



## General Position Information:

**Job Title:** 16367 - National Intelligence Officer, Weapons of Mass Destruction and Proliferation - SNIS Professional Tier 1

**Vacancy Open Period:** 11/17/2016-12/2/2016

**Position Type:** Cadre, Detailee

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

**Division:** DDII/NIC

**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 SNIS Professional Tier 1 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

Senior Service (SNIS, SES, SIS, DISES, DISEL) candidates and highly qualified GS-15s 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 cadre.
  - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
- For a detailee assignment:
  - Current Federal Government employees.



## 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 Office of the Director of National Intelligence (ODNI) Deputy Director of National Intelligence for Intelligence Integration (DDNI/II) serves as the Director of National Intelligence's (DNI) senior leader for intelligence integration across the IC enterprise. DDNI/II is responsible for ensuring customer outcomes by leading advances in collection and analysis that ensure the quality, timeliness, and utility of insights for the nation's decision-makers. Additionally, DDNI/II is responsible for increasing expertise and improving tradecraft at all levels through specialization, integration, and collaboration. DDNI/II is responsible for the strategic vision, direction, and planning to deliver a more integrated IC reflecting the collective wisdom of our collection and analytic components to advance, in support of the National Intelligence Managers, the Unifying Intelligence Strategies (UIS).

## Major Duties and Responsibilities (MDRs)

- Oversee IC-wide production and coordination of the full range of analytic assessments on WMD and proliferation issues including strategic analysis on WMD and proliferation (National Intelligence Estimates, other community papers (IC Assessments and Sense of the Community Memoranda), and, as appropriate and required, more focused, time-sensitive analysis for the most senior decision makers in the USG. Serve as subject matter expert and analytic advisor on WMD and proliferation issues in support of the DNI's role as the principal intelligence adviser to the President.
- As a member of the NIM-Counterproliferation Team, develop the analytic portion of the Unified Intelligence Strategy (UIS) for WMD and proliferation issues, in concert with analysts from across the IC and under the operational guidance of the NIM-CP. In the implementation of the UIS, provide assessments of IC analytic efforts on WMD and proliferation issues, ensure robust tradecraft is applied against the target, and develop strategies for enhancing community expertise on the WMD and proliferation targets.
- Liaise and collaborate with senior policy makers in ensuring that policy maker priorities guide national-level intelligence analysis. Brief senior IC members, policy makers, military decision makers, members of Congress, and other major stakeholders as necessary on the IC's analytic assessment on WMD and proliferation issues.
- Oversee the activities of the NIC Joint Atomic Energy Intelligence Committee which is responsible for producing all-source, Community-coordinated finished intelligence products, identifying improvements needed in analysis and reporting, and promoting exchanges of information among IC components in connection with atomic energy intelligence.



- Develop and sustain a professional network with IC analysts and analytic managers to ensure timely and appropriate intelligence support to policy customers regarding WMD and proliferation issues. Similarly, develop and sustain a network with industry, academic, think tank, and other US Government subject matter experts.
- Review and preside over the research and production plans on WMD and proliferation issues of the Community's analytic components, identify redundancies and gaps, identify strategies to address gaps, and advise the DNI on gaps and shortfalls in analytic capabilities across the IC.
- As a member of the NIM-WMD team, represent analytic positions in liaison relationships with key foreign intelligence services, government officials, and other experts on WMD and proliferation issues.
- Lead, manage, and direct the staff of the NIO/WMD team, evaluate performance, collaborate on goal setting, and provide feedback and guidance regarding personal and professional development opportunities.

## Mandatory and Educational Requirements

- Established and recognized substantive expertise in WMD and proliferation issues.
- Experience and expertise at effectively working with senior policy makers and war fighters, to include a deep and current understanding of their intelligence/analytic requirements and priorities related to WMD and proliferation issues.
- Experience working with academic experts and foreign liaison on the WMD and proliferation issues.
- Expertise and experience in managing analytic processes, understanding intelligence community analytic capabilities and priorities, and working at senior levels across the community to drive analytic product.
- Knowledge of IC collection enterprise, particularly efforts against WMD and proliferation targets.
- Demonstrated capability to direct interagency, interdisciplinary IC teams against a range of functional and/or regional analytical issues.
- Excellent interpersonal, organizational, and management skills to conceptualize and effectively lead complex analytic projects with limited supervision. Ability to work with and fairly represent the IC when analytic views differ among agencies.
- Excellent communication skills, including ability to exert influence with senior leadership and communicate effectively with people at all staff levels, both internal and external to the organization, to give oral presentations and to otherwise represent the NIC in interagency meetings.



- Proven critical thinking and writing skills including the ability to draft finished all source intelligence assessments and review written products with an emphasis on clear organization, and concise and logical presentation.
- Expert leadership and managerial capabilities, including the ability to effectively direct taskings, assess and manage performance, and oversee personal and professional development of all levels of personnel.

## 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 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.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_D\_WMA@dni.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 mcpherc@dni.ic.gov (*Candace M.*) and hoylegr@dni.ic.gov (*Greta H.*) 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.



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- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required 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.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_D\_WMA@dni.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 mcpherc@dni.ic.gov (*Candace M.*) and hoylegr@dni.ic.gov (*Greta H.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

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## 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

## 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



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DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. 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.**