



General Position Information

Job Title: HR408 - Director, NIC Strategic Futures Group - SNIS Professional Tier 1

Vacancy Open Period: 12/31/2018-1/15/2019

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DDII/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 SNIS Professional Tier 1 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

Only Senior Service (SNIS, SES, SIS, DISES, DISEL) candidates may apply. Highly qualified GS-15s 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. Only Senior Service (SNIS, SES, SIS, DISES, DISEL) candidates may apply. Highly qualified GS-15s 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), Directorate for Mission Integration (DMI) serves as the Director of National Intelligence's (DNI) 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 National Intelligence Council (NIC) consists of the most senior intelligence analysts supporting the Director of National Intelligence (DNI) in carrying out responsibilities as the head of the Intelligence Community (IC) and as the principal adviser to the President for intelligence matters related to national security. The NIC produces a variety of all-source, IC coordinated intelligence reports, including its flagship product, the National Intelligence Estimate, which represents the Intelligence Community's most authoritative statement on a key national security issues.

Major Duties and Responsibilities (MDRs)

- Direct and oversee an analytic program that produces future and foresight assessments for policy- and decision makers on a flexible set of global trends and issues of security concern—governance, geopolitics, global health and environment, the changing character of warfare, and regional power relationships—both independently and in collaboration with other NIC offices.
- Direct and oversee a program of integrated, multi-disciplinary analysis responsive to the needs of senior policymakers and/or defense planners to assess developing and/or under examined strategic trends to identify emerging challenges to and opportunities for U.S. interests; facilitate and manage regular, short-term warning analytic assessments for the NIC.
- Oversee the preparation and coordination of strategic and global trend assessments (transnational and/or long-range) shaping the future international environment in written products—NIE, IC Assessments, and other products—and oral briefings for senior U.S. Government policymakers at the National Security Council (NSC), State Department, Department of Defense (DoD), and Combatant Command strategic planners.
- Lead and oversee the development and production of Global Trends—an unclassified document produced every four years that forecasts the future worldwide security environment.
- Investigate and implement innovative tradecraft, methods, and tools to improve strategic foresight and anticipation; serve as primary IC advocate and champion for future analytic tradecraft and methodology as well



as the primary convener for all NIC-sponsored strategic analytic games; utilize innovative techniques such as horizon scanning, strategic gaming, and red teaming to pursue inquiries.

- 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 requirements for strategic futures assessments.
- Represent the NIC at local and international meetings, conferences, workshops and other forums in support of the IC's analytic production.
- Brief senior IC members, policymakers, military decision makers, members of Congress, and other major stakeholders as necessary on strategic analytic perspectives.
- Foster and strengthen relationships among analysts from across the IC and with academia, think tanks, the business community, and other nongovernment subject matter experts to ensure that the IC has a comprehensive understanding of emerging transnational and transfunctional issues of strategic importance. Organize analytic exchanges and other forums to draw on expertise from outside the government to support SFG analysis and written production.
- Participate in the training of new analysts by lecturing in training courses, serving on panels of experts, and mentoring analysts.
- Lead, manage, and direct a professional level staff, evaluate performance, collaborate on goal setting, and provide feedback and guidance regarding personal and professional development opportunities.
- Lead the development and implementation of building a workforce and culture to deliver services that exceed customer expectations.

Mandatory and Educational Requirements

- Demonstrated ability to lead analytic teams with multi-disciplinary expertise within an IC production center or think tank/academic center.
- Extensive knowledge of intelligence analysis in the forecasting/futures domain.
- Demonstrated leadership and management skills in leading interagency, interdisciplinary IC or other analytic teams against a range of functional and regional analytical issues.
- Demonstrated ability to conceptualize and lead complex analytic projects.
- Demonstrated interpersonal, organizational, and management ability to conceptualize and effectively lead complex analytic projects with limited supervision. Ability to work with and fairly represent the IC when analytic views differ among agencies.
- Demonstrated communication skills, including ability to exert influence with senior leadership and communicate effectively with people at all staff levels within the organization, to give oral presentations and to otherwise represent the NIC in meetings.



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 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: Applications should be sent to either DNI-MSD-HR-RR-Team_D_WMA@dni.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 clrkmon@dni.ic.gov (*Monica J.*) and aclaale@dni.ic.gov (*Alex A.*) 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 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.



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- 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.
- 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: Applications should be sent to either DNI-MSD-HR-RR-Team_D_WMA@dni.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 clrkmon@dni.ic.gov (*Monica J.*) and aclale@dni.ic.gov (*Alex A.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

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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 703-275-3663.

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.

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_COO_TM_EEOD_RA_WMA@cia.ic.gov, by unclassified email at DNI-EEOD_WMA@cia.ic.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. 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.**



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