Detail Opportunity

JD-04-2020-32	The Department of Homeland Security has a vital mission: to secure the nation from the many threats we face. This requires the dedication of more than 240,000 employees in jobs that range from aviation and border security to emergency response, from cybersecurity analyst to chemical facility inspector. Our duties are wide ranging, and our goal is clear—keeping America safe.
Description:	This position reports to the Chief, Strategy, Plans and Policy Branch within the Intelligence Enterprise Standards Division under the Deputy Under Secretary for Intelligence Enterprise Readiness (DUSIER), Office of Intelligence and Analysis (I&A), U.S. Department of Homeland Security (DHS). This is a 12-month reimbursable Joint Duty Assignment (JDA) position with an option to extend up to 24 months by mutual agreement between gaining and employing elements. Temporary change of station costs may be available for qualified DHS Component personnel.
	The Strategy, Plans, and Policy Branch (SPPB) serves as the principal resource to I&A senior leadership for policy development and review, strategic planning and analysis, and decision-making support on the full breadth of issues relevant to the dynamic homeland security enterprise. SPPB works across the Intelligence Community, the DHS Intelligence Enterprise, and I&A to develop strategies, policies, and plans that promote the highest level of performance, quality, consistency, and integration in the execution of our homeland security mission.
	SPPB is the sole authorized team within I&A designated to draft and codify the intent of the Under Secretary for Intelligence and Analysis, in his or her role as:
	• DHS Chief Intelligence Officer (CINT);
	• DHS Counterintelligence Executive (DCIX);
	• DHS Senior Information Sharing and Safeguarding Executive (SISSE);
	• Executive Agent for the DHS State, Local and Regional Fusion Center Initiative; and DHS Counterterrorism Coordinator.
Component Name:	Office of Intelligence and Analysis, Strategy, Plans and Policy Branch
Position Title:	Strategy, Plans and Policy Analyst
Grade Level:	GS-13/14
Series:	0132 or 0343
Duration:	12-month reimbursable JDA with option to extend
Location:	Washington, DC

Employee Responsibility: *Employees interested in a detail opportunity must pursue and receive all necessary approvals within their chain of command i.e., supervisors and/or managers, prior to accepting the detail opportunity.*

Duration: *For Personnel Servicing Offices only – Details are processed in 120-day increments in accordance with 5 U.S.C. §3341 and can be extended in 120-day increments as needed.*

Type of Position:	☒ Competitive Service *** Details of excepted service employees to the competitive service requires OPM approval through the Office of the Chief Human Capital Officer.*
Type of Detail:	☒ Reimbursable
Package Acceptance Period:	**Start:** 4/20 **End:** Until Filled

Clearance Required (y/n): YES

If yes, what level of security clearance? **TOP SECRET/SCI**

***** Military or Contracted Personnel NOT Eligible to apply**
***** No temporary promotions will be granted**
***** No Joint Duty Credit Awarded**

Description of Responsibilities:

The incumbent will be responsible for a broad range of highly complex activities in the Strategy, Plans, and Policy Branch, to include strategic planning, developing strategic requirements, and facilitating the development of plans, policies, and procedures for I&A and for the Department in the intelligence functional area.

• Coordinates and develops policies, strategies, practices, plans, and procedures to support all functions and processes in I&A.

• Supports projects requiring innovative and unprecedented approaches to resolving highly complex issues through establishing and maintaining effective working relationships within I&A, the Department of Homeland Security Intelligence Enterprise (DHS IE), and the Intelligence Community (IC).

• Conducts a wide variety of coordination activities that will maximize partnerships between the Strategy, Plans, and Policy Branch and I&A, the DHS IE, and the IC.

• Serves as functional advisor to assigned program and functional areas; develops presentations, briefing materials, and finished reports on findings and recommendations for management.

Qualifications:

Knowledge of the interrelationships among organizations and components of DHS and/or the IC. Understands how one's own work impacts, and is impacted by, the mission and operations of DHS and IC organizations and components and uses this information to maximize contribution to mission accomplishment.

Knowledge of intelligence concepts, principles, and techniques to provide specialized guidance and advice through policy and strategy development required by DHS and high degree in skill or judgement and tact to personally deal with senior-level DHS management personnel in connection with a variety of complex programs.

Ability to draft, edit, and disseminate written reports, including draft materials for senior leadership, that are factual, timely and relatively error-free.

Skill in developing collaborative information and knowledge sharing networks and builds alliances with colleagues and counterparts within area of professional/technical expertise.

Skill in communicating, coordinating with, and advising senior-level officials; organizing and presenting statements of position; and presenting information succinctly and clearly.

Skill in developing collaborative information and knowledge sharing networks and builds alliances with colleagues and counterparts within area of professional/technical expertise.

How to Apply: Submit the following documents to jointdutyprogramoffice@hq.dhs.gov , with "***Detail Opportunity*** – **Strategy, Plans and Policy Analyst**" in the subject line:

- Submit **Joint Duty Assignment Application**- DHS Form 250-02
- **Resume** (please do not include any personally identifiable information (PII) (i.e., home address, social security number, or date of birth)
- **Redacted SF-50**, removing PII (i.e., social security number or date of birth)

Point of Contact: **Email:** jointdutyprogramoffice@hq.dhs.gov