General Position Information

Job Title: 16369 - Delivery Systems CP Management Officer – GS-14
Salary Range: $86,335 - $157,709 (not applicable for detailees)
Vacancy Open Period: 01/29/2020 – 02/26/2020
Position Type: Cadre, Detailee
Who May Apply: Internal ODNI Candidates, Detailees
Division: DNI/NCPC/NIM-CP
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 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 as 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)

- Provide expert advice and guidance to National Counterproliferation Center (NCPC) leadership for setting collection and analytic priorities for countering delivery system-related priority counterproliferation (CP) threats, and ensure the priorities are communicated to and understood by the Intelligence Community (IC).

- Manage NCPC Integrated Threat Campaign delivery systems lines-of-effort.

- Develop, review, update, and implement plans and policies to advance the priorities and objectives outlined in national CP strategies and policies.

- Lead, develop, and implement integrated collection and analytic strategies in collaboration with IC stakeholders to close key delivery system-related intelligence gaps, mitigate delivery system-related CP threats, and address emerging delivery system-related proliferation trends.

- Cultivate and maintain productive working relationships with key stakeholders within the Office of the Director of National Intelligence (ODNI), across the IC, with liaison partners, and with U.S. policymakers in order to coordinate delivery system-related CP efforts, and appropriately balance competing priorities.

- Support NCPC in the Intelligence Planning, Programming, Budgeting and Evaluation process and other opportunities to advocate for and secure funding for priority CP initiatives.

- Establish, cultivate, and lead initiatives, and projects that enable or document community activities aimed at identifying and developing strategic approaches that close priority CP intelligence gaps.
• Lead and oversee the planning and execution of assessments to evaluate IC progress against objectives for countering delivery system-related priority CP threats, including developing specific and measurable metrics to assess IC progress and effectiveness against priority delivery system-related CP intelligence gaps; formulate recommendations to address analytic and collection shortfalls; and lead follow-on activities to ensure required changes are implemented.

• Lead, plan, and prepare briefings, reports, and other communications to NCPC leadership, policymakers, and other stakeholders on countering delivery system-related proliferation, and the IC’s efforts to address it.

• Represent NCPC and the ODNI in inter- and intra-agency meetings, with liaison partners, with the Legislative Branch, and with non-government partners.

Mandatory and Educational Requirements

• Demonstrated experience and knowledge of WMD delivery system-related intelligence issues, including the relationship between collection needs and the analytic and production process.

• In-depth knowledge of how IC stakeholders are organized on WMD delivery system-related intelligence issues.

• Demonstrated knowledge of intelligence collection disciplines.

• Ability to develop and manage strategic plans and monitor and report on project and program performance.

• Demonstrated experience in reconciling competing interests and priorities.

• Strong ability to exert influence, to exercise independent judgment, to manage competing priorities, and to work collaboratively across the IC.

• Excellent organizational, leadership, interpersonal, oral and written communication skills.

Desired Requirements

• Demonstrated understanding of the Office of the Director of National Intelligence, the Intelligence Community, and relevant customer organizations to effectively communicate their equities and requirements related to delivery system-related counterproliferation issues.

• Specific delivery system or proliferation experience with proven expertise in a specific region, country, program, delivery system-related technology, proliferation, or arms control.

• Working knowledge of various related nonproliferation treaties, international organizations, and agreements; specifically the START, MTCR, and their various governing bodies.

• Program management expertise, including experience drafting Statements of Work and monitoring expenditures to analyze cost-benefit against set priorities.
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 should contact the HR POC for guidance. 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. **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.

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 703-275-3799 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.