



General Position Information

Job Title: 25858 – National Intelligence Collection Officer for Counterterrorism, NCTC/DSOP - GS-15

Salary Range: \$142,701 - \$170,800 (not applicable for detailees)

Vacancy Open Period: 9/11/2020 - 9/26/2020

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: NCTC/DSOP

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-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 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. (Current GS employees at the same grade or up to two grades lower than the advertised position 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.

Major Duties and Responsibilities (MDRs)

- Partner with ODNI staff, Functional, Mission, and Enterprise Managers, and IC elements to promote implementation of mission and enterprise objectives.
- Serves as the principal collection subject matter expert responsible for supporting NIM-CT/DSOP, including the ODNI and NCTC leadership.
- Leads and directs the analysis of strategic collection initiatives and requirements for NIM-CT to ensure their alignment with National Intelligence Priorities Framework objectives and organizational missions and goals.
- Liaises with ODNI elements and with other agencies engaged in collection activities to coordinate joint actions and ensure alignment of programs, procedures, and guidelines.
- Leads efforts to align and integrate collection enterprise capabilities through CT working groups in conjunction with the NIM-CT.
- Supports DSOP Group Chief efforts to determine the state of collection on CT issues and subsequently coordinate efforts to address identified shortfalls consistent with overall guidance from the ODNI. Evaluates the IC's responsiveness and success in filling collection shortfalls and meeting mission requirements.
- Serves as a member of the DSOP Leadership Team, and is often called upon to represent DSOP in various ODNI and NCTC fora.
- Partners with the IC's CT community in assessing progress against key lines of effort in the National Strategy for Counterterrorism and NIM-CT's Unifying Intelligence Strategy.



- Leads, fosters, and cultivates strategic relationships and professional networks with interagency partners and other community elements to ensure adequate resource availability and priority attention on National Intelligence Strategy and other mandates.
- Balances long-term, enduring requirements against current issues and trade-offs while also documenting opportunity costs across the collection enterprise, in conjunction with the NIM-CT.
- Provide expert input into the formulation of fiscal year budget builds and other program and budget matters in support of IC collection initiatives.

Mandatory and Educational Requirements

- Superior ability to exercise independent judgment on time-sensitive issues and work collaboratively across the IC.
- Expert knowledge of and broad experience addressing intelligence collection-related issues, and in-depth expertise on US government and foreign partners' intelligence collection organizations, programs, and capabilities.
- Demonstrated knowledge of CT collection operations and activities.
- Extensive knowledge of IC organizations, including IC mission posture, structures, capabilities, processes, and policy development.
- Demonstrated leadership skills and the ability to lead interagency working groups and build coalitions with IC elements to achieve common goals.
- Demonstrated analytical and critical thinking skills, including the demonstrated ability to think strategically, identify needs and requirements, develop recommendations, and evaluate outcomes against goals and objectives.
- Demonstrated interpersonal skills and superior ability to work effectively in both independently and in a team or collaborative environment.
- 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.
- Superior ability to coordinate, network, and communicate across the ODNI, IC and US Government agencies.

Desired Requirements

- Prior experience as a senior-level collection expert, collection manager, or collection strategist.
- Prior experience with multiple intelligence source disciplines and working in a cross domain environment.



- Prior work experience focused on CT and collection-related issues.
- A creative mindset focused on identifying opportunities and building collaborative partnerships across the IC to close intelligence gaps. Executive Core Qualifications (ECQs):

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- 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.
- 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.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

WHERE TO SUBMIT: Applications should be sent to either DNI_COO_TM_HR_OPS_TEAM_C_WMA@cia.ic.gov (classified email system) or Recruitment_TeamC@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both wheelke@dni.ic.gov (Ken W.) and harrmaa@dni.ic.gov (*Martha 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:

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



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- 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.

WHERE TO SUBMIT: Applications should be sent to either DNI_COO_TM_HR_OPS_TEAM_C_WMA@cia.ic.gov (classified email system) or Recruitment_TeamC@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both wheelke@dni.ic.gov (Ken W.) and harrmaa@dni.ic.gov (*Martha 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.

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.

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



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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 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.**