

Appendix A

I&A Statement of Need/Priority Issues

Statement of Need- Partnership Engagement Division

I&A Division: This position is located in Intelligence Operations (IO), Partnership Engagement (PE), which serves as the focal point DHS I&A Partnership Engagement.

Background Information: PE enhances mission accomplishment of DHS I&A through active engagement, collaboration and critical information flow with internal and external partners, to include: the IC, State and Local, Foreign, and the Private Sector partners. PE manages and supports the I&A presence within NCTC, TSC, and NORTHCOM.

General Requirement:

- ✓ Understanding of State and local criminal intelligence processes, and information sharing, analytic, and collection efforts
- ✓ Familiarity with the National Network of Fusion Centers and the Nationwide SAR Initiative
- ✓ Understanding of DHS analytic product development, review, and dissemination processes
- ✓ Familiarity with HSIN-Intel
- ✓ Represent I&A in efforts to educate SLTT partners on the Department's activities
- ✓ Provide briefings to the DHS CINT and/or his senior staff on current SLTT initiatives that can be leveraged by I&A, and vice versa

SLTT experience:

- One year of specialized experience working with fusion centers, state/local intelligence efforts, or a similar analytic environment
- Institutional knowledge of SLTT intelligence and information sharing process, procedures, and requirements
- Expedience working with federal partner through task forces, interagency forums, or similar working groups

Applicable experience back to the field:

This position will provide the Fellow with the opportunity to play an integral part in supporting national level initiatives, and engaging stakeholders across the Homeland Security Enterprise (HSE). These efforts will allow the Fellow to provide insight into I&A-wide initiatives, while also:

- Ensuring HSE stakeholders are familiar with I&A's initiatives
- Soliciting HSE stakeholder feedback on I&A initiatives
- supporting the roll out and execution of I&A initiatives that impact HSE stakeholders

Statement of Need- Current Intelligence Division

I&A Division: This position is located in Intelligence Operations (IO), Current Intelligence Division (CID), which is the most operationally oriented division within I&A given its two branches: 24X7 Watch and Watchlisting.

Background Information: The Division produces all-source intelligence analysis to provide Homeland Security stakeholders—the Department, IC, State, local, tribal, territorial and private sector (SLTTP) partners—insight they need to make policy, operational, and resource decisions about the highest priority intelligence requirements/questions.

The Division leads efforts to ensure information is shared with DHS customers and partners, to include key international partners, as appropriate. Focus efforts on improving—through increased volume and relevance – the sharing of intelligence and information with DHS partners – Components and SLTTP – in order that they have the information they need to make timely, sound decisions. Measure success through feedback and increased reporting as well as increased dissemination of intelligence.

The Division develops the DHS Intelligence Enterprise (IE), to include the federal support of state-owned fusion centers, in order to enhance IE support to Components and state, local, tribal territorial and private sector homeland security missions.

General Requirement:

- ✓ Attend the Watchlisting Training and Certification Course
- ✓ Achieve Watchlisting Training and Certification
- ✓ Participate in Departmental watchlisting efforts
- ✓ Master DHS and IC databases as it relates to identity analysis and targeting
- ✓ Represent CID in efforts to educate and expand the Department's watchlisting activities out to the S&L community
- ✓ When required, provide analytic insight and analysis in one or more extant DHS product lines
- ✓ Provide briefings to the DHS CINT and/or his senior staff on current intelligence reporting

SLTT experience:

- Institutional knowledge of their home agency
- Insights as to what their home agency needs

- An entrée into key decision makers at the Home Agency not normally accessible
 - o i.e., CID's current Fellow orchestrated I&A briefings to Denver PD on the DHS Watchlisting program
- Insight into Home Agency dynamics and issues
 - o Who is who in the SLTT agency
 - o Who are the key leaders?
 - o What are the key issues?
- A sounding board for evaluating how CID can better support IC, IE and SLTT members
- Educate CID as to the information available at the Home Agency for sharing

Applicable experience back to the field:

- An entrée into I&A departmental dynamics and issues
 - o Who is who in I&A
 - o Who are the key leaders?
 - o What are the key issues?
- An appreciation for where and how the Home Agency can make contributions to I&A
- A career-long advocate for DHS I&A and Home Agency cooperation and support
- Training and certification in the IC Watchlisting process and how DHS information data sets contribute to the nation's counter terrorism and counter drug mission
- Insight and an appreciation for the tasks and missions conducted by the DHS I&A Watch

[Statement of Need- HSIN-Intel Branch](#)

I&A Division: This position is located Intelligence Operations (IO), Intelligence and Operations Integration and Support (IOIS), Homeland Security Information Network-Intelligence (HSIN-Intel) Branch.

Background Information:

What is HSIN? The Homeland Security Information Network (HSIN) is the nation's premier resource for sharing Sensitive But Unclassified Information. It enables Federal, State, Local, Territorial, Tribal, and Private Sector homeland security partners to achieve their mission through information sharing. HSIN provides secure, real-time collaboration tools, including virtual meeting spaces, instant messaging, and document sharing.

What is HSIN-Intel? Homeland Security Information Network-Intelligence (HSIN-Intel) is a secured Community of Interest (COI) that connects Federal, State, Local, Territorial, and Tribal Partners across all Homeland Security missions. HSIN-Intel promotes the secure exchange and analysis of sensitive but unclassified intelligence and threat related information. HSIN-Intel is the designated unclassified information sharing portal for the U.S. Department of Homeland Security (DHS) and its Federal, State, Local, Territorial, and Tribal partners.

HSIN-Intel is governed by the Homeland Security State and Local Intelligence Community (HS SLIC) Executive Board and managed by the DHS Office of Intelligence & Analysis's (I&A) HSIN-Intel Branch. The HS SLIC Executive Board is empowered to provide consensus recommendations to DHS senior leadership regarding activities of the HSIN-Intel platform. The HSIN-Intel COI maintains a Charter that defines the requirements and responsibilities of the HSIN-Intel governing bodies, its users, and its members.

What Is SitAware? HSIN-Intel contains within its utilities suite an online conferencing, meeting and Intel sharing application called Connect, which is an Adobe-created program intended to facilitate the hosting of online meetings, briefings, and training sessions in real-time. Dedicated to providing updated intelligence and related information briefings during periods of regional crisis or during a national emergency, the HSIN National Situation Awareness Room (SitAware) is intended to provide a meeting and information portal within which analytic staff and law enforcement personnel can monitor and post relevant items that occur while an incident of national or regional significance is transpiring. SitAware is already established as a room within the HSIN-Connect portal. This site is to assist in responding to a large scale incident, significantly elevated terrorist threat, or a large national event, such as a general election, large sporting event, inauguration or similar event or incident requiring use of the room.

General Requirements: The primary purpose of this position is to serve as a member of the HSIN-Intel Branch, providing mission support to the HSIN-Intel information sharing and collaboration platform on the HSIN portal, to the SitAware National Situation Awareness Room (SitAware) on the HSIN Connect portal, and to host the Homeland Security State and Local Intelligence Community (HS SLIC) Executive Board.

- ✓ Assist in managing and maintaining the HSIN-Intel secured Community of Interest (COI) that connects Federal, State, Local, Territorial, and Tribal Partners across all Homeland Security missions and the HSIN Connect National Situation Awareness Room (SitAware).
- ✓ Leveraging the HSIN-Intel platform, assist in promoting the secure exchange and analysis of sensitive but unclassified intelligence and threat related information.
- ✓ Assist in the development and implementation of technical enhancements to HSIN-Intel, the designated unclassified information sharing portal for the U.S. Department of Homeland Security (DHS) and its Federal, State, Local, Territorial, and Tribal partners.
- ✓ Assist in developing and administering business processes in support of the HSIN-Intel Branch and platform.
- ✓ Help to promote partner outreach and program marketing.
- ✓ Serve as team member and advisor to management on the evaluation of the effectiveness of government programs and operations.
- ✓ Assist in hosting and managing the Homeland Security State and Local Intelligence Community (HS SLIC) Executive Board, the entity empowered to provide consensus

recommendations to DHS senior leadership regarding activities regarding the HS SLIC and governs the HSIN-Intel platform.

SLTT experience:

Qualifications and Evaluations:

You must have one year of specialized experience in establishing and planning basic task management studies and programs in a field related to the position to be filled.

Such experience may include:

- Applying analytical and evaluative methods and techniques to assist in the identification, consideration, and resolution of issues and problems of a procedural or factual nature.
- Managing information in accordance with Federal directives.
- Knowledge of management principles, organizational theory, and analysis and evaluation.

The competencies or knowledge, skills, and abilities needed to perform this job are:

1. Knowledge of a full range of intelligence program concepts, principles, laws, and practices.
2. Skill in the application of a wide range of qualitative and quantitative methods for assessment.
3. Ability to effectively communicate orally and in writing in order to formulate and present findings.

Applicable experience back to the field:

This position will provide the State and Local Fellow with the opportunity to play an integral part in providing stakeholders across the Homeland Security Enterprise (HSE) with a platform for effective and efficient collaboration for tiered secure access to data, analytical exchange, and timely information sharing and situational awareness. The would provide the State and Local Fellow the opportunity to work on information sharing initiatives that directly reflect the goals delineated in the Department's Quadrennial Homeland Security Review (QHSR), the National Intelligence Strategy (NIS), the National Strategy for Information Sharing, the National Fusion Center Association's (NFCA) National Strategy for the National Network of Fusion Centers (NNFC), and the Baseline Capabilities for State and Major Urban Area Fusion Centers outlined in the DHS-DOJ 2008 publication. The State and Local Fellow will help manage and participate in three executable goals/functions – Business Processes and Administration, Technical Enhancements, and Partner Outreach and Program Marketing. They will implement these functions to support DHS I&A, Analysis, the State and Local Program Office (SLPO), the Homeland Security State and Local Intelligence Community (HS SLIC), the National Network of Fusion Centers, state, local, tribal, and territorial (SLTT) homeland security partners, Component agencies, federal agencies, and the intelligence community (IC).

The State and Local Fellow will participate in continuing the forward momentum and progress that the HSIN-Intel Branch has initiated to date and help to continue to grow and mature the information sharing and collaboration platform. In support of the DHS I&A Under Secretary's

goal to increase I&A analysis, collaboration, production, and use of unclassified tools, the State and Local Fellow, as a member fo the HSIN-Intel Branch, will continue to increase the capabilities of the HSIN-Intel platform for it to be the “go to” place for unclassified analytic collaboration and sharing within I&A and within the NNFC. The State and Local Fellows will provide the much needed State and Local context to the information sharing platform as well as they will leverage State and Local requirements onto the system. The State and Local Fellow will receive first hand knowledge and experience supporting a national information sharing environment allowing them to return to their organization with a thorough understanding of the processes and capabilities of the unclassified information sharing environment and how they can integrate.