



### **Issue Manager**

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

**Clearance:** TS/SCI

### **Job Description:**

- Serve as a team member with DoD and other Interagency analysts to develop HUMINT collection priorities and strategies, evaluating collection effectiveness, and recommending realignment of collection when appropriate for assigned regional or functional area.
- Coordinate, validate and manage standing, ad hoc, and crisis-related HUMINT collection requirements.
- Recommend collection efforts against the requirements and regularly solicits customer assessments of collection against prioritized requirements
- Plan, organize, and conduct a variety of difficult INT collection strategies where subjects are difficult to collect and where existing INT collection assets are used in innovative ways.
- Perform the full range of collection management functions such as developing and affecting inter- and intra-agency coordination of collection requirements.
- 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.
- Manage ad hoc collection management projects and act as a liaison with stakeholders in support of policy and/or project assignments.
- Translate abstract command requirements and information objectives into discipline specific collection requirements.
- Analyze, interpret, and oversee the quality control of INT collection data (e.g., statistics and coverage) to identify and assess trends.
- Recommend change for long-range collection planning.
- Develop innovative approaches to INT collection management. Provides lessons learned and recommended improvements to INT collection coverage.
- Evaluate collection assets and methods for satisfying collection needs.
- Initiate interface with collection sites and sources to provide guidance and direction to collectors.
- Establish and maintain direct liaison, and coordinates with IC, tactical, and other organizations to ensure INT collection and production requirements are satisfactorily processed and satisfied.
- Integrate identified collection requirements into an overall plan for assigned program area. Assures that plan is coordinated with collection plans to achieve maximum benefits from cross targeting.
- Provide timely and sound advice and recommendations on assigned collection management area(s) through the chain of command.
- Serve as an issue management representative on working groups with functional or multi-disciplinary emphasis that involve collection requirement issues and at conferences and briefings involving program areas of responsibility.
- Serve as liaison and coordinates with other defense and intelligence components as required to fulfill collection needs. Contractor shall conduct liaison with Agency managers and representatives of other government agencies and private industry to improve collection capabilities, processes and procedures.
- Follow records management instructions and guidelines to ensure procedures are followed for the proper maintenance, storage and destruction of all types of records and correspondence. Takes responsibility for filing/saving official records to the central filing system (hard and soft) and for reviewing documents for destruction or retirement.



**Required Skills:** Knowledge of a full range of concepts, principles, and practices in HUMINT collection and collection management and skill in applying this knowledge to difficult work assignments. A thorough knowledge of and skill in applying analytical and evaluative techniques for developing new or modified work methods, approaches, or procedures; and to identify, evaluate, and recommend solutions to issues and/or problems.

**Desired Skills:** Familiarity with Palantir, Analyst Notebook, or similar network analysis methods is highly desirable.

**Required Education/ 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.