CERTIFIED INTELLIGENCE ANALYST

GUIDE FOR OBTAINING CITA CREDENTIALS

WHAT IS THE CITA CERTIFICATION SCHEME?

The Counter Terrorism Certification Board has established and maintains a voluntary and comprehensive certification scheme –– Certified Intelligence Analyst (CITA). The Counter Terrorism Certification Board grants the CITA certification and maintains it as the recognized standard of excellence for competent counter terrorism and intelligence.

WHY EARN THE CITA CREDENTIAL?

Intelligence Analysts use critical thinking, analytic techniques, and subject matter expertise to identify, understand and evaluate threats, and to provide judgment and recommendations to decision makers in a timely manner.

They are familiar and involved in the entire intelligence cycle, from understanding customers' needs and requirements, through collection management, production and analysis, to drafting and disseminating a wide range of intelligence products. They communicate effectively with all stakeholders, have deep insight into the languages and cultures of specific regions, are proficient in intelligence tools and techniques, and are aware of the legal and ethical frameworks within which they operate.

The program is meant for intelligence and security professionals. Earning a CITA Credential demonstrates your competency in 5 main domains: Intelligence Process, Subject Matter Expertise, Program Management and Communication, Technical, and Compliance.

CITA DOMAINS

SKILLS • ABILITIES • KNOWLEDGE • ELIGIBILITY • TRAINING

DOMAIN 1:

INTELLIGENCE PROCESS (40%)
SKILLS, ABILITIES, KNOWLEDGE

Terminology
- Knowledge of common intelligence terms

Intelligence Requirements
- Understand investigation requirements
- Build out requirements into priorities to suit the scope of the investigation on immediate, short-term, and longer-term timelines
- Identifying collection requirements/gaps

Collection
- Build out collection plan
- Source exploration, mapping and maintenance
- Source exploitation (data collection)

Information processing/exploitation
- Data management/collation
- Information processing (translation, interpretation etc.)

Analysis & Production
- Source assessment, including website and social media assessment, drafting source descriptors, and image and video verification
- Critical dissection of data Analytic skills and techniques, including PESTLE/PEST, SWOT, and Structured Analytic Techniques
- Drafting and reviewing analytic products, demonstrating sound knowledge of analytic tradecraft
- Fluency in the full range of intelligence product types and formats i.e. Situation Reports, Reaction Reports, Event Reports, etc.

Dissemination
- Written and verbal communication
- Presenting and briefing
- Gathering of feedback

Knowledge Management
- Keeping/maintaining accurate records
- Keeping/maintaining a database of intelligence products

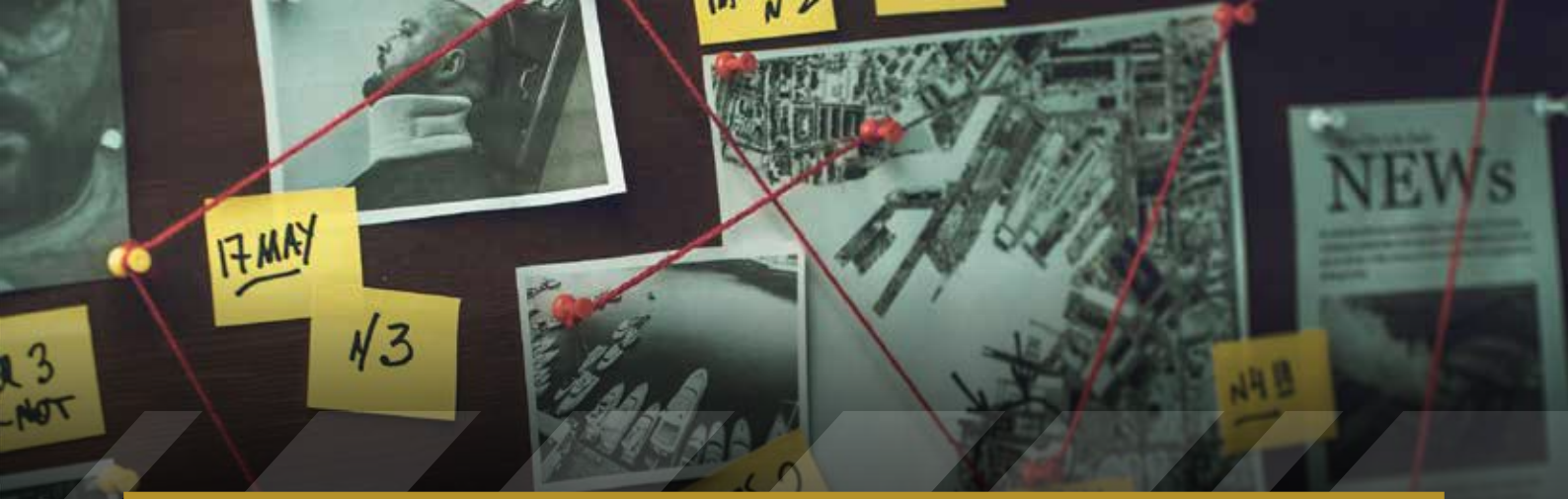
DOMAIN 2:

SUBJECT MATTER EXPERTISE (40%)
SKILLS, ABILITIES, KNOWLEDGE

Expert knowledge of a geographical area and/or topic
- LATAM, North America, Western Europe, Eastern Europe, MENA, Africa, Central Asia, East Asia, South East Asia, Oceania
- errorism, crime, geopolitics, cyber security, insider threat, etc.

Understanding the local intelligence environment and available sources
- Media and other open source landscape (OSINT, SMAINT)
- Geospatial intelligence and other intelligence disciplines' landscapes (GEOINT)
- Internally derived intelligence
- Digitally derived intelligence (e.g. IOT, ANPR, CDR, SIGINT)
- Human intelligence (HUMINT)
- 3rd party intelligence sources
- Watchlists & criminal data bases

Professional Development
- Has received training that demonstrates SME or carries out ongoing training that contributes to SME



DOMAIN 3:
PROGRAM MANAGEMENT AND COMMUNICATION (10%) SKILLS, ABILITIES, KNOWLEDGE

Supervision of Intelligence Cycle

Intelligence Requirements
- Effectively communicate with customers
- Understand customers' needs
- Build out requirements into Key Intelligence Questions and priorities

Collection management
- Work with and manage collectors, linguists, and SMEs
- Establish which intelligence sources are to be used and what methods will be used to qualify, grade and score the sources (e.g. NIS 5x5x5 or US FBI Risk Matrix etc)
- Identify collection gaps

Processing
- Work with translators, linguists and vendors as necessary
- Define the support and best practice processes for this type of intelligence analysis

Analysis
- Establish the most appropriate analysis techniques to be used

Dissemination
- Draft, review and disseminate intelligence products
- Brief and present to stakeholders
- Seek feedback

Project Management and Leadership
- Prioritization
- Workload management
- Decision making
- Problem solving
- Guidance and mentoring colleagues
- Team Culture

Networking
- Developing and maintaining professional relationships with colleagues, customers and contacts

DOMAIN 4:
TECHNICAL (5%) SKILLS, ABILITIES, KNOWLEDGE

Online safety and anonymity
- Virus and malware protection
- VPN

Tools
- Spreadsheets
- Advanced data analytical models, predictive analytics, image analysis and Artificial Intelligence
- Social media management
- Data visualization
- Investigation Case Management
- Business Intelligence
- Project management
- Identifying new tools as needed

Multimedia
- Incorporate images and videos into products

DOMAIN 5:
COMPLIANCE (5%) SKILLS, ABILITIES, KNOWLEDGE

Legislation, Regulations, Ethics
- Privacy Law
- Access to official records
- Social media platforms' terms and policies
- Code of conduct / ethical behavior

WHO IS CITA INTENDED FOR?

- Intelligence collectors and analysts across public and private sectors
- Investigators, researchers and other professionals whose work involves collecting, processing, analyzing and/or disseminating information
- Corporate security managers
- Officers in charge of Executive Protection planning
- Officers in charge of Reputation Monitoring and risk mitigation
- Security professionals who want to gain a better understanding of the intelligence landscape

BENEFITS OF THE CITA CERTIFICATION:

BENEFITS TO THE INDIVIDUAL MAY INCLUDE:

- As the risks facing companies and organizations keep evolving, the CITA certification keeps you up to date with methodology, tools and techniques to detect threats, mitigate risks, and act on emerging business opportunities.
- Competence in the principles and best practices in the intelligence field
- Participation in a recognized professional group
- Recognition of professional competence by peers in the intelligence field as well as by management.
- Advancement of your career potential and growth
- Certification can improve overall performance, remove uncertainty and widen your market opportunities
- The process of achieving and maintaining certification helps ensure that you are continually improving and refining your activities within the intelligence field.
- Potentially higher income for being formally recognized as an experienced CITA.

5 STEPS IN ORDER TO OBTAIN CITA CERTIFICATION:

1 **APPLY** Each candidate should meet eligibility requirements before applying for CITA certification. Passing eligibility criteria will allow the candidates to move to the examination stage.

2 **PREPARATION** In order to prepare for the CITA exam, the Counter Terrorism Certification Board provides a few options for the candidates to prepare for the exam.

3 **EXAMINATION** CITA examination is a standardized test administered and scored in a consistent manner to ensure legal defensibility.

4 **CERTIFICATION** candidates who successfully passed the examination will receive a designation certification which is valid for two years.

5 **MAINTAINING** the Certification – Maintain an active certification status by recertifying every two years.

CITA ELIGIBILITY

- Bachelor's degree in regional or security-related field, geopolitics, political science, or media – preferred
- 2+ years of experience in an intelligence capacity, preferably in an analytic role, in the public or private sector
- 1+ years of experience managing projects and teams
- No criminal record
- Three professional references
- One writing sample, demonstrating sound knowledge of analytic tradecraft

ISO 17024

CITA STANDARD

The Certified intelligence analyst certification follows the requirements and those set forth in ISO 17024.

International Standard ISO/IEC 17024 is the benchmark and requirement for each organization providing certification of persons. The requirements specified in ISO/IEC 17024 aim to help personnel certifying organizations protect the integrity and ensure the validity of their various personnel certification programs.

Confidence in the respective certification schemes is achieved by means of a globally accepted process of assessment, subsequent surveillance and periodic re-assessments of the competence of certified persons.

For more details and up-to date information visit us online at

www.cctpworld.com

or contact our representative via email:

contact@cctpworld.com