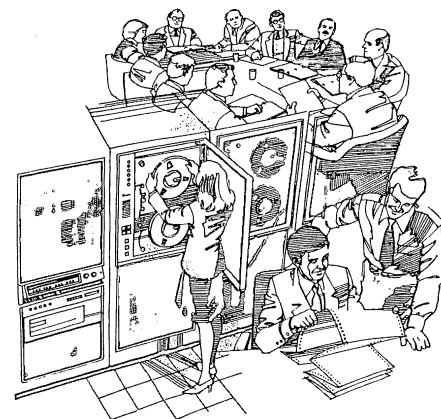
mission of DIA. This proactive approach will enable DIA to develop responsive and progressive management and a motivated workforce. Other responsibilities include conveying new programs to employees, having their employees on the correct position descriptions, advancing employees along career paths, and rating performance.

**Employees** — Employees should know their respective SME and career ladder, their performance appraisal requirements and then personally evaluate where they are in their career and what type of goals they wish to set. The new career ladder and performance appraisal systems were created by and for DIA employees and reflect DIA's commitment to enhance the professional development of all personnel. This will enable DIA employees to broaden their horizons, pursue their goals, keep them abreast of new technologies and issues, and ensure that their careers are on track. Also, DIA employees can gain familiarity with programs by reading key directives, DIA Bulletin articles and informational materials, and attending scheduled briefings.

#### A Personnel System for the 1990's

In the dynamic and unstable world in which we live, DIA is developing a career development program that will achieve greater flexibility in the assignment of human resources, selection of the most qualified and experienced person for each key position, and will be a model for other parts of DoD and the Federal Establishment. In short, DIA will have a personnel program that will enhance workforce development, permit more management control and flexibility to meet the dynamic requirements of the intelligence mission of the future.

## A Personnel System for the 1990's



**DIA's Commitment to the Future**

**The Personnel System**

An effective and efficient personnel management system is vital to the accomplishment of an Agency's mission. Therefore, it is essential that policies and programs are identified and established that challenge employees to strive in their work, benefit them, and meet DIA's mission.

**Civilian Career Development**

In the early 1980's, DIA realized that a strong civilian career development program was needed. The increasing real time intelligence environment and emerging new technologies were placing different demands on DIA's personnel system to meet the mission of the Agency. DIA's senior management, with RHR, proceeded with two courses of action to enhance the career development program: Career Ladders and Performance Appraisal systems.

**Career Ladders**

A reflection of DIA's commitment to develop an enhanced personnel management and professional development program for all personnel, the career ladders are a road map for employees to follow as they pursue their career goals.

Each ladder includes the progressive knowledges and skills needed for advancement in a particular occupation, appropriate training, and developmental activities. Promotions will be based upon meeting knowledges in the career ladder as determined by management.

Each career ladder has a Subject Matter Expert (SME) who is responsible for technical advice to supervisors on the assessment of knowledges and skills. The SME is also the technical expert on what is required for advancement in a given career ladder.

The career ladders and Subject Matter Expert for each include:

**Intelligence:**

VP-1 Estimates  
VP-2 Scientific/Technical  
VP-3 Logistics  
VP-4 Resources  
VP-4A Military/Geography  
VP-4B Energy  
VP-4C Material/Trade  
VP-4D Economics

**Intelligence: (Continued)**

VP-5 Imagery  
VP-6 Political/Military  
(includes biographies)  
VP-7 Military Capabilities:  
VP-7A Ground  
VP-7B Aerospace  
VP-7C Naval  
VP-7D Third World  
VP-8 Counterterrorism  
JS-1 Indications and  
Warning  
JS-2 Current:  
JS-2A Regional  
JS-2B Functional  
DI Intelligence Advisor  
DG GDIP Functional  
OS Counterintelligence  
VO-1 Intelligence Planner  
VO-2 Collection

**Intelligence Support:**

Human Resources Manager  
Intelligence Processing/  
Dissemination Technician  
Computer Operator  
Computer Programmer  
Computer and Office Systems  
Analyst  
Computer Specialist  
Photographic Technician  
Imagery Services Specialist  
Contract Specialist  
Supply Specialist  
Data Base Manager  
Financial Resource Manager  
DODIIS Manager  
Information Services Specialist  
Document Service Specialist  
Visual Information Specialist  
(Presentations)  
Administrative/Staff Officer  
Visual Information Specialist  
(Printed Materials)  
General Lithographer  
Photographic Technologist

**Performance Appraisal**

To complement the career ladders system (which deals with future potential and development) and to better evaluate current job performance, a new appraisal system based on performance areas and competencies has been derived by input from a cross section of the DIA

STAT

workforce. This will be the vehicle to reward employees for performance and, also, sometime next year, the performance appraisal will become the justification for award or denial of an employee's Within Grade Increase (WGI).

The performance appraisals, in order of their development are:

1. Professional Intelligence Personnel (Implemented)
2. Clerical/Administrative Personnel (Implemented)
3. Intelligence Support Professionals (Implemented)
4. Managers/Supervisors (to be implemented October 1986)

5. Technicians/Wage System Personnel (to be implemented January 1987)

**Personnel Legislation**

In addition to these programs, legislation was proposed to Congress that would provide DIA comparable classification authority to that of CIA and NSA.

Congress recognizing DIA's need passed legislation in 1984 that provides DIA much greater flexibility on personnel matters and compensation, and enhances the management of civilian personnel. In January 1986, the Director was delegated authority by the Deputy Secretary of Defense to proceed with DIA's personnel legislation implementation plan. Some of the planned changes are:

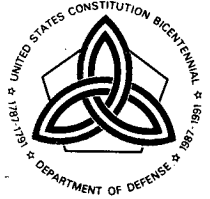
- simplified position descriptions;
- advanced hiring rates for certain types of positions;
- broader management control over promotions in career ladders up to expert level with RHR oversight;
- establish new DIA titles for similar kinds of work in conjunction with the career ladders;
- increased opportunity for promotion based on what a person brings to the job (rank-in-person);
- one grade progression for all professionals hired beginning in FY 87;
- performance appraisals will be used as the basis for with in grade increases.
- DIA has the authority to terminate employees for national security purposes when no other laws can be used.

Complementing these authorities are the new career ladder and performance appraisal systems.



## DEFENSE INTELLIGENCE AGENCY

WASHINGTON, D.C. 20340-



### SPECIAL EMPLOYMENT CRITERIA

As an applicant for employment in the Defense Intelligence Agency, it is imperative that you are made aware of and fully understand the special employment criteria associated with employment in the Agency.

The DIA mission is one of paramount importance to the security and defense of the United States. As a key component of the U.S. Intelligence Community, the Agency is primarily responsible for meeting the foreign military and military-related intelligence requirements of the National Command Authorities (President, Vice President, National Security Council, etc.), the Secretary of Defense, the Joint Chiefs of Staff, and the Unified & Specified Commands worldwide.

Employees of the DIA are thus key contributors to the management and production of intelligence information which directly influences the formulation and execution of this Nation's foreign and defense policies. Conducted in a state-of-the-art facility, the work presents a unique opportunity to personally contribute to the national defense and provides exceptionally challenging career opportunities which few other employers in Government or the private sector can match.

However, because of the unique nature of the mission, the DIA work environment requires that employees meet the rigid security requirements for access to Sensitive Compartmented Information. This requirement mandates that employees meet and maintain the highest levels of personal honesty and integrity. Accordingly, you should be aware that, as an applicant to and prospective employee of the Agency, the following special employment criteria are governing for initial and continued employment in the Defense Intelligence Agency:

- Employment is subject to completion of a detailed background investigation to insure compliance with the Agency's special employment criteria. All statements and claims made in employment application and security forms are subject to investigative verification. Intentional misstatement of or withholding of information during initial personnel and security processing may preclude employment.
- All employees are subject to periodic reinvestigation to insure continued compliance with the Agency's special employment criteria.
- Your character, conduct, and discretion must be above reproach and you must have unquestioned loyalty to the United States.
- You and members of your immediate family shall be U.S. citizens.
- Marriage to a foreign national will preclude employment with DIA. If, after employment, you marry a foreign national, termination of employment may be effected.
- No member of your immediate family and no one to whom you may have ties of affection, kinship, or obligation shall be of dubious loyalty to the United States nor be a citizen and resident of a foreign country.

- All employees are required to immediately report any significant changes in personal status that could affect their eligibility for access to Sensitive Compartmented Information, any travel to a foreign country, any contacts with citizens of a hostile country, and any arrest or court actions other than minor traffic violations.

- All employees are required to sign an agreement not to disclose, in any fashion, classified information to unauthorized persons. An agreement is also required to authorize Agency pre-publication review of certain material prior to disclosure during and after employment with the DIA.

- Applicants and employees may be subject to an initial and periodic polygraph examination.

- As Federal drug testing programs are instituted and implemented, applicants and employees may be subject to drug testing.





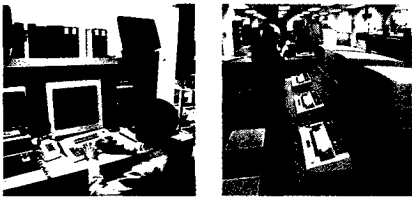
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# **C**omputer Professionals

**Defense  
Intelligence  
Agency**

# **D**IA: Using intelligence to help keep America safe



Established over 25 years ago, the Defense Intelligence Agency (DIA) manages and coordinates the production of foreign military intelligence for the Department of Defense (DoD).

DIA's mission is to meet the intelligence requirements of both the civilian and the military sectors of the Department of Defense. Through its director, DIA serves as the primary intelligence advisor to the Secretary of Defense and other senior decision-makers. The Agency's director is also the intelligence staff officer on the Joint Chiefs of Staff, responsible for providing intelligence support for military operational commands.

To fulfill its mission, DIA maintains an extensive intelligence base capable of providing accurate, timely information on military ground, naval, air, missile, and space forces around the world. The Agency also manages and evaluates intelligence collected by the military services and cooperates closely with other organizations within the United States Intelligence Community, such as the Central Intelligence Agency and the National Security Agency.

The result is a well-coordinated, carefully managed intelligence effort that provides the nation with information it needs to counter threats and deter potential aggressors.

## **Career opportunities for Computer Professionals at DIA.**

Advanced computer technology is the lifeblood of any modern intelligence organization. It is the only way the vast amount of intelligence information constantly being collected can be effectively stored, processed, and analyzed.

Through its sophisticated systems, DIA is able to monitor the changing world situation and respond quickly with decisions based on current, accurate information.

Computers play such a vital role that their functions are directed by a separate Department of Defense group and several DIA directorates.

The Department of Defense Intelligence Information System (DODIIS) is the ADP umbrella system for the entire Department of Defense. Through this interactive network, key intelligence producers and decision-makers are linked together worldwide.

The Directorate for DODIIS Engineering provides engineering management and support to ensure the smooth, efficient operation of the Intelligence Community's information systems.

The Directorate for DODIIS Planning and Management is responsible for mid- and long-term planning for the System.

The Directorate for Information Systems is responsible for the overall development, maintenance, and operation of information system services for the Defense Intelligence Agency. These include implementing programs governing communications services and capabilities, automated intelligence information handling systems, and office technologies. The Directorate also manages DIA communications networks and operates all Agency computer equipment and facilities.

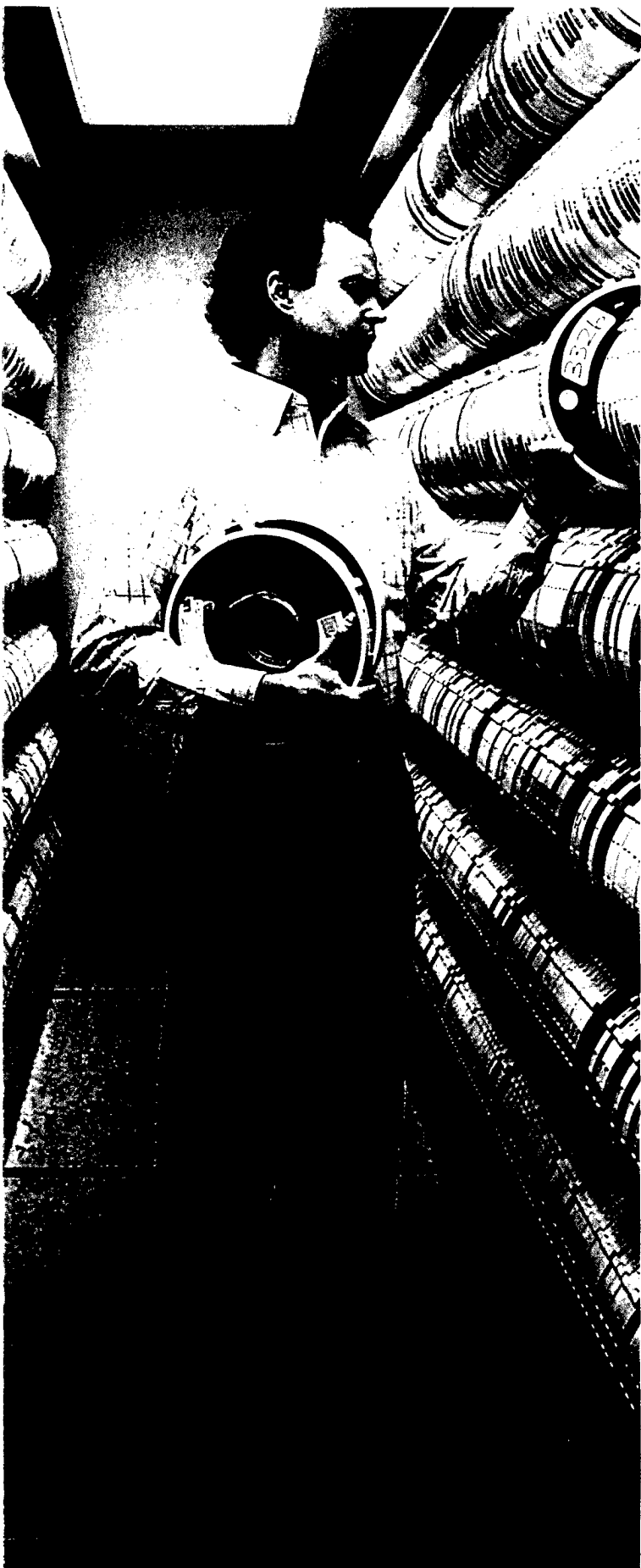
The Agency needs computer professionals who can evaluate the capabilities of its systems in relation to intelligence requirements; evaluate technology and apply it to enhance the Agency's ADP capabilities; develop technical standards and specifications; and create and maintain computer-based systems and applications programs.

They would work with some of the most advanced computer systems in the world.

## **The responsibilities of DIA Computer Professionals.**

Computer work at the Agency is diverse and challenging.

Computer scientists develop and assess new hardware, software, and related communications networks and apply technology in new applications to increase the Agency's intelligence production capabilities.



Computer specialists evaluate functional system requirements for intelligence gathering, analyze ADP resources, develop technical standards and specifications, and create computer-based systems and applications programs.

Computer systems analysts are involved with ADP telecommunications security, test and imagery processing, database management and message processing, and the long-range planning of information systems architecture.

For programmer analysts, typical assignments could involve:

*Applications Programming.* Computer programs are written and maintained to support various DIA missions. These automated applications support intelligence analysis and production on the military capabilities of different countries.

Applications system programming is accomplished using COBOL, PL-1, FORTRAN and Data Base Management Systems such as M204, IDMS, and INQUIRE. The systems on which development is performed include IBM 4341, 3082, 3090 using MUS and VM operating systems, a variety of departmental-level computers, minicomputers, and microcomputers. The intelligence products require the application systems to produce graphics products in a wide range of forms.

*Scientific Programming.* Scientific applications through which engineers or scientists use the computational powers of a computer qualitatively and quantitatively include simulation, modeling, and graphics technology, which use FORTRAN or BASIC programming languages and linear programming techniques.

*Systems Programming.* Developing, maintaining, and producing systems programs for the maintenance, control, and running of computer hardware and software are performed for large-scale systems. These include operating systems, language processors, utility systems, database management systems, and file management systems. Also, general message-handling software unique to DIA is maintained.

#### **The qualifications you need.**

Ideal candidates should possess professional experience with a wide variety of computer projects and knowledge of computer requirements. In-depth working knowledge of an IBM environment is essential. Specialized knowledge required varies according to individual position requirements. Candidates possessing a bachelor's or master's degree in computer science, information systems, mathematics, or a related area are preferred.

If you meet these qualifications and are a United States citizen, it's time you applied to the Defense Intelligence Agency.

Send a completed SF-171 form or your resume to:

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Civilian Staffing Operations (RHR-2)  
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**I**magery  
*Analysts*

Directorate for Imagery Exploitation  
Directorate for Foreign Intelligence

**Defense  
Intelligence  
Agency**

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## **Directorate for Foreign Intelligence.**

The Directorate for Foreign Intelligence is the primary producer of foreign military intelligence within DIA. The Directorate supports Department of Defense military and intelligence planners, executive and legislative decision-makers, and operational armed forces overseas and in the United States.

The Directorate fulfills its support role through the production of military intelligence, scientific and technical intelligence, and intelligence estimates.

## **Career opportunities for Imagery Analysts within the Directorate for Imagery Exploitation.**

The Directorate for Imagery Exploitation is responsible for utilizing multi-sensor imagery and analytical techniques to produce intelligence for DIA analysts and senior DoD officials.

The Directorate needs individuals skilled in extracting intelligence through analysis of imagery-derived data. The work involves a wide variety of intelligence topics. These include the organization and deployment of military forces, industrial production capacities and technology, and the development, testing, and production of new weapon systems.

Imagery analysts must possess detailed knowledge in several different areas. They should be skilled researchers who can extract facts from imagery and correlate them with data from other sources. Imagination and initiative are also important in the analytical process to ensure that the maximum intelligence is gained from the imagery.

Is that freighter unloading farm machinery or military hardware? Is that submarine in port for maintenance or upgrading modifications? Where will that armored division be deployed? These are the types of questions imagery analysts help answer.

## **The responsibilities of DIA Imagery Analysts.**

New imagery analysts work under the general supervision of experienced analysts who have been assigned broad responsibilities to produce intelligence reports on specific geographic or functional areas. A variety of analytical and interpretive skills are needed to extract intelligence from imagery covering a wide range of military and industrial activities.

Specifically, the duties of an imagery analyst with DIA can include the following:

- Operate imagery exploitation equipment (stereoscopes, light tables, computer consoles, etc.) in the analysis of raw imagery data and formulate logical findings for use in all phases of the foreign intelligence assessment process.
- Develop an extensive knowledge of imagery collection and



exploitation systems and use this ability to monitor the military and industrial capabilities of America's adversaries.

- Utilize imagery data in conjunction with other information sources (human intelligence, signal intelligence, basic intelligence, etc.) in analyzing our adversaries' military and industrial trends and capabilities.
- Acquire a broad working knowledge of the intelligence analysis process and work closely with other intelligence analysts in producing imagery intelligence.
- Prepare detailed, authoritative imagery intelligence reports and briefings on specific geographic and functional areas for use by the Intelligence Community.

Imagery analysts often work together and with specialists in other analytical disciplines — economists, engineers, military experts — to help solve national intelligence problems. Analysts can serve as members of both Agency and Intelligence Community working groups involved with major issues. Final intelligence reports are often distributed within the Agency and throughout the government and often influence policy formulation at the national level.

### **The qualifications you need.**

An undergraduate or graduate degree, particularly in political, social, physical, or earth sciences, or equivalent intelligence experience is highly desirable. You must be able to communicate effectively both verbally and in writing. You should have a working knowledge of automated computer systems. 20/20 vision, either natural or corrected, is required in both eyes. Stereoscopic vision — the ability to see a three-dimensional image when using a stereoscope — is also required.

If you meet these qualifications and are a United States citizen, it's time you applied to the Defense Intelligence Agency. Assignment to the Directorate for Imagery Exploitation requires successful completion of a special background investigation and, depending upon the specific office assignment, may also require the successful completion of a polygraph examination.

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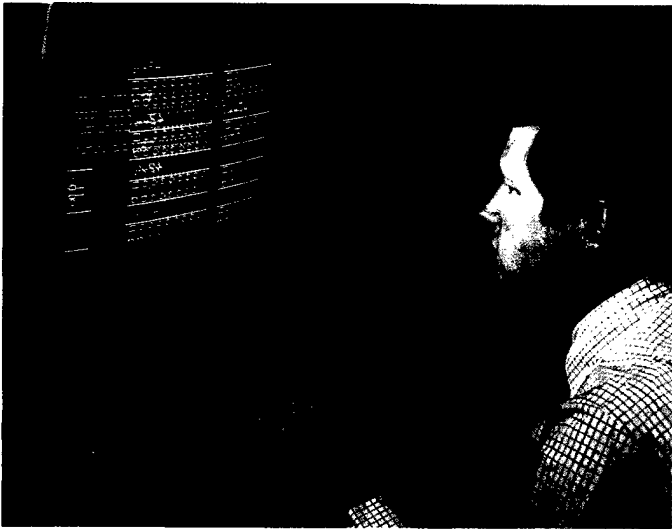
# **S***cientists and Engineers*

Directorate for Scientific and Technical  
Intelligence

Directorate for Foreign Intelligence

**Defense  
Intelligence  
Agency**

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## **Career opportunities for Scientists and Engineers within the Directorate for Scientific and Technical Intelligence.**

The Directorate for Scientific and Technical Intelligence has a wide-ranging mission to perform. It is responsible for developing and implementing all policies and procedures necessary to acquire intelligence in several key areas vital to national defense. These include foreign developments in basic and applied sciences and technologies with warfare potential; characteristics, capabilities, and limitations of all weapons systems, subsystems, and associated materiel, including research, development, and production methods; and overall weapons systems and equipment effectiveness.

The Directorate needs people with the engineering and technical skills to help it fulfill its complex mission. The work involves tasks such as examining the threat potential of foreign missile systems, radars, aircraft, submarines, electronics, and nuclear weapons, and searching for breakthroughs that could render our own systems obsolete.

War-gaming — developing detailed scenarios of moves and countermoves between the military forces of the United States and those of our potential enemies — can also be an important responsibility.

## **The responsibilities of DIA Scientists and Engineers.**

The Directorate for Scientific and Technical Intelligence is composed of four analytical divisions. Each utilizes specialists in a wide range of disciplines to determine the strengths and weaknesses of our adversaries in relation to our national defense.

The Nuclear Energy Division employs professional military and civilian nuclear physicists, chemists, nuclear engineers, and intelligence research specialists. They are responsible for analyzing foreign nuclear energy and weapons programs. These include nuclear weapons from



current designs to advanced concepts, fissionable materials production and production technologies, nuclear propulsion technologies, and foreign nuclear research and development resources.

The Weapons and Systems Division employs professional military and civilian aerospace, electronics, and general engineers. They are responsible for analyzing all ballistic missile systems, all aerodynamic systems, all naval systems, and all ground forces systems.

The Strategic Defenses, Command and Control & Space Division employs professional military and civilian aerospace and electronics engineers, and general physicists. They are responsible for analyzing all foreign strategic defense systems, command and control systems, electronic warfare systems, and space systems.

The Research and Technologies Division employs military and civilian professionals in such diverse fields as general physical science, physics, materials engineering, general biology, electronics engineering, and chemistry. They are responsible for analyzing foreign research and development in basic and applied sciences and technologies that have military applications, and for assessing the implications of high-technology transfers to actual or potential adversaries.

### The qualifications you need.

You must have a minimum of a four-year course of study at an accredited college or university leading to a bachelor's degree in engineering, physics, or a closely related hard science discipline. Individuals with master's or doctoral degrees are highly desired.

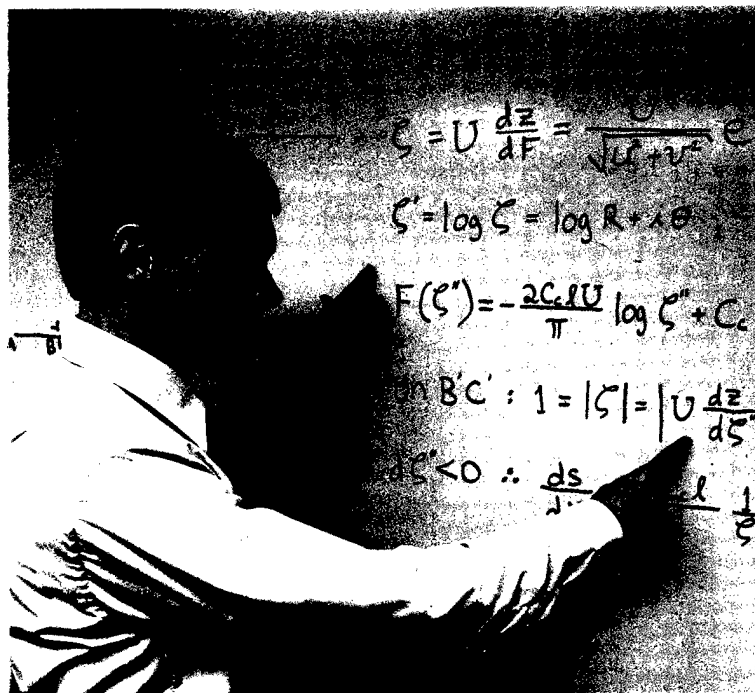
Additionally, applicants must possess professional scientific or technical experience that includes the following:

- 1) professional knowledge of engineering
- 2) professional ability to apply such knowledge to scientific or technical matters
- 3) positive and continuing development of professional knowledge and ability

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# **I***ntelligence Officers*

Directorate for Research  
Directorate for Foreign Intelligence

**Defense  
Intelligence  
Agency**

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## **Career opportunities for Intelligence Officers within the Directorate for Research.**

The Directorate for Research produces finished military intelligence and develops and maintains databases on a wide range of subjects. These include military and paramilitary forces, foreign national terrorism and counterterrorism capabilities and activities, war resource materiel production, military-related political and economic development, biographies of foreign military officials, and details on foreign military installations.

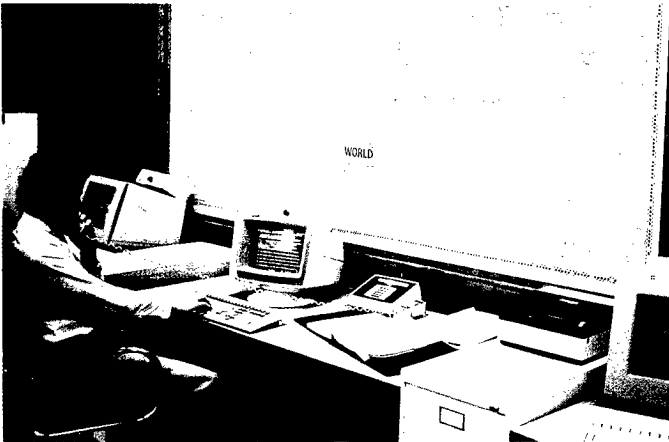
The Directorate needs people with the specialized skills — and the innate curiosity and imagination — to take large amounts of diverse information and develop it into useful, meaningful intelligence.

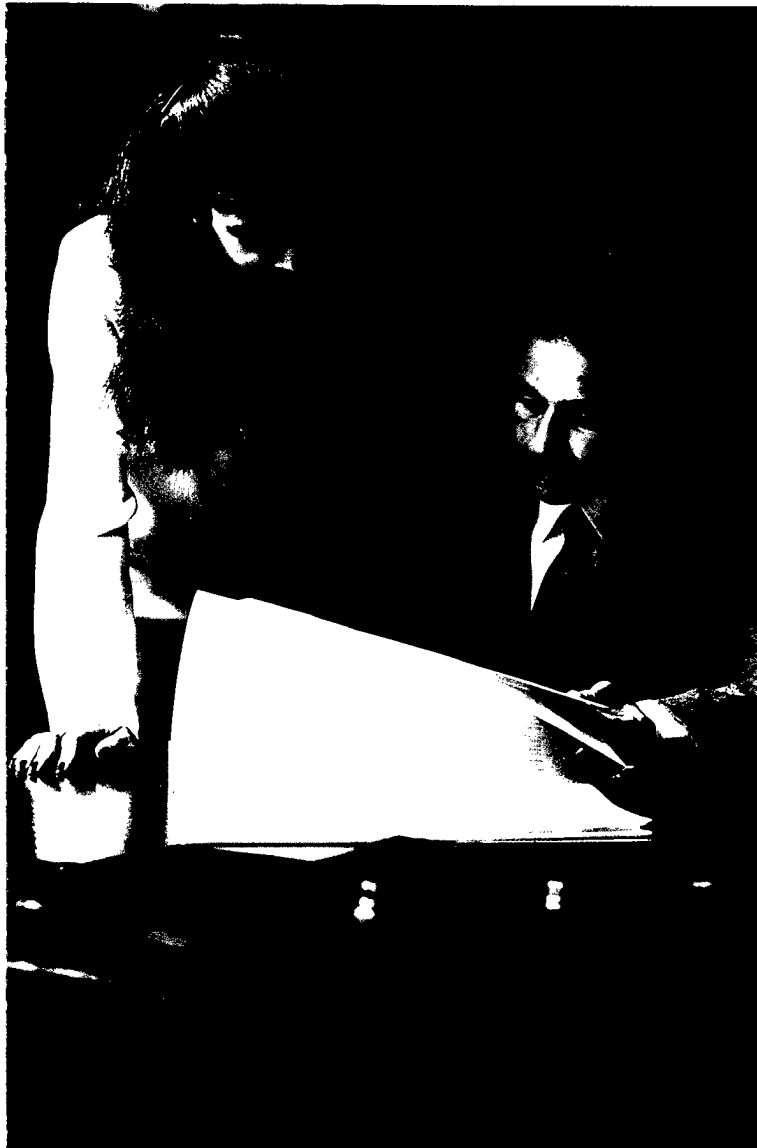
## **The responsibilities of DIA Intelligence Officers.**

Intelligence officers are responsible for the research, development, analysis, and maintenance of DIA's worldwide intelligence database. They generate finished intelligence that helps guide decision-making within the Agency and throughout the government. Their advanced work might include preparation of analytical studies and the presentation of oral briefings.

Intelligence officers can become involved in the entire spectrum of collecting, analyzing, evaluating, interpreting, and disseminating information on economic, social, cultural, physical, geographic, scientific, and military factors in foreign areas.

The duties of intelligence officers can be as diverse as the subjects they research. Some analysts devote themselves to deducing the intentions of foreign governments. Some study foreign armed forces, their strengths and disposition, equipment, and state of readiness. Still others study the war-supporting industrial base in order to estimate the capability of foreign countries to sustain a war effort. And some organize the findings of others and forward them to higher authorities.





Typical work assignments can include:

*Military Capabilities.* Analysis of a nation's ability to achieve specified wartime objectives. For example, win a war or battle, mobilize armed forces, or destroy a strategic or tactical target.

*Military Geography.* Analysis of a specialized aspect of geography concerned with material and man-made physical features that may affect the planning or conduct of military operations.

*Targeting.* Analysis and selection of targets. This involves the appropriate response to specific targets, taking into account operational requirements and capabilities.

*Transportation and Logistics Intelligence.* Analysis of transportation systems and networks, and the analysis of production, inventory, and supply capabilities.

*Imagery Analysis.* The extraction and analysis of pertinent intelligence gathered from imagery-derived data and imagery collection systems.\*

*Economics.* Analysis of those economic factors that affect a nation's capabilities to support its armed forces, conduct military operations, and project its power and influence.

*Political Intelligence.* Analysis of structures of government, political parties, national policies, and foreign relations and their impact on a country's defense doctrine, strategy, and military structure.

*Scientific and Technical Intelligence.* Evaluation and analysis of a nation's military capabilities by utilizing advanced technology.\*

#### **The qualifications you need.**

Applicants should:

- Possess general factual knowledge and familiarity with contemporary affairs through education, reading, work experience, avocation, and/or travel.
- Possess the ability to write well and concisely, to express thoughts clearly, and to develop ideas in logical sequence in studies and in technical and other types of reports, instructions, and guides.
- Possess the ability to convey ideas fully and accurately through discussions, lectures, briefings, and similar presentations.
- Possess personal attributes that include the capacity for professional growth, the ability to work with others, emotional stability, professional ethics, motivation, and the ability to perform effectively under pressure.
- Possess the research skills to collect and evaluate research data, to absorb and synthesize large amounts of information, and to draw logical interpretive conclusions.
- Possess the skill to use research tools such as library holdings, foreign languages, photographs, statistics, graphics, and maps.

Applicants should possess either a bachelor's or advanced degree from an accredited college or university in an appropriate job-related discipline.

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\* Additional career information is available upon request.





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