



## General Position Information

**Job Title:** GP063 - Deputy National Intelligence Officer for Europe GS-15

**Salary Range:** \$121,316 - \$170,800 (not applicable for detailees)

**Vacancy Open Period:** 8/27/2020 – 9/17/2020

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates and Detailees

**Division:** MI/NIC

**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 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. (Current GS employees at the same grade as or 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 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).

The Office of the Director of National Intelligence (ODNI), Directorate for Mission Integration (DMI) serves as the Director of National Intelligence's senior leader for intelligence integration across the Intelligence Community (IC) enterprise. DMI 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, DMI is responsible for increasing expertise and improving tradecraft at all levels through specialization, integration, and collaboration. DMI 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 in support of the National Intelligence Managers (NIMs) and to advance the Unifying Intelligence Strategies (UIS).

The ODNI/DMI/National Intelligence Council (NIC) consists of the most senior intelligence analysts supporting the Director of National Intelligence in carrying out responsibilities as the head of the Intelligence Community (IC) and principal adviser to the President on intelligence matters related to national security. The NIC produces a wide range of IC-coordinated assessments including the National Intelligence Estimate (NIE), which represents the IC's most authoritative estimative statement on urgent national security issues and global trends.

## Major Duties and Responsibilities (MDRs)

Lead the Intelligence Community's production of strategic analysis of issues of importance to US interests in Europe and advise the DNI on key developments and issues.

Manage the preparation, production, and coordination of National Intelligence

Estimates and other community papers (Intelligence Community Assessments, Intelligence Community Briefs, and Sense of the Community Memoranda).

Articulate authoritative guidance on priorities – based on customer needs and analytic requirements – for both national intelligence collection and analysis.

Apprise the DNI on collection and analysis regarding European issues in support of his/her role as the principal intelligence adviser to the President by preparing and coordinating background papers and briefing books for the DNI's participation in the National Security Council Principals Committee and Cabinet meetings.



Brief senior IC members, policymakers, including members of Congress, and other major stakeholders as necessary on European regional issues.

Engage policymakers and members of the IC to ensure timely and appropriate intelligence support on European regional issues.

Establish and manage liaison relationships with academia, the business community, and other non-government subject matter experts to ensure the IC has a comprehensive understanding of emerging trends in Europe.

Lead and oversee the preparation of correspondence and/or products in response to congressional tasking, including testimony, talking points, and statements for the record for the DNI and senior DNI staff.

Review and analyze IC analytic components' research and production plans regarding Europe, identify redundancies and gaps, direct strategies to address gaps, and advise the DNI on gaps and shortfalls in analytic capabilities across the IC.

Establish and foster liaison relationships with IC analysts, analytic managers, and collection managers as well as academia, the business community, and other non-government subject matter experts to ensure the IC has a comprehensive understanding of emerging regional trends.

Support or, as required, act for the National Intelligence Officer for Europe (NIO).

Develop and continually expand personal knowledge in area of expertise\* and achieve a government-wide reputation as a subject matter expert in this area.

Recognize, value, build, and leverage diverse collaborative networks with the ODNI and across the IC.

Please note: qualified GS-14's can apply.

Build and leverage diverse collaborative networks within the ODNI and across the IC.

## **Mandatory and Educational Requirements**

Excellent interpersonal, organizational, and management skills to conceptualize and effectively lead complex analytic projects with limited supervision.

Demonstrated strong ability to work collaboratively and strong ability to employ collaboration tools; ability to work with and fairly represent the community when analytic views differ among agencies.

Extensive knowledge on European issues and a deep understanding of US foreign policy priorities; proven ability to synthesize complex issues involving Europe for senior policymakers; extensive knowledge of the IC's Europe analytic and collection communities and missions.

Extensive experience working with all parts of the IC in order to shape analytical production and encourage sound tradecraft; understanding of collection requirements and experience driving collection as well as identifying collection gaps.

Demonstrated ability to juggle and prioritize multiple short-term and longer-term tasks and projects and willingness to perform senior staffer functions as required.



Excellent communications skills, including ability to communicate effectively with people at all levels of leadership and target knowledge, both inside and outside the organization, to give oral presentations and to otherwise represent the NIC in interagency meetings.

Extensive critical thinking skills and exceptional writing ability in the preparation of finished intelligence assessments and other written products with emphasis on clear organization and logical presentation.

Demonstrated ability to execute senior-level guidance in a fast paced environment and superior ability to translate strategic goals into specific objectives with appropriate metrics and methods to track progress towards meeting those goals.

Creative problem-solving skills and superior ability to provide leadership in carrying out mission responsibilities.

## Desired Requirements

Working knowledge of and skills to use collaborative tools such as I space, Intellipedia, SharePoint, or other on-line Communities of Interest.

## Key Requirements and How To Apply

### Internal ODNI Cadre 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.

**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\_TM\_HR\_OPS\_TEAM\_D\_WMA@cia.ic.gov (classified email system) or Recruitment\_TeamD@dni.gov (unclassified email system). Applicants experiencing technical issues should contact the HR POC for guidance. Applicants submitting via JWICS are requested to submit their materials to both kurtjen@dni.ic.gov (*Jen K.*) and Johnlan@dni.gov (*Lanette J.*) in lieu of the group address above.

### Current Federal Employees within the Intelligence Community (IC) 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 Applying for a Detail Assignment:**

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. **SF-50 (if applicable):** Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.

**WHERE TO SUBMIT:** Applicants from federal agencies outside the IC should be sent to either DNI\_COO\_TM\_HR\_OPS\_TEAM\_D\_WMA@cia.ic.gov (classified email system) or Recruitment\_TeamD@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both kurtjen@dni.ic.gov (*Jen K.*) Johnlan@dni.gov (*Lanette J.*) in lieu of the group address above.

### **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.

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. 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](mailto:Recruitment_TeamD@dni.gov)

### **Other Information**

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



# 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

**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](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) and [DNI\\_Diversity\\_WMA@cia.ic.gov](mailto:DNI_Diversity_WMA@cia.ic.gov), by unclassified email at [DNI\\_DRA@dni.gov](mailto: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 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.**