General Position Information

Job Title: National Intelligence Collection Officer

Position Number: BF055

Position Grade: GS-15

Salary Range: $122,530 - $172,500 (not applicable for detailees)

Vacancy Open Period: 11/04/2021 – 11/19/2021

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: MI/NIMC

Duty Location: McLean, Virginia

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

- For a cadre assignment:
  - Current ODNI permanent cadre.

- For a detailee assignment:
  - Current Federal Government employees at the same grade or up to one grade lower than the advertised positions 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 Office of the Director of National Intelligence (ODNI) Deputy Director of Mission Integration (MI) serves as the Director of National Intelligence's (DNI) senior leader for intelligence integration across the IC enterprise. MI is responsible for ensuring customer outcomes by leading advances in collection and analysis that ensure the quality, timeliness, and utility of insights for the nation's decision-makers. Additionally, MI is responsible for increasing expertise and improving tradecraft at all levels through specialization, integration, and collaboration. MI is responsible for the strategic vision, direction, and planning to deliver a more integrated IC reflecting the collective wisdom of our collection and analytic components to advance, in support of the National Intelligence Managers, the Unifying Intelligence Strategies (UIS).

Major Duties and Responsibilities:

Serves as the National Intelligence Collection Officer (NICO) for Aviation (NIM-Aviation), and is responsible for leading the IC coordination of multi-agency, national level, intelligence collection pertaining to the Air Domain. Also supports, as required, Air Domain Awareness (ADA) information sharing and policy engagement.

With guidance from the NIM-Aviation, conceptualizes, plans, implements, and facilitates IC and Inter-agency subject matter expert (SME) stakeholder working groups, forums, initiatives, and other activities to identify, develop, and coordinate solutions for prioritized collection-related actions affecting the Air Domain.

Leads IC efforts to determine the state of collection against NIM-Aviation missions, identifying gaps against those missions, developing integrated, cross-intelligence collection strategies to fill gaps, tasking collection activities against assigned missions, consistent with overall guidance from the NIM-Aviation, and evaluating collector responsiveness and success in filling collection gaps and meeting mission requirements.

Provides expert advice to NIM-Aviation leadership to establish collection priorities in the mission space. Ensures collection priorities are clearly defined to enable the Intelligence Community (IC) to focus limited collection resources against the highest priority and highest payoff objectives.

In coordination with NIM-Aviation staff and the Aviation Community, provides analysis and recommendations to leadership for realigning collection resources, and identify areas of acceptable risk in the collection posture.

Overssees and contributes to the development of NIM-Aviation mission-related strategic communications tools, including the NIM-Aviation Unifying Intelligence Strategy, the NIM-Aviation State of the Mission Brief, the Integrated Mission Strategy, briefings, and testimony to ensure they align with national security objectives and the NIM's strategic vision.

Evaluates emerging trends, strategies and implementation plans, and programmatic data in order to develop and propose innovative solutions and implement change.
Lead, initiate, cultivate, and maintain productive working relationships with senior policymakers across the IC in order to coordinate strategy development activities and evolving requirements and promote the implementation of mission and enterprise objectives.

Supports the NIM-Aviation in the Intelligence Planning, Programming, Budgeting and Evaluation process; the Research, Development, and Integration Fund and processes, and other opportunities to advocate for and secure funding for priority NIM-Aviation initiatives.

Assists in the development of specific and measurable performance metrics to measure the IC's collection and analytic progress against priority NIM-Aviation intelligence gaps.

Leads and oversees the planning and completion of assessments to evaluate IC progress against NIM-Aviation mission and enterprise objectives, formulate recommendations to address analytic and collection shortfalls, and lead follow-on activities to ensure required changes are implemented.

Evaluates the quality of analysis and ensures competitive and alternative analyses are conducted on topics related to assigned missions and requirements. Facilitate the incorporation of Air Domain priorities into strategic planning across ODNI functions.

Identifies and leverages funding opportunities to support IC Air Domain synchronization.

Identifies and coordinates across ODNI on issues that affect Air Domain synchronization goals and objectives.

Identifies new opportunities for Air Domain engagement across ODNI elements.

Supports and assists in coordinating senior level conferences and special events; and assists with ODNI internal tasking, records management and requests for information.

Support briefings to senior IC officials and other major stakeholders collaboration progress, issues and challenges.

**Mandatory Requirements:**

Experience and knowledge of IC collection policy, management and operations.

Ability to develop subject matter awareness across air domain intelligence issues.

Experience and knowledge of inter-agency coordination and operations to sustain effective working relationships with other Federal Government departments, agencies, and centers.

Demonstrated situational judgment and interpersonal, negotiation, and networking skills to collaboratively build strong team relationships across ODNI and other stakeholders.

Ability to manage sensitive matters and/or complex problems, make key contributions to group efforts, and exercise appropriate leadership and initiative at the senior management level.

Superior interpersonal, organizational, and problem-solving skills, including demonstrated ability to work effectively both independently and in a team or collaborative environment.
Ability to listen to, clarify, and communicate complex information clearly, concisely, and in a manner that is targeted to, and meets the needs of diverse audiences with different perspectives and objectives.

Desired:

Experience managing analysis, operational support and intelligence production related to long and short-term requirements.

Experience working with/in the IC and non-IC including Federal, State, Local, Tribal, Territorial, private sector and academia entities to identify partnerships and collaboration opportunities that advance Aviation intelligence integration.

Experience interpreting broad statements of policy directed by ODNI and the National Security Council.

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. **VACANCY NUMBER:** Reference the vacancy 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-HR-HRM-TEAMD-Mailbox@cia.ic.gov (classified email system) or Recruitment_Teamd@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. **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.

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 DNI-HR-HRM-TEAMD-Mailbox@cia.ic.gov (classified email system) or Recruitment_Tead@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 703-275-3663.

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 703-275-3663; Email: Recruitment_TeamD@dni.gov

Other Information

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

The Office of the Director of National Intelligence (ODNI) requires its employees to be fully vaccinated against COVID-19 pursuant to Executive Order 14043 of the President of the United States. As required, Federal employees must be fully vaccinated against COVID-19 regardless of the employee’s duty location or work arrangement (e.g., telework, etc), with exceptions only as required by law. If selected, you will be required to be vaccinated against COVID-19 and submit documentation of proof of vaccination by November 22, 2021 or before appointment or onboarding with ODNI, if after November 22, 2021. ODNI will provide additional information regarding what information or documentation will be needed and how you can request a legally required exception from this requirement. All employees requesting either a medical or religious exception, must follow the Guidelines from the Office of Personnel Management and/or Safer Federal Workforce Task Force.

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 703-275-3900 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 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.