General Position Information

Job Title: Division Chief, DII
Position Number: 25918
Position Grade: GS-15
Salary Range: $126,233 - $176,300 (not applicable for detailees)
Vacancy Open Period: 6/28/2022 – 7/13/2022
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-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.

- For a cadre assignment:
  - Current ODNI permanent cadre.
- For a detailee assignment:
  - Current Federal Government employees at the same grade or one grade lower than 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)

Provide expert guidance and leadership to a team of policy experts and support staff in the planning and integration of national level and local policies.

Lead and direct teams in gaining a comprehensive understanding of a variety of methodological tools and business process in order to identify areas requiring policy support.

Lead a team to evaluate, develop, integrate, and implement planning efforts related to the knowledge management of terrorism information, screening and vetting activities and watchlisting processes in coordination and collaboration with other relevant U.S. Government agencies.

Communicate regularly with internal and external peers and counterparts to collaborate on policy issues and support joint assessments in order to provide thorough recommendations.

Plan and prepare written presentations and oral briefings for senior federal officials, National Security Council (NSC) Staff and internal customers on significant issues pertaining to and/or affecting terrorist identities intelligence activities.

Oversee coordination with intelligence, nomination and screening partners to determine proper watchlisting policy recommendations.

Develop and maintain effective working relationships with counterparts in the NSC and with CT, Intelligence, and Law Enforcement Communities to support NCTC mission and policy requirements in order to promote intelligence integration.

Develop the substantive policy and management skills of subordinate employees and contribute to the broader corporate mission of the organization

Advise subordinates on strategies to overcome identified policy gaps pertaining to terrorist identity activities and prepare requirements for and implement methodologies to collect required information to fill the gaps.
Evaluate, integrate, review, and develop planning efforts for area of responsibility in coordination and collaboration with other U.S. Government agencies.

Lead the monitoring and the implementation of interagency plans by coordinating and integrating competing requirements and priorities of multiple stakeholders; plan and participate in interagency meetings.

Manage the identification of gaps and impediments that are negatively impacting successful plan implementation efforts and develop solid and well-researched recommendations for policies/procedures designed to reduce these gaps.

Establish plan, prepare, and present briefings, reports, and presentations to Office of the Director of National Intelligence (ODNI) leadership, senior policymakers, National Security Staff, and other U.S. Government consumers in a manner that meets their specified requirements.

Oversee the coordination and integration of interagency and cross-directorate collaboration on programs and objectives; evaluate and assess these efforts to ensure their success.

Establish plan, promote, and share information and knowledge within ODNI and with other government agencies, and effectively recognize, value, build, and leverage diverse and collaborative networks within these organizations.

Lead development and continually expand personal expertise in facilitating the cooperation and effective coordination of organizations within ODNI, the IC, and other (U.S) Government agencies.

Other duties, as assigned.

**Mandatory and Educational Requirements**

Expert knowledge of terrorist identities, analysis, compilation, and dissemination, coupled with extensive knowledge of associated policies and processes.

Expert knowledge of IC organizations; IC mission posture, structures, capabilities, processes and policy development.

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 mission partners.

Extensive knowledge of the mission, charter, roles, and responsibilities of the ODNI, IC, National Security Council and other USG agencies, and how these organizations can effectively integrate to accomplish organizational goals.

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

Superior ability to work under pressure with strict deadlines while maintaining a high level of attention to detail.
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 detailer, 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 detailers.

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 703-275-1277. 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.