



# 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:** 30603- All-Source Intelligence Officer, NCTC - GS-8 to GS-9

**Salary Range:** \$50,912 - \$73,105

**Vacancy Open Period:** 10/27/2018 – 11/10/2018

**Position Type:** Permanent

**Who May Apply:** External Candidates Only

**Component:** NCTC

**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 entry level permanent position in the Office of the Director of National Intelligence.

## Who May Apply

Candidates external to the ODNI including:

- Current Federal Government Employees
- Candidates Outside the Federal Government

Former members of the **Peace Corps** (including trainees and volunteers) will not be considered for ODNI employment until **five full years** have elapsed since separation from the Peace Corps.

*Current GS 8 and 9 employees in **entry level positions** from other US Government agencies may apply.*

The ODNI uses a rank-in-person system in which rank is attached to the individual. If the selected candidate is a current GS employee, assignment will be made to the position at the employee's current GS grade (GS-8 or GS-9) and salary. The grade and salary for a selected non-federal candidate will be set within the advertised salary range based on the candidate's qualifications, experience, and educational degree. Once hired, promotion for all GS permanent employees will be considered by a Career Advisory Board.



## Key Requirements for External Candidates

- U.S. Citizenship
- Ability to Obtain a Top Secret/Sensitive Compartmented Information (TS/SCI) Clearance
- CI Polygraph and Background Investigation
- Medical Evaluation
- Two-Year Probationary Period Required for All New Appointments to the ODNI
- Direct Deposit/Electronic Funds Transfer

## Component Mission

The National Counterterrorism Center (NCTC) is a sub-component of the Office of the Director of National Intelligence which 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)

**If you have strong research, analytic, critical thinking and writing skills, then we are looking for you!**

As a member of our team, you will enter into a tailored, two-year entry level training program designed to provide you with the knowledge, tools, resources, and corporate vision to excel as an intelligence professional for the rest of your career. This multi-phase program features a mix of structured classroom training, NCTC and ODNI mission familiarizations and rotations, and on the job training. Upon completion of the program you will be ready to tackle some of the IC's most challenging mission needs. As part of this program you will complete assignments in multiple NCTC and ODNI directorates and offices. You will develop a broad range of intelligence officer tools and some specialized skill sets. Possible positions include:

- **Strategic Analyst** - Provide timely, insightful, and sophisticated all-source analysis—in collaboration with Intelligence Community partners—on terrorist threats to US interests, author a range of finished intelligence products, and brief law enforcement, military, and policy customers to inform decision-making on national security
- **Targeting Officer** - Identify as early as possible leads that could become terrorist threats to the Homeland and US interests abroad
- **Identities Intelligence Analyst** - Perform in-depth all-source research and analysis; conduct targeted analysis of known and unknown terrorist personalities, groups, and networks in order to reveal identity attributes for future analytical and watchlisting purposes
- **Operations Officer** - Maintain 24/7 global situational awareness by independently researching and analyzing raw intelligence reporting and maintaining awareness of current intelligence issues



## Qualifications Required

- Must be a U.S. citizen to apply.
- Minimum of Bachelor's degree in a related field (e.g., International Relations, History, Government, Political Science, Foreign Area studies, National Security studies, Economics, Operational Research, Psychology). Degree must be conferred by **the candidate's Entry on Duty (EOD) date**.
- Knowledge in a geographic region or subject matter related to counterterrorism.
- Demonstrated analytical, critical thinking, research, and writing skills.
- Ability to effectively plan, research, develop, and write high-quality, complex analyses, studies, projects, and briefings in relation to key U.S. foreign policy and national security objectives for Intelligence Community (IC) consumers and policymakers at the highest levels of government.
- Knowledge of analytic tradecraft and superior ability to communicate information and judgments to generalists as well as specialists.
- Ability to promote the development and use of a broad range of methodological tools and approaches to research, analyze, and present data (modeling, link analysis, or software).
- Ability to remain open-minded and change opinions on the basis of new information and requirements; ability to support group decisions and solicit opinions from coworkers.
- Ability to execute senior-level guidance in a fast-paced environment and ability to translate strategic goals into specific objectives with appropriate metrics and methods to track progress toward meeting those goals.
- Interpersonal, organizational, and problem-solving skills, including the ability to work effectively both independently and in a team or collaborative environment; initiative in carrying out mission responsibilities based on senior-level guidance.

## How You Will Be Evaluated

Applicants are encouraged to carefully review the required qualifications and then construct their resumes and cover letters to highlight their most relevant and significant experience and education for this job opportunity. The description should include examples that detail the level and complexity of the work performed. The best qualified applicants will be further evaluated through an interview process.

## Benefits

The ODNI offers a broad array of benefits programs and family friendly flexibilities. Main site for new federal employees: [http://www.opm.gov/insure/new\\_employee/index.asp](http://www.opm.gov/insure/new_employee/index.asp)

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfeds.com>



- Federal Employees Retirement System (FERS) (new employees automatically covered): <http://www.opm.gov/retire/index.asp>. If you are transferring from another agency and are covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oaca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependent Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules

## Other Information

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

Throughout your process with us, you may travel abroad. However, for your safety and the security of our process, do not communicate with ODNI by hard copy mail, telephone, email or internet any time you are physically outside the United States or its territories. You should never attempt to contact us from outside the United States or its territories once you are in process with us. If you have taken an electronic device overseas and intend to use that device to send your application, you should run a virus scanning software on your system before proceeding as we will not process any application that is contaminated.

## Key Requirements and How to Apply

A complete application must include the following:

- COVER LETTER** - A separate document that acts as a supplement to your resume and allows for an opportunity to further elaborate on your submission. Please address why you want to work as an All-Source Intelligence Officer and what differentiates you from other applicants.
- RESUME** - All applicants must submit a resume. Format is at the discretion of the applicant, but must include full **name, address, telephone number, email address, cumulative GPA** at time of submission and **status of U.S. citizenship at the top of the resume**. It should be **no longer than two pages**. The resume should include your past work experience, education and accomplishments that demonstrate that you possess the knowledge and skills required for this position. Resumes should address the above required qualifications.
- UNOFFICIAL TRANSCRIPTS** - All applicants must submit a copy of their unofficial educational transcripts for all degrees. Should you be selected, you will be required to submit official transcripts.
- SF-50** - Applicants who are current federal employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
- NAMING CONVENTION** - Please use following naming convention for your submitted file: Last Name\_First Name\_NCTC Application. When submitting, please **combine all separate files into one .pdf file**. This can be accomplished using several reputable free websites on the internet or by using Acrobat Pro or Adobe Reader.



If you are unable to accomplish this, **as a last resort**, please use following naming convention for each file:

- Last Name\_First Name\_NCTC Cover Letter
- Last Name\_First Name\_NCTC Resume
- Last Name\_First Name\_NCTC Transcript
- Last Name\_First Name\_NCTC SF-50 (if applicable)

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

**WHERE TO SUBMIT:** Please send a complete application package to NCTC\_TALENT@NCTC.GOV. All attachments should be in **Adobe PDF format**. Please send a complete application package to NCTC\_TALENT@NCTC.GOV.

Your application **MUST** be received by the closing date of the announcement. Applications received after the closing date will **NOT** be eligible for consideration.

**AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

**SECURITY and MEDICAL CLEARANCES:** This position requires a TS/SCI (Top Secret/Sensitive Compartmented Information) clearance and a medical evaluation that must be completed prior to appointment. You will be subject to a 5-year periodic reinvestigation and must be able to obtain and maintain a TS/SCI clearance. A polygraph is required. To be considered suitable for ODNI employment, applicants must generally not have used illegal drugs within the last 12 months. The issue of illegal drug use prior to 12 months ago is carefully evaluated during the security and medical processing. Even though certain states have legalized medical or recreational use of marijuana, it is still illegal under federal law. The ODNI is an equal employment opportunity employer and a drug free workplace.

## 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 for interview within 45 days of the closing date of this announcement. Due to the large number of applications received, applicants will **ONLY** be contacted if they have been selected for an interview.

## Agency Contact Information

**Email:** NCTC\_TALENT@NCTC.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-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. 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**





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**YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**