



General Position Information

Job Title: 25906 – Chief, Strategy, Travel and Facilitation, NCTC/DII - GS15

Salary Range: \$121,316 - \$170,800

Vacancy Open Period: 10/26/2020 – 11/07/2020

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: 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-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 or one grade lower than 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 one grade 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)

This is a matrixed position between the Directorate of Identity Intelligence (DII) and the Directorate of Strategic Operational Planning (DSOP). The incumbent will supervise officers in both directorates. DII and DSOP are seeking highly qualified applicants who are experienced in articulating and implementing a strategic vision for the Center and assigned directorates. Assigned duties include:

- Lead, initiate, cultivate, and maintain productive working relationships with senior policymakers across the Intelligence Community (IC) and broader interagency (IA) in order to coordinate strategy development activities and evolving requirements and promote the implementation of mission and enterprise objectives.
- Lead and oversee the planning, development, and evaluation of the related strategic planning documents in support of U.S. Government agencies' national security and foreign policy interests and programs.
- Lead staff in the planning, preparation, and production of briefings, reports, and presentations to leadership, senior policymakers, National Security Staff, and other U.S. Government consumers in a manner that meets their specified requirements.
- Provide oversight and leadership to staff in the coordination and integration of interagency and cross-directorate collaboration on programs and objectives; lead the evaluation and assessment of these efforts to ensure their success.
- Lead, develop, and oversee the planning, development, and production of strategic guidance for the allocation of resources and investment planning and programming staff elements and activities.
- Advise and engage senior IC leadership on strategic priorities, opportunities, gaps, and interdependencies to link resources to strategy; lead and oversee the communication of emerging strategic issues and trends, independently evaluation against IC strategic elements, and make recommendations for improvements.



- Lead, plan, and oversee efforts to create a culture of strategic planning across the IC by promoting best practices in strategy development, execution, and evaluation and communicating priorities, activities, and impact of the strategy to the IC to promote shared vision, values, and goals.
- Lead, plan, and oversee the advancement of outreach activities within and beyond the IC to ensure long term strategy development is informed by the latest and best efforts across the U.S. Government, industry, and foreign partners.
- Lead and oversee the planning and completion of assessments to evaluate IC progress towards mission and enterprise objectives and determine how well the IC is postured for future environments.
- Develop integrated collection strategies for respective mission areas. Conduct analysis and provide recommendations on "tradeoffs".
- Advise and engage senior IC leadership on strategic priorities, opportunities, gaps, and interdependencies to link resources to strategy; lead and oversee the communication of emerging strategic issues and trends, independently evaluate against IC strategic elements, and make recommendations for improvements.
- Lead efforts to determine the state of collection and analysis against assigned missions, identifying gaps against those missions, and develop integrated, cross-intelligence analytic and collection strategies to fill gaps, tasking collection activity against their assigned missions, consistent with overall guidance from the ODNI, and evaluate collector responsiveness and success in filling collection and analysis gaps and meeting mission requirements.
- Lead a team of professional staff in DII and DSOP to ensure subject matter expertise in Identity Intelligence and strategic planning are brought to bear and mutually reinforced; and assess performance, collaborate and oversee goal setting, and provide feedback on personal development.
- Lead the IC to meet mission objectives of the National Intelligence Strategy (NIS) and National Strategy for CT and other supporting documents in accordance with the Intelligence Reform and Terrorism Prevention Act (IRTPA) and Intelligence Community Directive 900.

Mandatory and Educational Requirements

- Superior ability to lead and inspire people, direct taskings, assess and manage performance, collaborate on goal setting, and support personal and professional development at all levels of personnel.
- Knowledge of terrorist identities, analysis, compilation, and dissemination, coupled with knowledge of associated databases and identity targeting processes.
- Expert knowledge of traditional and nontraditional information resources, particularly current or projected collection systems and data sources for analysis; basic knowledge of selected analytic tools (link analysis, data integration, geographic information systems).
- Superior ability to remain open-minded and change opinions on the basis of new information and requirements; basic ability to support group decisions, accept and incorporate feedback, and solicit opinions from coworkers.
- Extensive knowledge of IC organizations, policies, and procedures, and their requirements with regard to terrorist identities intelligence research and analysis.



- Extensive knowledge of the mission, charter, roles, and responsibilities of the counterterrorism community, the interagency, the ODNI, and the IC, and the interrelationships of its customers and stakeholders, and how these organizations can effectively integrate their terrorist identities analysis capabilities.
- Superior ability to communicate complex information clearly, concisely, and in a manner that is targeted to and meets the needs of diverse audiences to include senior-level policymakers.
- Demonstrated ability to research and logically analyze, synthesize, and judge information, as well as the ability to review and incorporate multiple sources of information in performing assignments.
- Superior interpersonal, organizational, and problem-solving skills, including a demonstrated ability to work effectively within an interagency environment on complex issues requiring negotiation and consensus-building.
- Demonstrated ability to work under pressure with strict deadlines while maintaining a high level of attention to detail.

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Desired Requirements

- None

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.
- 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_HRM_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 wheelke@dni.ic.gov (KenW.) and harrmaa@dni.ic.gov (MarthaH.) 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:

- 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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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 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 703-275-3799 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.**