

I&A Fellows Program Solicitation

The Office of Intelligence and Analysis (I&A) Fellows Program furthers the Department's mission for joint analysis and production and information and intelligence sharing by bringing talent and expertise from the field to I&A to *enhance and build* partnerships between DHS and state, local, tribal, and territorial (SLTT) entities through cross-training opportunities in I&A and practical experience in the field.

Through partnership building, I&A strives to be the nexus between the Intelligence Community (IC) and state and local partners and to ensure three things:

- That threat information from the IC gets to SLTT and private sector partners consistently and effectively
- That information and intelligence developed by SLTTP partners is collected and made available to the IC, and
- That DHS I&A (and our Intelligence Enterprise partners) work to turn the data that DHS collects everyday into predictive intelligence that informs partners of threat at all levels.

Fellowship Overview

SLTT Fellows will have the opportunity to become a valuable and participating member of I&A and its mission through two avenues and locations:

At I&A Headquarters: SLTT Fellows will work alongside I&A employees and participate in a two-year education, training, and field application in an intelligence enterprise function area designed to increase collaboration between DHS and SLTT partners, bridge gaps and foster relationships at the Fusion Centers for information and intelligence sharing.

At the National Counterterrorism Center (NCTC): SLTT Fellows will work alongside other analysts from NCTC, DHS, and FBI to research, produce, and disseminate counterterrorism intelligence products for federal, state, local, tribal, and territorial government agencies and private sector. They will provide the "SLTT perspective" to federally coordinated finished counterterrorism intelligence.

Goals, Objectives and Deliverables

The fellowship is intended to provide professional development opportunities for the Fellow and technical expertise that supports I&A's efforts, through Fellow/staff interaction. Fellows will be expected to produce specific deliverables that can address these priority issues, such as outreach to I&A SLTT partners, joint analysis & production, collection, or watch listing. Through this process, the Fellows will assist I&A in enhancing strategies for information and intelligence sharing and building capacity, then bring their fellowship experience back into the field. Applications should propose strategies to address the stated goals of the solicitation and the specific priority area, but final defined deliverables will be based upon those which are proposed in the application and negotiated with I&A. These deliverables must advance a priority issue

during the fellowship at I&A, and can either enhance existing priority issue or develop new strategies to address emerging priority issues.

In addition, Fellows at both locations will also have the opportunity as part of this program to:

- Represent and advocate for SLTT information requirements.
- Identify information within the scope of the DHS Intelligence Enterprise that is of interest to SLTT partners.
- Gain practical experience and understanding of the relationship between national homeland security efforts and the Intelligence Community.
- Develop networking relationships.

Benefits to the Home Agency

After their Fellowship, applicants will return home to their departments with:

- Deep insights into US efforts to counter violent extremism impacting communities nationwide.
- An enhanced understanding of the federal counterterrorism landscape—roles, missions, capabilities, and current initiatives—that can be leveraged to support local CT efforts.
- Knowledge of current and emerging threat streams drawn from NCTC’s access and role as the nation’s primary organization for integrating and analyzing counterterrorism information and strategic operational planning.
- A strong understanding of the intelligence cycle and how terrorist targets, tactics, and trends might impact officer safety, tactics development, training requirements, equipment purchases, staffing, and resource decision making.
- A network of recognized counterterrorism experts drawn from professional interactions with NCTC, the IC, and across multiple federal agencies; access to SLTT alumni nationwide.

Application Process

At the beginning of the application process, the SLTT Fellow can choose to apply for a position at: 1) I&A HQ’s based on one of the following criterion listed in a-c, **OR** 2) NCTC as an analyst.

- a. I&A’s statement(s) of need/Priority Issues (provided by division(s) within I&A)
Appendix A
 - **General requirement:** description of role and responsibilities for SLTT fellow to include performance objectives and how it fits into I&A Mission, Vision, Goals and Guiding Principles.
 - **SLTT experience:** what skills/relationships/information, the SLTT fellow would bring to assist them in their assignment at I&A NAC
 - **Applicable experience back to the field:** what skills/relationships/information the SLTT fellow can expect to apply at a fusion center and/or bring back to their agency.
- b. Intelligence enterprise function

- Analysis
 - Collection
 - Policy
 - Production
 - Watch & Warning
- c. Intelligence operations issue
- Border Security
 - Counterterrorism
 - Counter intelligence
 - Critical Infrastructure
 - Cyber security (NCCIC)
 - HSIN Intel
 - Homegrown Violent Extremism
 - Watch Listing

The applicants are required to submit a resume, letter of endorsement from the department or agency head, as applicable, acknowledging the time commitment associated with and support for participation in the program and a written statement (no more than 2 pages) addressing the following *participation requirements*:

- the position they are seeking in the I&A Fellows Program;
- the learning objectives they plan to gain while in the position at I&A;
- their SLTT experience they will bring to the position;
- how their participation in the I&A Fellows Program will strengthen information and intelligence sharing partnerships in their area;
- how they can contribute to joint analysis and production; and
- the participation objectives they plan to accomplish at the Fusion Center.

Eligibility

This fellowship is available for current employees in a mid- to senior level from a SLTT agency that possess a working knowledge of the terrorism and homeland security information needs of the SLTT partners. Applicant should have at least five-year experience:

- At the SLTT level in one or more of the following areas: law enforcement, fire service, multiagency task forces, long-term investigations, public safety, public health, intelligence, critical infrastructure, or information sharing/homeland security. First responder experience is highly desirable.

or

- Conducting research and analysis to product intelligence assessments for the SLTT community; interpreting investigative information and extrapolating data for analysis, evaluation, and dissemination to appropriate officials; and identifying trends and

knowledge gaps relating to terrorist plans, intentions, and capabilities for the SLTT community. Fusion center experience is highly desirable.

Eligible applicants will be required to have or obtain a Top Secret/SCI clearance prior to the beginning of the fellowship. DHS will sponsor any necessary clearance upgrades for selected applicants.

Fellowship Duration

The fellowship will be twelve months in I&A cross training based on individual development plans synchronized with identified I&A priorities and individual skill sets with the option to extend for an additional 12 months to apply cross-training knowledge in the field at the Fusion Center in home AOR. In the field, SLTT Fellows will retain I&A sponsored TS/SCI clearances until the completion of the fellowship. All extensions are pending final security and logistical approvals.

Fellowship Location-Year One

Fellows will be based out of DHS Headquarters in the Washington, DC at the National Counterterrorism Center (NCTC) or I&A HQ at the Nebraska Avenue Complex.

Fellowship Location-Year Two

Fellows will be based out of the Fusion Center in home area of responsibility.

Accommodations and Reimbursements-Year One

Fellows who do not reside within reasonable proximity to Washington, DC will be provided temporary quarters in the Washington, DC metropolitan area. The cost of travel and per diem will be assumed by I&A, including incidental and miscellaneous expenses, lodging, and transportation. I&A will fund travel for four (4) trips home per year to coordinate deliverables. Details of allowable expenses and instructions for reimbursement will be provided after fellowship selection and prior to the start of the fellowship. All other expenses and the participant's salary are the responsibility of the fellow's sponsoring agency.

Accommodations and Reimbursements-Year Two

Fellows will not be provided temporary quarters in the field. The cost of travel to and from the Fusion Center will not be provided by I&A, including incidental and miscellaneous expenses, lodging, transportation, and per diem. However, I&A will fund travel for four (4) trips to DHS Headquarters in Washington DC per year.

Details of allowable expenses for Year One and instructions for reimbursement will be provided after fellowship selection and prior to the start of the fellowship. All other expenses and the participant's salary are the responsibility of the fellow's sponsoring agency.

Evaluation

The fellow is expected to provide a thorough evaluation of his or her experiences in the program each year so that I&A can capture best practices and lessons learned for future improvements and enhancements.

Application Process

Applications must be submitted electronically to Gabrielle.Parada@hq.dhs.gov no later than 5 p.m., Eastern Standard Time, August 31 **for the initial group. Afterwards, all applications will be reviewed at the end of each month (30th or 31st) for additional positions in I&A.**

Please use **I&A Fellows Program Application** in the Subject Line.

Identified nominees are required to submit the following:

- **Résumé** indicating employment and educational background
- **Letter of recommendation** from your department or agency head, as applicable, acknowledging the time commitment associated with and support for participation in the [2 year program](#) at I&A and the Fusion Center.
- **Participation requirements** addressing objectives for cross-training, SLTT perspective, strengthening of partnerships, and Fusion Center participation objectives.

The application package must identify/certify the following: *the applicant has a basic knowledge of homeland security, counterterrorism, cyber security, border security, and the Intelligence Community.* Applicants are encouraged to identify specific areas of expertise. Fellows should possess computer skills, as well as necessary writing, briefing, and analytical skills. Also required is the ability to organize multiple projects, manage time effectively, present oral and written briefings, and think creatively. Participants must acknowledge adherence to all applicable privacy, civil rights, and civil liberties laws, policies, and guidelines.

Fellowship Acceptance and Selection

I&A will coordinate an interoffice committee to review all fellowship applications cross-referencing all **participation requirements** against the solicitation requirements and I&A priority needs. The committee will also review applicant credentials, and eligibility; interview nominees; and make final selections. Once the committee renders its decision, I&A will notify the applicant and agency in writing. Selection decisions are based on I&A's available space, funding, current projects, research topics, the time frame, and the candidate's area of expertise or interest. Upon acceptance by the applicant and home agency, I&A will coordinate the development of an I&A Fellows Development Plan with applicant, home agency and sponsoring I&A Division with mutual beneficial goals and objectives and outcome measures for all parties involved.

For More Information

For more information on the application process or fellowship program, please contact: Gabrielle.Parada@hq.dhs.gov