



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information

**Job Title:** Targeting Analyst

**Position Number:** 30823

**Position Grade:** GS12

**Salary Range:** \$72,750-\$113,362 (Not applicable for Detallee)

**Vacancy Open Period:** 5/21/2021 - 6/5/2021

**Position Type:** Cadre, Detallee

**Who May Apply:** Internal Candidates, Detailees

**Division:** NCTC/DII

**Duty Location:** McLean, Virginia

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for:

- An internal or external candidates to fill a GS-12 cadre position or up to one grade below.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

**This is an opportunity for:**

- An internal candidate to fill a GS-12 cadre position and one grade below.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.



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- For a cadre assignment:
  - Current ODNI permanent cadre.
- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade or two grades lower than the advertised position grade may apply).

## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## Component Mission

The National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government (USG) for analyzing and integrating all intelligence possessed or acquired by the USG pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. In addition, NCTC conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the Federal Government.

## Major Duties and Responsibilities (MDRs)

It is important to note that due to an internal NCTC re-organization, Identity & Network Discovery Group (formerly Pursuit Group) is now in the Directorate of Identity Intelligence. INDG's mission is to identify nonobvious terrorism connections and produce tactical leads for other agencies to further investigate. INDG enhances DII's existing Identities Intelligence mission by utilizing tactical resources and analysis to conduct identity and network discovery, development, and resolution and enhanced vetting to protect our Homeland borders and national security interests. These efforts also complement DII's screening and vetting mission and strengthen the organization's comprehensive data analysis. Duties include:

### Major Duties and Responsibilities (MDR):

- Perform in-depth analyses of complex and significant national, regional, and/or global issues for senior policymakers and key components in the Intelligence Community (IC), law enforcement, and the Office of the Director of National Intelligence (ODNI).
- Develop and produce a broad range of finished intelligence products and tactical leads in support of United States (US) foreign policy and national security interests.



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- Provide leadership and expert guidance to the planning, analysis, and application of a full-range of methodological tools and approaches to gain a comprehensive understanding of complex analytical issues and incorporate insights and findings into well-crafted, in-depth intelligence products.
- Prepare and present written and oral briefings to senior internal and external customers on significant intelligence issues.
- Conduct and produce tactical, multidisciplinary, and strategic analysis that supports key US national security and foreign policy objectives and helps shape IC analysis and priorities.
- Utilize a variety of methodological tools and approaches to gain a comprehensive understanding of complex and significant analytic issues and incorporate insights and findings into well-crafted, sophisticated intelligence products.
- Develop and implement strategies for gathering intelligence, or historical information in support of US interests and policy objectives; cultivate and identify key internal and external sources of relevant information that meet customer and self-derived needs.
- Maintain productive working relationships with colleagues, experts, IC members, policy committees, and law enforcement agencies as appropriate and use these relationships to share information of interest; attend internal and external training, seminars, or conferences on broad or more strategic subject areas.
- Build and leverage diverse collaborative networks within the ODNI and across the IC.
- Develop and continually expand personal knowledge in area of expertise\*

## **Mandatory and Educational Requirements**

- Knowledge in area of subject matter expertise.
- Ability to effectively plan, research, develop, and write high-quality, complex analyses, studies, projects, assignments, and briefings on key US foreign policy and national security objectives focused on a specific region or transnational issue for IC consumers and policymakers at the highest levels of government.
- Ability to apply expert knowledge of ODNI, IC organizations, and relevant customer organizations or operations (e.g., military, policymakers, and law enforcement), in order to effectively translate their requirements and provide appropriate output or responses to meet customer needs.
- Thorough knowledge of IC policy and procedures and demonstrated knowledge of analytic tradecraft and superior ability to communicate intelligence information and judgments to generalists as well as specialists.
- Ability to produce analytic finished intelligence related to the subject matter issue, either as lead analyst or manager of analysts, and broad knowledge of the role of intelligence analysis within the IC.
- Ability to lead and promote the development and use of a broad range of methodological tools and approaches to research, analyze, and present data (modeling, link analysis, or software).
- Ability to maintain and develop regular contacts within the ODNI and the IC for exchanging information.



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- Flexibility and ability to remain open-minded and change opinions on the basis of new information and requirements; ability to support group decisions and solicit opinions from coworkers.
- Ability to oversee and direct information sharing programs and promote information sharing practices across the ODNI and IC.
- Analytic and critical thinking skills, including superior ability to think strategically.
- Ability to execute senior-level guidance in a fast paced environment and superior ability to translate strategic goals into specific objectives with appropriate metrics and methods to track progress towards meeting those goals.
- Interpersonal, organizational, and problem-solving skills, in working with individuals at the highest levels of the IC and government in justifying, defending, negotiating, and resolving significant and controversial issues.
- Ability to work effectively both independently and in a team or collaborative environment, and mentor junior colleagues.
- Creative problem-solving skills and initiative in carrying out mission responsibilities.

## Desired Requirements

- Familiarity with broad range of IC and law enforcement tools and databases.
- Familiarity with the legal authorities and roles of a broad range of national-level IC and law enforcement agencies.
- Ability to travel domestically and overseas for short periods.

## Key Requirements and How to Apply

### Internal ODNI Candidates:

#### A complete application package must include:

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.



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**WHERE TO SUBMIT:** Applications should be sent to either DNI-HR-HRM-TEAMC-Mailbox@cia.ic.gov (classified email system) or Recruitment\_TeamC@dni.gov (unclassified email system). All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

## **Current Federal Employees Applying for a Detail Assignment:**

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. *Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.*

## **Applicants from federal agencies outside the IC must provide:**

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-HR-HRM-TEAMC-Mailbox@cia.ic.gov (classified email system) or Recruitment\_TeamC@dni.gov (unclassified email system). All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

## **All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3955.



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## What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

## Agency Contact Information

ODNI Recruitment; Phone: 703-275-3955; Email: [Recruitment\\_TeamC@dni.gov](mailto:Recruitment_TeamC@dni.gov)

## Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at [DNI\\_Reasonable\\_Accommodation\\_WMA@cia.ic.gov](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) and [DNI\\_Diversity\\_WMA@cia.ic.gov](mailto:DNI_Diversity_WMA@cia.ic.gov), by unclassified email at [DNI\\_DRA@dni.gov](mailto:DNI_DRA@dni.gov), by telephone at 703-275-3955 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**