



# Homeland Security

## DHS Office of Intelligence and Analysis **HOW TO JOIN I&A**

### **OUR NATION NEEDS YOU**

The Office of Intelligence and Analysis (I&A) leads DHS in the business of intelligence. We hire entry-level and seasoned professionals in a variety of fields, including intelligence analysis, intelligence operations, mission readiness, information technology and data science.



### **HOW TO APPLY**

#### **1. IDENTIFY I&A OPPORTUNITIES**

I&A uses a variety of means to accept applications, including USAJOBS (DHS.USAJOBS.GOV), DHS department-wide hiring events and Intelligence Community Virtual Career Fairs.

#### **2. APPLY**

Follow all instructions in the announcement, and make sure to adhere to application deadlines.

#### **3. INTERVIEW**

The most qualified candidates may be asked to interview.

#### **4. SECURITY CLEARANCE PROCESSING**

If selected, I&A will initiate the clearance process for you. See the back side of this page for further information. You must also take a pre-employment drug screening test.

#### **5. WAIT (PATIENTLY) FOR A FINAL JOB OFFER**

Because of the clearance process, the time from application to final job offer and start date may take three to six months, sometimes more. Be patient. It will be worth the wait!

**Learn more about I&A:**  
**[DHS.gov/Office-Intelligence-and-Analysis](https://DHS.gov/Office-Intelligence-and-Analysis)**



## THE CLEARANCE PROCESS

DHS requires every employee to be reliable and trustworthy. To meet these standards, all selected applicants must undergo and successfully complete a background investigation and be granted a Top Secret clearance with eligibility for access to Sensitive Compartmented Information. The process includes completion of the SF-86 “Questionnaire for National Security Positions,” interviews with a background investigator, and various database checks.

### QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS

This detailed questionnaire covers a variety of issues. You will be asked about foreign travel and contacts, finances, drug and alcohol consumption, criminal history, emotional and mental health, and other forms of personal conduct.

Answer all questions honestly. Your information will be double-checked by investigators. Applicants should consult the Adjudicative Guidelines for Determining Access to Classified Information (<http://www.gpo.gov/fdsys/pkg/CFR-2012-title32-vol1/xml/CFR-2012-title32-vol1-part147.xml>) for additional information.

Remember, you don't have to be perfect to get a clearance. Mitigating factors that contributed to your past behavior will be considered. Just be honest.

### BACKGROUND INVESTIGATION

An investigator will follow up with a personal interview to review material on your SF-86. You will be asked about further details from your application. The investigator will also interview your neighbors, friends and associates.



## HOW TO PREPARE

- If you travel abroad, keep a list of dates, locations and foreign contacts.
- If you have foreign contacts on social media, include them on your list.
- Do not use illegal drugs, including marijuana. Although it is legal in several states, marijuana is still illegal under federal law.
- Do not use computer equipment for illegal purposes. That includes file-sharing sites that allow the illegal download of copyrighted material.
- Be careful with debt. Normal debts are fine, but large debts that are unusual for your life stage will be looked at carefully.
- Be careful with alcohol consumption, especially if you are underage.
- Above all, just follow the law. It's the quickest and easiest way to prepare for the granting of a clearance.

**Join us in our mission to protect the homeland.  
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