General Position Information

Job Title: Division Chief, Talent Development & Training Division, NCTC Office of Enterprise Services, Enterprise Talent Group

Position Number: 23180

Position Grade: GS14

Salary Range: $126,233 - $164,102 (not applicable for detailees)

Vacancy Open Period: 06/21/2022 – 07/06/2022

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: ODNI/NCT

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 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 at the same grade as the advertised 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 will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail assignment, 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.

Major Duties and Responsibilities (MDRs)

Lead a small team of cadre, detailees, and contractors in a busy, fast-paced office responsible for planning and executing a broad range of professional development, core skills, and tradecraft training necessary to develop, up-skill, and re-skill the Workforce of the Future to meet mission needs in alignment with the NCTC Strategy Cascade.

Drive continuous improvement and outreach efforts focused on improving course offerings, content, and other materials; gaining efficiencies; and ensuring training alignment to mission priorities and strategies. Analyze training course evaluations/surveys and makes necessary adjustments. Provide feedback to training facilitators; and personally conduct training and orientation sessions as needed.

In coordination with the NCTC/OES Chief and Deputy Chief, prepares annual training budget requests.

Lead the development and implementation of NCTC career pathing to enable ODNI/NCTC officers to have a long, robust career within NCTC by ensuring they have the skills and experiences necessary to support all NCTC missions as well-rounded intelligence officers as they move throughout the Center.

Lead the development and execution of an NCTC Career Development Strategy that provides for a complex, competency-based talent development and training program that supports NCTC career pathing and ensures NCTC officers are prepared to meet current and future mission priorities as captured in the NCTC Strategy Cascade.

Oversee the establishment and maintenance of a library of talent development courses, opportunities, and experiences, and other NCTC-wide use.

Develop, implement, and enable talent development opportunities, experiences, and a rotational program focused on mid-career officers.

Re-establish NCTC Orientation to provide all officers new to NCTC with a foundational understanding of the Center's origin, history, missions, and structure.

Lead the NCTC Learning Advisory Board in order to prioritize access to and best use of NCTC's limited training resources.

Lead and oversee NCTC contract training support. Serve as the NCTC/OES representative to contract decision-making bodies, including proposal review boards and award fee panels, for training equities. Prioritize and deconflict NCTC contract training resource requests/requirements in order to optimize contract resources.

Research, identify, and coordinate the procurement of outside training vendors in coordination with NCTC Office of Enterprise Services Business Operations, as appropriate. Works with vendors to establish or modify course materials and/or presentation methods. Oversee the management of licenses for online training providers/websites.

Cultivates and maintains productive working relationships with ODNI and IC training counterparts, NCTC leaderships, customers and stakeholders. Lead and oversee NCTC participation in internal and external training forums. Serves as NCTC focal point for NCTC workforce participation in ODNI (e.g. Competitive Learning Opportunities, ODNI leadership and management programs) and NCTC corporate level training (vice Directorate or Office specific training).

Lead a team of cadre and detailee officers, helping to set objectives, providing feedback, and assessing performance in accordance with home agency needs and ODNI requirements. Ensure personnel are appropriately challenged, rewarded, and given the support, tools, training and opportunities they need to develop and succeed.

As a member of the NCTC Office of the Director staff, support and maintain a diverse and inclusive environment focused on open communication, teamwork, quality, and customer service.

Other duties, as assigned.

Mandatory and Educational Requirements

Superior experience developing, implementing and evaluating a variety of training programs and/or designing new or modifying existing training syllabus and training materials;

Demonstrated experience presenting training courses;

Demonstrated experience providing authoritative advice and guidance to upper management on training and professional development programs and activities.

Superior ability to plan, organize and coordinate requirements and priorities.

Superior interpersonal, organizational, and problem-solving skills, including the ability to develop working relationships and networks with internal and external managers and staff.

Superior ability to identify workforce needs and build coalitions to identify and implement solutions.

Demonstrated oral and written communication skills, including demonstrated ability to draft and edit written reports of varying length and complexity, and to communicate effectively with audiences of varying seniority and expertise.

Familiarity with ODNI, NCTC, and IC administrative policies, procedures, and authorities, to include training, budge, and contracts.

Desired Requirements

Demonstrated knowledge of ODNI, NCTC, and IC organizations, their missions, structures, capabilities, processes, and policies.

Certification in Talent Development, Career Design, Instructional Design, and/or Facilitation

COTR certification

Demonstrated experience utilizing quantitative and qualitative assessment tools.

Demonstrated success as a supervisor or team lead.

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. **POSITION NUMBER:** Reference the position 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***. For current employees who do not currently have access to internal systems, applications should be sent to either DNI-COO-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@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.

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. **POSITION NUMBER:** Reference the position 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-COO-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@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 703-275-3888

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: 703-275-3888; Email: HRM-HR-OPS-VACANCY-TEAM@dni.gov.

Other Information

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

COVID-19 Vaccination Requirement: To ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the federal government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for federal employees. Therefore, to the extent a federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply.

Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

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 Accommodation Office Representative by classified email at DNI_Reasonable_Accommodation_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.

THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.