



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: Requirements Analyst

Position Number: 21523

Position Grade: GS-14

Salary Range: \$103,690 - \$159,286 (not applicable to detailees)

Vacancy Open Period: 05/21/2021 – 06/5/2021

Position Type: Cadre, Detailee

Who May Apply: Internal and Detailees

Division: PC/RCE

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 GS-14 and one grade below the advertised position 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.



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- For a detailee assignment:
 - Current Federal Government employees. (Current GS employees in the grade of GS-14 and one grade below the advertised position 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 Policy and Capabilities Directorate is focused on ensuring the IC is best postured to meet the future challenges and threats confronting our nation.

Major Duties and Responsibilities (MDRs)

- Draft Statements of Capabilities, Analytic Issue Papers, and Capability Requirements Policy and Instructions.
- Support policy interfaces and relationships with Department of Defense (DoD) Joint Capability Integration and Development System, Intelligence Community(IC) Acquisition Model, Independent Cost Estimate Policy and Intelligence Planning, Programming, Budgeting and Evaluation.
- Maintain insight and understanding of customer requirements related to intelligence gaps and non-material solutions.
- Maintain cognizance of intelligence capability gaps, potential mission or enterprise needs and intelligence capability proposals.
- Plan, and execute studies and performance modeling of proposed IC capabilities.
- Assess and evaluate the quality of analysis and ensure competitive and alternative analyses are conducted on topics related to capability requirements and non-material solutions.
- Support the IC program and resource allocation process by supporting the development of strategic resource management plans and strategies, program and systems analysis, and independent evaluations of programs and resources related to both the National Intelligence Program (NIP) and Military Intelligence Program (MIP).
- Analyze mission effectiveness of proposed NIP and MIP funded capability requirements through strategic planning, independent analyses, and program evaluation.
- Analyze data to support the development of alternative approaches for IC programs, requirements, and budgets to establish priority objectives, address projected threats, estimate costs, risk and tradeoffs, and identify/minimize resource constraints.
- Conduct in-depth, detailed analysis and evaluation of proposed NIP investments to independently document mission and cost effectiveness levels.
- Conduct in-depth analysis of NIP policies, missions, plans, and capabilities, ensuring linkage to the NIS and other Intelligence Community (IC) priorities.



- Draft IC resource strategies, analytical issue papers, strategic evaluations, background papers, talking points, resource issue papers, and/or other analytic products applying extensive subject matter knowledge to support the IC senior leadership in making informed programmatic decisions.
- Draft presentations of findings, conclusions, options, and recommendations to ODNI and IC senior management.
- Analyze and evaluate (on a quantitative/qualitative basis) the effectiveness of current and planned NIP investments in meeting established IC goals and objectives.
- Conduct independent analyses of IC capabilities and programs, to support presentations to the DNI on alternative courses of action, identifying cost and mission impacts and clarifying the advantages and disadvantages of each alternative.
- Assess, document, and validate NIP funded capability requirements.

Mandatory Requirements

- Extensive knowledge of the IC and its components, missions, and interrelationships, including the ability to work as a member of broad-based teams regarding key IC issues.
- Extensive knowledge and background in intelligence operations providing needs, capability gaps, and capability requirements support to policy, planning, and/or operations strategy and development for a variety of disciplines (e.g., Geospatial Intelligence, Signals Intelligence, Measurement & Signatures Intelligence, and Communications Systems).
- Extensive knowledge of IC and DoD collection management or needs/requirements management procedures and governing documents, as well as planning, programming, and budgeting processes.
- Extensive knowledge of needs, capability gaps, and capability requirements for specific-NIP acquisition programs, and how their contributions would satisfy intelligence requirements.
- Extensive knowledge and understanding of and experience with any of the following: programmatic management, strategic planning, systems analysis, evaluation techniques, or requirements management and performance management.
- Demonstrated ability to apply quantitative and qualitative analytic techniques to lead teams evaluating and recommending appropriate alternatives to complex issues.
- Demonstrated ability to work in a collaborative work environment with diverse mission partners.
- Demonstrated analytic skills, including the ability to draw inferences from incomplete data and present a compelling analysis of findings and issues; and to identify, articulate, document, and mitigate knowledge gaps or alternatives approaches.
- Demonstrated ability to initiate, cultivate, and maintain productive working relationships with IC and other DoD/United States Government elements.
- Demonstrated ability to observe, measure, and evaluate outcomes against goals and objectives and direct the development and implementation of solutions and/or organizational changes.
- Demonstrated interpersonal, organizational, and problem-solving skills, including superior ability to work effectively both independently and in a team or collaborative environment; and to lead and mentor junior colleagues.
- Demonstrated ability to communicate, both orally and in written products, complex information in a clear, concise manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives.



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- Extensive knowledge of IC and DoD regulations, policy and procedures as they apply to Capability Requirements and Major Systems Acquisition oversight and reporting.

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 [JobsDNi website](#).*

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.



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WHERE TO SUBMIT: applications should be sent to either DNI-HR-HRM-TEAMB-Mailbox@cia.ic.gov (classified email system). Applicants experiencing technical issues should contact the HR POC for guidance. 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 Team B; Phone: 301-243-1318

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 703-275-3900 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.**