



## **Defense Intelligence Scholar Program**

**Type of Appointment:** Temporary

**Work Schedule:** Full-time

**Contact Information:** 202-231-5500

### **The Defense Intelligence Agency**

The Defense Intelligence Agency is a Department of Defense combat support agency and important member of the United States Intelligence Community. With over 15,000 military and civilian employees worldwide, DIA is a major producer and manager of foreign military intelligence. We provide military intelligence to warfighters, defense policymakers and force planners, in the Department of Defense and the Intelligence Community, in support of U.S. military planning and operations and weapon systems acquisition.

### **The Program**

The Defense Intelligence Scholars Program provides a small select number of college graduates the opportunity to obtain a quality education that will get their career off to a successful beginning. Defense Intelligence Scholars will begin their DIA employment with a formal agency orientation program, no later than mid-August prior to fall enrollment in the National Defense Intelligence College (NDIC). Scholars enrolled in the Master of Science of Strategic Intelligence (MSSI) degree program are expected to complete all course work and the required thesis, no later than July 23, 2011.

The MSSI degree program includes core and elective courses. The core curriculum is designed to prepare graduates for the complexity of intelligence work and national security in the 21st century. This innovative curriculum is focused on three main themes: globalization, future-focused intelligence and intelligence for national security. Elective courses provide students the opportunity to explore three strategic areas in more detail: Military Strategy;

Intelligence Community Issues and Management; Transnational Threats and the Geostrategic Environment: Closing Intelligence Gaps.

### **The National Defense Intelligence College**

The National Defense Intelligence College was established by the Department of Defense and is attached to the Defense Intelligence Agency, Washington, DC. NDIC is a center of excellence for the education of intelligence professionals who will be called upon to provide foreign military and military-related intelligence as part of military operations in peacetime, crisis and combat; force planning and weapons systems acquisition; and defense policymaking. The College offers two accredited degrees: The Master of Science of Strategic Intelligence (MSSI) and the Bachelor of Science in Intelligence (BSI). **NDIC is accredited by the Middle States Commission on Higher Education and a member of the Consortium of Universities of the Washington Metropolitan Area.**

### **Eligibility Criteria**

All qualified individuals are eligible for this program. Minorities, women, and Individuals with disabling conditions are strongly encouraged to apply. Current DIA employees are not eligible. Individual's who are currently temporary DIA employees are eligible to apply. Specific requirements include:

- A baccalaureate degree from a regionally accredited institution;
- Cumulative GPA of 3.0 or higher on a 4.0 scale, or its equivalent at the time of application;
- Recommended scores for the GRE are 500 on the verbal portion and a 4.5 on the analytic writing portion of the GRE. No other test scores may be substituted for the GRE. Scores over 5 years old will not be accepted. The GRE requirement will not be waived for this program.
- Individuals with a master's degree are not required to take the GRE.
- **U.S. citizenship is required.** All students selected for the program are required to satisfactorily complete a security background investigation. Holders of dual citizenship are not eligible for security clearances.
- All finalists selected for this program must be granted at least an Interim Top Secret security clearance and successfully pass a drug screening test, polygraph and psychological assessment, prior to being made a final employment offer.

- Former Peace Corp volunteers who have not completed the required 4 year break of service do not meet DIA's general employment eligibility requirements. All applicants conditionally accepted for this program and all DIA employees are subject to initial and periodic counterintelligence (CI)-scope polygraph tests. **The necessary security clearance processing and drug screening test cannot be conducted while the applicant is outside the U.S. If you are studying or working abroad during the spring and early summer of 2010, please do not apply. Also, please do not apply if you will not be available to report for work by early August 2010.**

Applicants will be evaluated on academic background and aptitude, analytical ability, written communication skills and demonstrated leadership. Proficiency in Arabic, Korean, Mandarin, Urdu, Farsi, Dari, or Pashto will enhance your application.

### **Benefits**

- A year of full-time study in the Master of Science of Strategic Intelligence degree program
- Full government benefits (insurance, retirement, etc.)
- Salary based on prior education only
- No guarantee of permanent full-time employment upon completion of the MSSSI degree program

### **Application Procedures**

Applicants are responsible for submitting – via the on-line application - by the deadline date, a complete application package to include:

- Request that college or university mail official undergraduate and graduate transcripts to DIA.
- One signed letter of recommendation from a professor, faculty member at your present, most recent educational institution or a professional reference.
- Graduate Record Exam results should be sent directly to NDIC. Our score report recipient number is 5205.

- A 500-word essay, typed and double spaced, addressing the following:
  - Your motivation for graduate study in intelligence
  - Your professional goals and objectives
  - What you have achieved in your studies or career that will enhance your capabilities to undertake such a degree
  
- The essay will be evaluated for content, structure, and writing mechanics. This requirement will not be waived, even for those who already hold a Master's degree.

**Applications will only be accepted on-line at [www.dia.mil](http://www.dia.mil). Please submit only the information requested. Official transcripts and letters of recommendation must be sent to the address below. Do not send any other information to this address:**

**Defense Intelligence Scholar Program Manager  
Defense Intelligence Agency  
200 MacDill Blvd. (Building 6000)  
Attn: HCH-4 (DISP)  
Washington, DC 20340**

Applications that are complete, including GRE scores, by **November 15, 2009** will be considered for summer 2010 enrollment at the NDIC. Applicants will be notified of decision by March 31, 2010.

**Special Note:**

**For additional information contact: 202-231- 5500.**

For additional information about DIA, please visit our world wide website at <http://www.dia.mil>. For additional information about the National Defense Intelligence College, call 202-231-3319 or refer to their web site at <http://www.ndic.edu>.

DIA is an Equal Opportunity Employer.

## **Defense Intelligence Scholars Program Frequently Asked Questions**

***Q. What undergraduate academic disciplines or areas of study is the Agency seeking?***

A. Individuals with any undergraduate major may apply for the Defense Intelligence Scholar Program.

The following academic disciplines are highly desired: Foreign Area Studies, International Relations, Political Science, Computer Science, Information Assurance, Legal, Business Administration, Chemistry, Physics, Biology, Microbiology, Pharmacology, Toxicology, Engineering, Human Resources or Intelligence Analysis. Analytical and writing skills are essential and can be acquired in virtually any major or through a combination of education and work experience.

***Q. Should I submit additional material?***

A. No, please submit only those material requested in the vacancy announcement.

***Q. I cannot take the GRE before the November 15th deadline. Is that a problem?***

A. Yes. The GRE score must be sent to the National Defense Intelligence College (NDIC), prior to the November 15th deadline. Our score recipient number is 5205.

***Q. How does the Defense Intelligence Scholar selection process work?***

A. Applications for those deemed to have future employment potential after graduation will be screened by a panel of senior leaders representing all major DIA directorates. Factors considered by the panel include: written communication skills, demonstrated leadership, and any previous work experience. The panel will select a finalist pool of selectees and alternates for continued processing. Directorates desiring to hire a graduating IC Scholar must provide a position description and vacant billet to the Recruiting Division, prior to the application screening panel. If a directorate elects not to provide a vacant billet, no IC Scholar applicants will be given a future employment consideration, for that particular directorate. Members of the faculty and staff at the National Defense Intelligence College (NDIC) will verify that primary and alternate selectees meet the NDIC admissions requirements. Complete applications, including resumes, one letter of recommendation and GRE scores, received by November 15th will be considered for the 2010 Defense IC Scholar Program.

***Q. When can I expect to hear if I am selected as Defense Intelligence Scholar?***

A. Finalists, alternates and non-selectees will be notified no later than March 31, 2010. Alternates (who do not eventually transition to primary candidates) and non-selectees will not be referred to DIA Special Programs or other Agency vacancies.

***Q. Once I have been notified that I am a Defense Intelligence Scholar finalist or alternate, what is the next step?***

A. You will be required to complete pre-employment documents which include the SF-86 background questionnaire for the security clearance. Regardless of your current or past security investigation(s), the completion of a SF-86 is mandatory. You will be contacted for a drug screening test. You must complete satisfy DIA's conditions of employment (drug testing, polygraph exam, psychological assessment etc.), before a final offer will be extended.

***Q. How long will it take to get a security clearance?***

A. It varies depending on your particular background and the volume of clearances processing. In general, if you have significant foreign travel and/or foreign relatives or contacts, the clearance process can be rather lengthy – up to 6 months or more to receive a full clearance. Sometimes DIA can issue an interim clearance while awaiting results of the full background investigation based on an interview, with the DIA security office (travel arranged and paid for by DIA). Individuals with limited or no overseas travel, who have not moved around much and who have no foreign relatives or contacts can sometimes receive a determination, within 3 months. If you have not been granted at least an Interim Top Secret security clearance by July 2, 2010, you will not be able to participate in the 2010 Defense IC Scholar Program.

**You WILL NOT receive an official employment offer or package until your clearance is granted.**

***Q. I have dual citizenship with another country. What are my chances of getting a security clearance?***

A. Dual citizens cannot be granted clearances. You will have to renounce citizenship in the other country, relinquish passports, etc. before DIA could proceed with the security clearance process. The window of time between conditional selection as a Defense Intelligence Scholar and the start of the program does not allow sufficient time for this process to occur.

***Q. A member of my immediate family is not a U.S. citizen. Can I still receive a clearance in time to participate in the Defense Intelligence Scholar Program?***

A. Yes.

***Q. I plan to study or work abroad for all or part of this academic year. Is that a problem?***

A. Yes. While the experience of living abroad is of value to DIA, it is impossible to complete the security background investigation and the necessary drug screening test when someone is overseas. If you are only going to be abroad for the fall semester, we encourage you to go ahead and apply for this year's Defense Intelligence Scholar Program. If you will be abroad the entire academic year or for the spring semester, we will be unable to consider you for this year's Defense Intelligence Scholar Program.

***Q: What assistance will DIA provide in locating housing?***

A: Locating housing is the responsibility of the Defense Intelligence Scholar.

***Q. What does the Defense Intelligence Scholar Program entail other than a year of graduate study?***

A. Based on hiring needs, DIA will consider IC Scholars for permanent employment. Satisfactory completion of the MSSSI program does not guarantee an IC Scholar permanent full-time employment, at DIA.

***Q. What hours will I work?***

A. The workday at DIA is 8 ½ hours (1/2 hour uncompensated for lunch). DIA normally offers flexible work schedules upon supervisory approval. Once the fall quarter begins, you will determine your class schedule with the college.

***Q. Will I earn leave?***

A: You will earn 4 hours of sick leave and 4 hours of annual leave every pay period.

***Q. What other benefits will I receive?***

A. Defense Intelligence Scholars are full-time employees of the agency and are eligible for all employee benefits – life and health insurance, retirement, etc.

***Q. Is my work location accessible by public transportation?***

A. Yes, The Defense Intelligence Analysis Center (DIAC) on Bolling Air Force Base is accessible via the DIA shuttle from the Anacostia and L'Enfant Plaza Metro Stations. The shuttle runs continuously during rush hour on weekdays. Shuttle riders must have the required identification badges. For new employees, you must carry a copy of your offer letter and picture ID to gain access to the shuttle and base. Although somewhat limited, parking is available at the DIAC. You will need a copy of your vehicle registration and proof of insurance to gain access to the base and to apply for a parking permit.

***Q. What will my first day be like?***

A. Specific instructions and directions will be explained in your final offer letter. Your first few days will consist of completing a variety of administrative tasks, orientation briefings, security paperwork and the issuance of security badges.

***Q. What is the dress code for the agency?***

A. In general, the dress for civilians at the agency is conservative business attire – shirts and ties for men and appropriate dress, skirt and blouse, or pant suit for women. Some offices are more informal than others and allow polo shirts on a routine basis. Men will need a suit and women a tailored dress or suit for meetings and making presentations.

***Q. How is my pay determined?***

A. Your salary during your year in the NDIC will be determined by your prior education only. It is extremely important that you submit a complete transcript, as requested, so we can verify your pay band. Previous work experience will not be taken into consideration, when determining your salary.

***Q. Will I be eligible for salary increases while studying at the NDIC?***

A. No. Defense Intel Scholars will not receive promotions while they are students at NDIC.

***Q. Who will be my classmates at the National Defense Intelligence College?***

A. Only active duty military or employees of the federal government may attend the NDIC. Most of the students will be in mid-career and will be in their late 20s to early 40s.

***Q. Once I complete my degree, am I obligated to remain with the Agency?***

A. No. You are not obligated to remain employed at DIA or within the Intelligence Community. There is no requirement for the IC Scholar to reimburse the government for any educational training.