



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

General Position Information

Job Title: PC003 – CW Strategy Management Officer – GS-15

Salary Range: \$103,690 - \$172,500 (not applicable for detailees)

Vacancy Open Period: 1/7/2021 – 1/28/2021

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/NCPC

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 two grades lower than the advertised position grade 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. (Current GS employees at the same grade 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 National Counterproliferation Center (NCPC) coordinates strategic planning with the Intelligence Community (IC) to enhance intelligence support to the United States (U.S.) efforts to stem proliferation of weapons of mass destruction and related delivery systems. It works with the IC to identify critical intelligence gaps or shortfalls in collection, analysis, or exploitation; and develop solutions to ameliorate or close these gaps. It also works with the IC to identify long-term proliferation threats and requirements and develop strategies to ensure the IC is positioned to address these threats and issues. NCPC reaches out to elements both inside and outside the IC and the U.S. Government (USG) to identify new methods or technologies that can enhance the capabilities of the IC to detect and defeat future proliferation threats.

Major Duties and Responsibilities (MDRs)

- Implement NCPC's Strategic Framework in support of national strategies and policies to counter the proliferation of weapons of mass destruction.
- Develop and implement comprehensive, proactive strategies in support of Intelligence Community (IC) Weapons of Mass Destruction (WMD) Campaign lines-of-effort to counter the proliferation of CW capabilities.
- Conduct collection, analytic, and counterproliferation (CP) resource assessments to determine critical intelligence gaps, and provide innovative mitigation strategies and solutions against high-priority CW issues.
- Develop and implement innovative approaches, and provide structured recommendations focused on the advancement of IC collection and analysis against the proliferation of CW capabilities.
- Conduct after-action reviews and studies to influence collection and analysis, policy development, and strategy implementation related to CW issues.
- Work collaboratively within NCPC and across ODNI and the CP community to develop, review, update, and implement plans and policies to advance IC CW priorities and objectives in support of CP policy deliberations.
- Advise NCPC leadership on issues affecting the CP enterprise including resource and capability issues, products, and programs. Provide expert analyses and recommendations to support their decision-making.
- Advise NCPC leadership on IC-level investment strategies, and develop proposals to ensure sufficient fiscal planning and resources for analysis and collection against CW-related issues.



- Identify and brief ODNI and NCPC leadership regarding analytic enterprise issues and emerging trends concerning CW-related collection and analysis.
- Represent NCPC and the ODNI in inter- and intra-agency meetings, with liaison partners, and with non-government scientific experts; conduct outreach and ensure resources and priority attention is given to CW-related analysis and collection.
- Provide analysis and recommendations to ensure that ODNI and IC element plans and programs align with objectives of the strategic plan.

Mandatory and Educational Requirements

- Excellent ability to evaluate strategic trends, strategy and implementation plans, results, and programmatic data, propose innovative solutions, and implement change.
- IC experience demonstrating broad and deep insight into the IC's structure, roles and responsibilities, and intelligence capabilities.
- Excellent oral and written communication skills and demonstrated ability to filter and synthesize data, and produce clear, logical, and concise products.
- Excellent interpersonal, organizational, and management skills to conceptualize and effectively lead complex projects with limited supervision; superior ability to work with and represent NCPC to the CP community on complex issues.
- Superior ability to exercise independent judgment on time-sensitive issues and work collaboratively across the IC.

Desired Requirements

- Knowledge of the IC's architecture as related to CW-related analysis, collection, operations, and emerging trends across multiple analytic disciplines.
- Demonstrated experience and knowledge of CW issues, including the relationship between collection needs and the analytic process, foreign developments, research, scientific and technical advancements, and denial and deception capabilities.
- Ability to identify emerging trends and strategic issues, and incorporate these into strategic plans for NCPC and the CP mission.
- Expert knowledge of technical collection capabilities related to requirements, exploitation, analysis, and emerging trends on CW-related subjects.
- Expert knowledge of IC organizations, mission posture, structures, capabilities, processes, and policy development.



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- Strong analytic and critical thinking skills, including superior ability to think strategically, to identify intelligence requirements, and to develop innovative recommendations and solutions.
- Demonstrated ability to communicate organizational vision, mission, and plans, and to logically analyze, synthesize, and evaluate multiple sources of information.
- Demonstrated negotiation and leadership skills, and ability to exert influence and build consensus, and experience in reconciling competing interests.
- Demonstrated ability to exercise independent judgment on time-sensitive issues, and to work independently and collaboratively.
- Program management experience, including experience drafting Statements of Work and monitoring expenditures to analyze cost-benefit against set priorities.

Key Requirements and How To Apply

Internal ODNI Cadre Candidates:

A complete application package must include:

- 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.
- 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.
- 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_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 aclaalb@dni.ic.gov (Alex A.) and lanetbj@dni.ic.gov (*Lanette J.*) in lieu of the group address above.

Applicants from federal agencies outside the IC Applying for a Detail Assignment:

A complete application package must include:

- 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.
- 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.



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- 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.
- e. **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_HRM_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 aclaalb@dni.ic.gov (*Alex A.*) and lanetbj@dni.ic.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

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_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3799 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 AS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**