



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

Job Title: 17388 - Senior Biological Specialist - GS-14

Salary Range: \$92,145 - \$141,555 (not applicable for detailees)

Vacancy Open Period: 08/30/2016 - 09/21/2016

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: NCPC/II

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses:

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 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 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 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 Subject Matter Expertise on biological issues to the Biological Issue Manager at the National Counterproliferation Center. Engage with the IC's BW community to develop strategies to implement the National Intelligence Strategy for Countering Biological Threats.
- Review, analyze, and develop plans and policies for the implementation of the National Intelligence Strategy (NIS) for Countering Biological Threats to identify critical collection and analysis gaps.
- Develop briefings, reports, and other communication vehicles and brief NCPC leadership and staff, policymakers, and other major stakeholders on biological threat topics affecting the IC.
- Engage in community outreach programs and represent the interests of NCPC within the ODNI, to the broader IC & other government entities, and with non-government scientific experts (academic and private sector).
- Develop and maintain substantive expertise by staying abreast of advancements in relevant Bio disciplines; represent the Office of the Director of National Intelligence (ODNI) in inter- and intra-agency meetings, teams, and task forces.
- Assist the ODNI and NCPC in determining the status of ICs analytic, collection, and interdiction efforts against the pursuit of worldwide biological weapons, material, related technologies, expertise, and security; formulate recommendations for senior leadership and policymakers to address any shortfalls and lead follow-on activities to ensure key critical gaps are addressed and required changes are implemented.



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- Establish, cultivate, and lead CP campaigns, initiatives, and projects that enable or document community activities aimed at identifying and developing strategic approaches that close priority counterproliferation intelligence gaps to demonstrate the existence of a state biological warfare program and to provide the levers necessary to counter such efforts; provide strategic guidance and support for the development and implementation such campaigns.

Mandatory Requirements

- Demonstrated experience and knowledge of biological and regional counterproliferation and bioterrorism issues.
- Expert knowledge of intelligence collection and analysis to include HUMINT, SIGINT, MASINT, GEOINT, or other related disciplines.
- Ability to develop and manage strategic plans and monitor and report on project and program performance.
- Strong ability to exert influence, to exercise independent judgment on time-sensitive issues, to manage competing priorities, and to work collaboratively across the IC.
- Excellent leadership, interpersonal, and oral and written communication skills required to represent the NCPC at meetings, conferences, and other public fora.
- Demonstrated ability to apply knowledge of the Office of the Director of National Intelligence (ODNI), IC organizations, and relevant customer organizations or operations (e.g., military, policy makers, and law enforcement), to effectively translate their requirements and provide appropriate output or responses to meet customer needs.
- In-depth knowledge of US WMD counterproliferation goals and objectives, understanding of relevant IC Agencies, and understanding of IC collection needs and their relationship to the analytic and production process.

Desired Requirements

- Experience:
 - One year equivalent to at least next lower grade level in the normal line of progression. Highly qualified GS-13s may apply.
- Education:
 - Bachelor's degree or equivalent experience as determined by mission specialty area.
 - Works independently with broad lateral guidance by senior management.

Key Requirements and How To Apply

For Joint Duty, paste only the Applicants from federal agencies within the Intelligence Community (IC) paragraph into the **Conditions** section



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.
- 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-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.
- 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.



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- 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.
- 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-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 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**



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REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.