



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

General Position Information

Job Title: Identity Intelligence Analyst

Position Number: 18589

Position Grade: GS12

Salary Range: \$74,950 - \$116,788 (not applicable for detailees)

Vacancy Open Period: 01/10/2022 – 01/31/2022

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/NCTC/DII

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-12 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

- For a cadre assignment:
 - Current ODNI permanent cadre.
- For a detailee assignment:
 - Current Federal Government employees at the same grade or up to one grade lower than the advertised positions 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 Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government (USG) for analyzing and integrating all intelligence possessed or acquired by the USG pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. In addition, NCTC conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the Federal Government.

Identity Intelligence Analysts are responsible for ensuring the consistent application of policies and procedures are applied for to the management of terrorist identities and watchlisting recommendations, and assist in resolving issues with terrorist identities that are identified by internal and external users. Identity Intelligence Analysts at this level work with minimal supervisory guidance to perform in-depth all-source research and analysis for specifically defined targets, and are expected to. Applies knowledge of concepts and terminology, polices and directives, organizational missions, and functions, with respect to intelligence capabilities.

Major Duties and Responsibilities (MDRs)

Perform in-depth all-source research and analysis for specifically defined targets for senior policymakers and key components in the Intelligence Community (IC), law enforcement, and the Office of the Director of National Intelligence (ODNI).

Develop and produce, under supervisor direction, defined finished intelligence products in support of United States (US) foreign policy and national security interests.

Prepare and present sections of written and oral briefings to senior internal and external customers on significant intelligence issues.

Develop sections of tactical, multidisciplinary, and strategic analysts that supports key US national security and foreign policy objectives and helps shape IC analysis and priorities.

Use a variety of data, tools, and methodological approaches to gain additional insight and a more comprehensive understanding of known or suspected terrorists (KSTs) by analyzing and exploiting data related to specific identity attributes, to include social network and other "new media, to build the most comprehensive terrorist identity record available to the USG.



Gather data from terrorist identity records using a variety of traditional and non-traditional intelligence sources that meet customer and self-derived needs.

Maintain contacts with counterparts in other IC organizations to keep abreast of current developments, resolve problems, eliminate duplication, and share information.

Build and leverage diverse collaborative networks within ODNI and across the IC.

Develop and continually expand personal knowledge in subject matter area.

Mandatory and Educational Requirements

Basic knowledge in area of subject matter expertise.

Basic ability to effectively plan, research, develop, and write high-quality, complex analyses, studies, projects, assignments, and briefings on key US foreign policy and national security objectives focused on a specific region or transnational issue for IC consumers and policymakers at the highest levels of government.

Basic ability to apply expert knowledge of ODNI, IC organizations, and relevant customer organizations or operations (e.g., military, policymakers, and law enforcement), in order to effectively translate their requirements and provide appropriate output or responses to meet customer needs.

Basic knowledge of IC policy and procedures and demonstrated knowledge of analytic tradecraft and superior ability to communicate intelligence information and judgments to generalists as well as specialists.

Basic ability to produce analytic finished intelligence related to the subject matter issue, as either the as lead analyst or manager of analysts, and broad knowledge of the role of intelligence analysis within the IC.

Basic ability to lead and promote the development and use of a broad range of methodological tools and approaches to research, analyze, and present data (modeling, link analysis, or software).

Basic ability to maintain and develop regular contacts within the Office of the Director of National Intelligence (ODNI) and the IC for exchanging information.

Basic ability to remain open-minded and change opinions based on new information and requirements; ability to support group decisions and solicit opinions from coworkers.

Basic ability to promote information sharing practices across the ODNI and IC.

Basic analytic and critical thinking skills, including superior ability to think strategically.

Basic ability to execute senior-level guidance in a fast-paced environment, and a superior ability to translate strategic goals into specific objectives with appropriate metrics and methods to track progress towards meeting those goals.

Interpersonal, organizational, and problem-solving skills, including a basic ability to work effectively both independently and in a team or collaborative environment; initiative in carrying out mission responsibilities based on senior-level guidance.

Creative problem-solving skills and resourceful in carrying out mission responsibilities.



Desired Requirements

Experience: None

Education: Bachelor's degree in subject matter area, or closely related discipline.

Certifications/Licenses: N/A

Language: N/A

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 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.

WHERE TO SUBMIT: *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDN!](#) website.* For current employees who do not currently have access to internal systems, applications should be sent to either DNI-HR-HRM-TEAMC-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamC@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.

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 federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.



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- 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: *Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).* Applicants from federal agencies outside the IC should be sent to either DNI-HR-HRM-TEAMC-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamC@dni.gov (unclassified email system).

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.

To verify receipt of your application package ONLY, you may call 703-275-3955.

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 703-275-3955 Email: Recruitment_TeamC@dni.gov



Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

Executive Order 14043

The Office of the Director of National Intelligence (ODNI) requires its employees to be fully vaccinated against COVID-19 pursuant to Executive Order 14043 of the President of the United States. As required, Federal employees must be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, etc), with exceptions only as required by law. If selected, you will be required to be vaccinated against COVID-19 and submit documentation of proof of vaccination by November 22, 2021 or before appointment or onboarding with ODNI, if after November 22, 2021. ODNI will provide additional information regarding what information or documentation will be needed and how you can request a legally required exception from this requirement. All employees requesting either a medical or religious exception, must follow the Guidelines from the Office of Personnel Management and/or Safer Federal Workforce Task Force.

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 Reasonable Accommodations 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 EEOC 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.**