



Discover your career

# OFFICE MANAGEMENT & INFRASTRUCTURE



**DEFENSE INTELLIGENCE AGENCY**

COMMITTED TO EXCELLENCE IN DEFENSE OF THE NATION



---

We will continue to develop a highly skilled, professional and agile workforce through a robust Talent Management System that grows employees from the entry-level to the senior ranks ... We will invest in developing those individuals through defined career paths. The Agency will actively steer employees into priority assignments when needed to cover mission.

We will promote officers who best meet our standards, represent our culture, and demonstrate the capability to contribute at the next level. This process will involve leadership at all levels and treat DIA's human capital as the most critical resource for the success of the Agency."

- DIA Strategic Approach

---

## Are you ready for a career in Office Management and Infrastructure?

From construction management to congressional engagement, officers in the Office Management and Infrastructure Career Field are the backbone of our Agency. As an officer in this career field, you will support, manage and optimize DIA's global mission operations.

Bringing your adaptability, creativity and organizational skills to DIA, you will enable mission success at tactical and strategic levels. We need team-minded, innovative thinkers who use their functional expertise to advise all levels of leadership throughout DIA and the Intelligence Community. The mission is complex and critical, and we need a wide range of support functions to get the job done.

Think this could be you? Explore how your unique contributions can make a national impact as an Office Management and Infrastructure officer in one of our many specialty areas. There is a career here for almost every skill set.

**COVER:** Left to Right. Top, Two facilities officers working together on a space plan. Lower, Staff Officer reviewing agenda items for upcoming meeting. Right, Greg, Historian, filming with the video production team on location at the Maritime Museum.

# Office Management & Infrastructure Specialties

## Facilities

Join our team that manages and safeguards the critical building infrastructure we need to accomplish our mission. You will design structures, create blueprints, and oversee maintenance and construction, all while reducing risk and minimizing cost. You must also be committed to developing and maintaining a safe workplace — not only on the jobsite, but for all DIA officers across our global enterprise. Serve on our team in one of these positions:

- Architect.
- Electrical Engineer.
- Emergency Management Specialist.
- Environmental Engineer.
- Environmental Protection Specialist.
- General Engineer.
- Industrial Hygienist.
- Mechanical Engineer.
- Realty Specialist.
- Safety and Occupational Health Manager.
- Space Planner.

## Program Analysis & Management

DIA relies on these officers to analyze, evaluate and direct a variety of programs across the spectrum of our engagements. Join our team to coordinate a wide range of projects directed toward strategic business and organizational objectives. In doing so, you will deliver solutions that efficiently manage our resources — people, systems, space, budgets and contracts — to further mission success. Serve on our team in one of these positions:

- Management Analyst.
- Program Analyst.
- Program Manager.



**ABOVE:** Logistics officers, like Eric, work tirelessly to ensure equipment is forward positioned to support DIA's dynamic mission. This includes management of a warehouse that moves equipment in support of our global operations.

## Logistics

Become an expert in global operations. Officers in this specialty quickly interpret changing requirements to ensure our global workforce is equipped to accomplish the mission. You will employ full spectrum logistics and provide services that include procurement, inventory management, property accountability, storage and distribution, travel and transportation services and maintenance support. Serve on our team in one of these positions:

- Logistics Management Specialist.
- Supply Management Specialist.
- Transportation Specialist.

**BELOW:** DIA leaders rely on program analysis and management officers to maximize Agency effectiveness in support of our worldwide mission.



## Staff Operations

Join our team of more than 800 staff officers who optimize DIA's daily operations around the world. You will also implement Agency and local-level policy, advising our workforce on administrative and procedural guidance. Using your keen organizational and interpersonal skills, you will collaborate across the enterprise to meet the needs of all stakeholders. You will hone skills across diverse areas, including supplies, training and travel budgets, executive support, manpower and position management, acquisition, equipment accountability, space management, and personnel programs. Serve on our team in one of these positions:

- Staff Officer (Office Administrator).
- Executive Assistant/Executive Officer.
- Watch Officer.
- Emergency Preparedness.
- Events Planner.
- Embassy Support Officer.
- Ombuds.
- FOIA Officer.
- Protocol Officer.



**ABOVE:** Team of staff officers discuss protocols and polices.

## Communications, Operations and Media (COM)

Positions in this specialty manage, create and disseminate cradle-to-grave communications, operations and media using various methods across multi-disciplinary efforts to highlight Agency priorities and accomplishments to diverse audiences. Officers provide creative and innovative solutions that articulate ideas and craft products by using diverse skills and expertise in various mediums across a multitude of communication channels to message and visualize Agency initiatives while advancing DIA's priorities. In daily operations, officers engage in comprehensive storytelling; visualize complex concepts; facilitate activities with Congress; plan and execute strategic messaging with tactical execution; manage and disseminate Government, intelligence or historical information on various platforms; and provide other information-related services. Serve on our team in one of these positions:

- Audiovisual Production Specialist.
- Communications Operations Specialist.
- Librarian.
- Multimedia Specialist.
- Photographer.
- Printing Services Specialist.
- Public Affairs Officers.
- Strategic Outreach Officer.
- Technical Editor.
- Visual Information Specialist.
- Writer/Editor.



**ABOVE:** Patrick, Video Producer and Cinematographer, acquires a low angle shot for a deployment video at Camp Victory, Iraq with Saddam Hussein's Al Faw Palace in the background.



**ABOVE:** Stephanie, public affairs officer, and Wayne, audiovisual production specialist, prepare to film DIA personnel on location at U.S. Strategic Command, as part of the Agency's "Beyond the Beltway" series.



## Do What Matters

### DIA's Unique Role

DIA is committed to excellence in defense of the Nation. Leaders at all levels of the military and U.S. Government rely on DIA for cutting-edge analysis, targeted collection, and advanced technological expertise to support global military operations. We provide defense intelligence on foreign militaries and operating environments that delivers decision advantage to prevent and decisively win wars. Excellence begins with the support that each member of DIA and the greater Defense Intelligence Enterprise receives every day to complete the mission. With a global workforce of over 16,500 employees, DIA requires a robust, agile and skilled mission support team to provide administrative, physical, and technical support while operating in complex threat environments.

# DIA Career Fields and Specialties

## Analysis

- All-Source Analysis
- Scientific & Technical Intelligence

## Counterintelligence

- Counterintelligence Agent
- Cover Support

## Finance & Acquisition

- Acquisition Program Management
- Budget
- Contracting & Procurement Analysis
- Finance & Accounting
- Requirements Manager & Contracting Officer Representative

## Human Intelligence

- Clandestine Collection
- Operations Support
- Overt Collection

## Human Services

- Behavioral Sciences
- Equal Employment
- Human Resources
- Training & Education

## Information Technology

- Cyber Security
- IT Data Specialist
- IT Engineer
- IT Mission Support
- IT Specialist

## Mission Management

- Collection Management
- Intelligence Operations Management
- International Affairs
- Joint Capability Development & Intelligence Support to Acquisition
- Joint Intelligence Planning
- Joint Target Intelligence
- Policy & Strategy

## Office Management & Infrastructure

- Communications, Operations & Media
- Facilities
- Logistics
- Program Analysis & Management
- Staff Operations

## Science and Technology

- Open-Source Intelligence
- Research & Development
- Technical Collection
- Technical Exploitation
- Technical Operations

## Security

- Credibility Assessment
- Criminal Investigator
- Global Security
- Insider Threat
- Police
- Security Specialist



# DIA&YOU

Your Career. Our Commitment.

For more information on a career at DIA, visit our website:

[www.dia.mil/careers](http://www.dia.mil/careers)