General Position Information

Job Title: 16358 - Senior Intelligence Officer - GS-14

Salary Range: $102,663 - $157,709 (not applicable for detailees)

Vacancy Open Period: 2/5/2020 – 2/20/2020

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/NCPC/ODIR

Duty Location: McLean, 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-14 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 as 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.

- For a cadre assignment:
  - Current ODNI permanent cadre.
- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade as or one grade 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)

- Lead staff in the planning, management, and coordination of strategic and tactical projects, plan; oversee staff in executing action taskings associated with assigned projects, and provide project status and reporting.

- Lead and oversee a team of professional staff who provide daily intelligence briefings to NCPC senior leaders and other specialized intelligence support to the wider NCPC workforce.

- Oversee and manage access to and the security of special programs within NCPC, ensuring that NCPC officers are able to integrate Alternative Compensatory Control Measures (ACCM), IC Controlled Access Program (CAP), DoD Special Access Program (SAP), and other sensitive material into their work.

- Lead engagements with other ODNI, IC, DoD, and USG elements to address and resolve CP-related CAP and SAP access and information sharing issues.

- Lead the development of strategic initiatives for the CP community to meet future CAP and SAP needs on behalf of the NCPC Director and the Counterproliferation Integration Board.

- Represent NCPC and the CP community at compartmentation-related fora internal and external to ODNI, such as the ODNI Control Officer Board.

- Gain insight into, continuously enhance knowledge of, and support NCPC campaigns, initiatives, and Research Development and Investment (RDI) projects.

- Respond to and/or perform various Front Office-related tasks and activities.
Mandatory and Educational Requirements

- Ability to direct tasking’s, assess and manage performance, collaborate on goal setting, and support personal and professional development of professional staff.
- Superior analytical and critical thinking skills, including the ability to think strategically and identify needs, requirements, and develop recommendations.
- Excellent 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.
- 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.
- Excellent interpersonal skills and ability to work effectively, independently and as part of a team, to exert influence both internal and external to the organization.
- Situational judgement and interpersonal, negotiation, and networking skills to collaboratively build strong professional relationships across occupations and organizational boundaries with customers, service providers, and staff.

Desired Requirements

- Experience as an intelligence briefer to one or more senior USG and/or IC leaders.
- Experience as a control officer for CAPs or SAPs.
- Experience in WMD analysis or collection, particularly chemical, biological, nuclear, and/or related delivery systems.

Key Requirements and How To Apply

Internal ODNI Cadre 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. **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:** Internal ODNI Cadre Candidates must submit an application through the classified JobsDNI website.

For current employees who do not currently have access to internal systems, 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 experiencing technical issues may submit their application via email to either email system. Applicants submitting via JWICS are requested to submit their materials to both salazbr@dni.ic.gov (Heather S.) and zackern@dni.ic.gov (Natalia Z.) in lieu of the group address above.
Current Federal Employees within the Intelligence Community (IC) 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 Applying for a Detail Assignment:

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.

e. **SF-50 (if applicable):** Current or former Federal Government employees must provide an SF-50, “Notification of Personnel Action” to verify current federal status, position, title, grade, and organization of record.

WHERE TO SUBMIT: Applicants from federal agencies outside the IC 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 salazbr@dni.ic.gov (Heather S.) and zackern@dni.ic.gov (Natalia Z.) in lieu of the group address above.

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.

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.

To verify receipt of your application package ONLY, you may call 703-275-3663.

UNCLASSIFIED
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

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 and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3900 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.