General Position Information

Job Title: Chief

Position Number: 17393

Grade: GS-15

Salary Range: $122,530 – 172,500

Vacancy Open Period: 10/29/2021 – 11/13/2021

Position Type: Cadre, Detailee

Who May Apply: Internal and External Candidates, Detailees

Division: NCPC

Duty Location: Vienna, Virginia

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 or external candidates to fill a GS-15 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 or one grade below 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.
Candidates outside the Federal Government.

Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)

Candidates outside the Federal Government.

- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade or one grade below 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.

- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.

**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:**

Lead a professional staff, assess performance, oversee goal setting, and provide feedback on personal and professional development. Interact with managers to ensure compliance and collaboration with policies which aides in developing the organizational culture.

Lead, initiate, cultivate, and maintain productive working relationships with senior policymakers across the IC in order to coordinate strategy development activities and evolving requirements and promote the implementation of mission and enterprise objectives.

Provide direction to the group regarding the implementation of the NCPC Strategic Framework.

Demonstrate a collaborative culture through building teams within NCPC and across ODNI and the counterproliferation (CP) community to coordinate counterproliferation issues and support policy deliberations.
Collaborate with ODNI leadership to develop innovative approaches, and provide structured recommendations focused on the advancement of collection and analysis against the proliferation of chemical warfare capabilities.

As NCPC's senior advisor for countering the proliferation of chemical warfare capabilities, advise NCPC seniors on issues affecting the enterprise including resource and capability issues, products, and programs. Provide expert analyses and recommendations to support their decision making.

Oversee the development and implementation of comprehensive, proactive strategies in support of the Intelligence Community's (IC) WMD Campaigns to counter the proliferation of chemical warfare capabilities.

Examine, identify, monitor, and lead collection, analytic, and CP resources assessments to determine critical intelligence gaps, and provide innovative mitigation strategies and solutions against high-priority chemical warfare issues.

Develop and execute after-action reviews and conduct studies to influence collection and analysis, policy development, and strategy implementation related to chemical warfare issues.

Develop IC-level investment strategies, and evaluate and champion proposals to ensure sufficient fiscal planning and resources for analysis and collection against chemical warfare-related issues.

Liaise with CP community officials to initiate outreach programs and ensure resources and priority attention is given to chemical warfare-related analysis and collection.

Brief senior officials and other major stakeholders regarding analytic enterprise issues and emerging trends concerning chemical warfare-related collection and analysis.

**Mandatory Requirements:**

Excellent oral and written communication skills and demonstrated ability filter and synthesize data, and produce clear, logical, and concise products.

Excellent interpersonal, organizational, and management skills to conceptualize and effectively lead complex projects with limited supervision; superior ability to work with and represent NCPC to the community on complex issues.

Expert ability to evaluate strategic trends, strategy and implementation plans, results, and programmatic data, propose innovative solutions, and implement change.

IC experience demonstrating broad and deep insight into the IC's structure, roles and responsibilities, and intelligence capabilities.

Excellent oral and written communication skills, and demonstrated ability to communicate organizational vision, mission, and plans, and to logically analyze, synthesize, and evaluate multiple sources of information into clear and concise products.

Superior interpersonal, negotiation, leadership skills, and ability to exert influence and build consensus.
Desired Requirements:

Expert knowledge of the IC's architecture as related to chemical warfare and analysis, collection, operations, and emerging trends across multiple analytic disciplines.

Expert knowledge of chemical warfare issues, including the relationship between collection needs and the analytic process, foreign developments, research, scientific and technical advancements, and denial and deception capabilities.

Superior ability to identify emerging trends and strategic issues, and incorporate these into strategic plans for NCPC and the CP mission.

Expert knowledge of technical collection capabilities related to requirements, exploitation, analysis, and emerging trends for chemical warfare-related issues.

Expert knowledge of IC organizations, mission posture, structures, capabilities, processes, and policy development.

Strong analytic and critical thinking skills, including superior ability to think strategically, to identify intelligence requirements, and to develop innovative recommendations and solutions.

Superior ability to exercise independent judgment on time-sensitive issues, and to work independently and collaboratively.

Program management experience, 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 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 aclaalb@dni.ic.gov (Alex A.) and sandra.mapp@dni.ic.gov (Sandra M.) 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.

External Candidates:

Key Requirements:

- U.S. Citizenship.
• Successful completion of CI polygraph and background investigation.

• Successful completion of an ODNI medical screening.

• A two-year trial period is required for all new permanent appointments to the ODNI.

A complete application 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: 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.

f. APPLICANTS CURRENTLY EMPLOYED BY A COMPETITIVE SERVICE AGENCY: Must provide a written statement that they understand that, if selected for a position with ODNI, they are leaving the competitive service voluntarily to accept an appointment in the excepted service.

WHERE TO SUBMIT: External Candidates must submit an application through the www.intelligencecareers.gov. All attachments should be in Microsoft Word or Adobe PDF format.

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 (classified email system) or Recruitment_TeamD@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both aclaalb@dni.ic.gov (Alex A.) and sandra.mapp@dni.ic.gov (Sandra M.) 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.

**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 excepted service agency, therefore because this position is in the excepted service, it may not be filled by competitive appointment, and acceptance of the proposed appointment will take applicants in competitive service positions outside the competitive service while occupying the excepted service position.

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.
• Federal Employees Health Benefits Program: http://www.opm.gov/insure/health/index.asp


• Long-Term Care Insurance: http://www.ltcfeds.com

• Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered): http://www.opm.gov/retire/index.asp If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.

• Annual and Sick Leave: http://www.opm.gov/oca/leave/index.asp

• Flexible Spending Accounts for Health Care and Dependent Care: http://www.fsafeds.com/fsafeds/index.asp

• Paid Federal Holidays

• Alternative Work Schedules

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.**