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## Analytic Tradecraft Specialist

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**Date:** Mar 9, 2022

**Location:** Oak Ridge, TN, US, 37830

**Company:** Oak Ridge National Laboratory

Requisition Id 7807

### Overview

The Fuel Cycle Analysis (FCA) Group seeks an applicant to help develop and revise analytic products within the nuclear non-proliferation/nuclear security arena. The applicant will be responsible for the technical editing of written products and briefings and ensuring overall compliance with directives from the Office of the Director of National Intelligence (ODNI) and the Department of Energy (DOE). The FCA Group operates under the Field Intelligence Operations Division within the National Security Sciences Directorate at Oak Ridge National Laboratory.

### Major Job Duties and Responsibilities

- Review products for logic, clarity, and consistency to ensure products conform to publication standards and that language is consistent with prescribed ODNI and DOE style guides and specialized vocabulary of subject matter fields.
- Prepare products, including referencing and formatting, to meet ICD 203, 206, and 501 requirements, also ensuring products adhere to grammar and style guidelines.
- Act as a resource and liaison in the publication and dissemination of products, including submitting and tracking product release requests.
- Work with authors to revise products for narrative organization and assists in coordinating external reviews.
- Maintain a strong commitment to the implementation of the Directorate's values and ethics.

### Basic Qualifications

- A bachelor's degree in English, communications, journalism, science, or other related fields.
- At least two years experience in technical editing scientific or analytic tradecraft products.
- Verbal and written communication skills and interpersonal skills are necessary to effectively collaborate in a multi-disciplinary team environment.
- Ability to work on multiple tasks at a time.
- Ability to proofread, edit, format, and correct text for style and accuracy.
- Advanced knowledge of and experience with Microsoft Office Suite software.
- Experience in or the ability to learn analytic tradecraft standards for producing intelligence related products.

### Preferred Qualifications

- Experience applying IC analytic standards and analytic tradecraft standards as defined in the Intelligence Community Directives (ICD) 203 "Analytic Standards", ICD 206 "Sourcing Requirements for Disseminated Analytic Products," and ICD 501 "Discovery and Dissemination or Retrieval of Information within the Intelligence Community" to the production of all-source intelligence products.
- Experience in production process for all-source intelligence analyses products.
- Experience reviewing scientific or technical papers with an emphasis on logical argumentation and analytic clarity.
- Active Q and/or TS clearance, preferably a TS/SCI clearance.

**Special Requirement:**

This position requires the ability to obtain and maintain a Top-Secret Q clearance with Sensitive Compartmented Information (SCI) clearance from the Department of Energy. As such, this position is a Workplace Substance Abuse Program (WSAP) testing designated position. WSAP positions require passing a pre-placement drug test and participation in an ongoing random drug testing program. Additionally, the position will also be subject to random polygraph testing.

**Work Direction and Interfaces:** This position reports to the Fuel Cycle Analysis Group Leader, Field Intelligence Operations Division, National Security Sciences Directorate.

This position will remain open for a minimum of 5 days after which it will close when a qualified candidate is identified and/or hired. We accept Word (.doc, .docx), Adobe (unsecured .pdf), Rich Text Format (.rtf), and HTML (.htm, .html) up to 5MB in size. Resumes from third party vendors will not be accepted; these resumes will be deleted, and the candidates submitted will not be considered for employment.

If you have trouble applying for a position, please email [ORNLRecruiting@ornl.gov](mailto:ORNLRecruiting@ornl.gov).

ORNL is an equal opportunity employer. All qualified applicants, including individuals with disabilities and protected veterans, are encouraged to apply. UT-Battelle is an E-Verify employer.

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