



## General Position Information

**Job Title:** 16353 - Intelligence Officer - GS-13

**Salary Range:** \$69,581 - \$128,920 (not applicable for detailees)

**Vacancy Open Period:** 09/05/2019 – 09/26/2019

**Position Type:** Cadre Detailee

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

**Division:** NCPC/ODIR

**Duty Location:** Vienna, VA

**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 candidate to fill a GS-13 cadre position.
- 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 up to two grades 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.

- For a cadre assignment:
  - Current ODNI permanent cadre.
- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade or up to 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 Counterproliferation Center (NCPC) coordinates strategic planning with the Intelligence Community (IC) to enhance intelligence support to the United States (U.S.) efforts to stem proliferation of weapons of mass destruction and related delivery systems. It works with the IC to identify critical intelligence gaps or shortfalls in collection, analysis, or exploitation; and develop solutions to ameliorate or close these gaps. It also works with the IC to identify long-term proliferation threats and requirements and develop strategies to ensure the IC is positioned to address these threats and issues. NCPC reaches out to elements both inside and outside the IC and the U.S. Government (USG) to identify new methods or technologies that can enhance the capabilities of the IC to detect and defeat future proliferation threats.

## Major Duties and Responsibilities (MDRs)

- NCPC's Intelligence Programs Team provides the Director of NCPC and other senior leaders in the organization with daily intelligence briefings on pressing and emerging Weapons of Mass Destruction (WMD) threats and their corresponding geopolitical and policy contexts; influences IC collection and analysis via customer feedback and other means; and manages special access programs within NCPC.
- Develop and deliver tailored and insightful intelligence briefings to senior United States Government (USG) and/or senior IC officials on key national security issues.
- Develop and maintain effective relationships with colleagues in the ODNI and other IC organizations by providing appropriate feedback on written products; interact with IC officials to help shape intelligence questions for follow-on products and gain an in-depth understanding of the policy interests and intelligence needs of IC colleagues.
- Maintain contact with customers in the organization and IC in order to understand their changing needs and requirements, and gather, compile, and report information that meet their needs.
- Collaborate with organization and IC analysts to develop intelligence reports and other information that meets specific customer needs; request written products or briefings based on customer requests or interests and ensure that the tasking is suitable, clear, and comprehensive; review requested products to ensure that they meet the tasking requirements.
- Assist the Senior Intelligence Programs Officer in ensuring NCPC officers receive access to appropriate special access programs and are able to integrate special access program material into their work.
- As the lead for NCPC's Continuity of Operations Program (COOP), engage with the Office of Preparedness and Mission Resilience (PMR) to ensure NCPC's COOP plan adheres to ODNI standards and operational in case of a national emergency, while keeping NCPC leadership informed and updated on all COOP activities.
- Gain insight, enhance knowledge of, and support NCPC campaigns, initiatives, and/or research development and investment (RDI) program and assist with NCPC-led IC conferences and working groups.

## Mandatory and Educational Requirements

- Ability to develop and support the delivery of comprehensive and sophisticated intelligence briefings to senior IC officials; ability to collect, compile, and synthesize intelligence materials that accurately and effectively address customers' needs and questions.
- Thorough writing and oral presentation skills and ability to clearly express information to individuals at the highest levels of government and anticipate and answer their questions.



- Strong critical thinking and analytical skills and an ability to think strategically and recognize the policy relevance of intelligence products and raw intelligence.
- Knowledge of key US foreign policy and national security objectives for key regional and transnational issues and an ability to stay informed of current trends and developments.
- Ability to review a large body of information and distill relevant products for inclusion in comprehensive, sophisticated daily intelligence briefs under tight time constraints and multiple daily deadlines; ability to efficiently prioritize, perform multiple tasks, and change focus quickly as demands change in a fast-paced, time constrained environment.
- Excellent interpersonal skills and ability to work effectively, independently, and exert influence both internal and external to the organization.
- Situational judgment and interpersonal, negotiation, and networking skills to collaboratively build strong relationships across occupations and organizational boundaries with customers, service providers, and staff.

## Desired Requirements

- Experience in WMD analysis or collection, particularly chemical, biological, nuclear, and/or related delivery systems.
- Experience in Controlled Access Programs (CAPs) and/or Special Access Programs (SAPs).

## Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- a. **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.
- b. **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.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **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\_COO\_TM\_HR\_OPS\_TEAM\_D\_WMA@cia.ic.gov (classified email system) or

Recruitment\_TeamD@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both dewbret@dni.ic.gov (*Brett D.*) and aclaale@dni.ic.gov (*Alex A.*) in lieu of the group address above. 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\\_COO\\_TM\\_HR\\_OPS\\_TEAM\\_D\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_HR_OPS_TEAM_D_WMA@cia.ic.gov) (classified email system) or [Recruitment\\_TeamD@dni.gov](mailto:Recruitment_TeamD@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [dewbret@dni.ic.gov](mailto:dewbret@dni.ic.gov) (*Brett D.*) and [aclaale@dni.ic.gov](mailto:aclaale@dni.ic.gov) (*Alex A.*) in lieu of the group address above. 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 703-275-3663 .

### **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: 703-275-3663 ; Email: [Recruitment\\_TeamD@dni.gov](mailto:Recruitment_TeamD@dni.gov)

Other Information



# 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

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 703-275-3799 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.**