General Position Information

Job Title: TBD - TC003 Mission Assurance Officer - Exercise Planner - NCTC/DOS-GS-13

Salary Range: $86,335 - $133,465 (not applicable for detailees)

Vacancy Open Period: 08/06/2020 – 09/04/2020

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees and Externals

Division: DNI/NCTC/DOS

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-13 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 the advertised grade or one below 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.
  - Current Federal Government employees. (Current GS employees at the same grade or one below may apply.)
Candidates outside the Federal Government.

- For a detaillee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade or one below 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 Counterterrorism Center (NCTC) 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)**

- Develop national intelligence and preparedness policy to support mission requirements, as needed.
- Design, develop and execute counterterrorism exercises that meet the needs of International, Federal, State, local, tribal and territorial partners.
- Design and develop crisis response and management exercises related to a variety of scenarios involving realistic terrorism events based on real-world tactics, techniques and procedures.
- Execute discussion and operational-based exercises focused on evaluating existing or developing new plans that support response efforts in preparation for and response to a major terrorist incident.
Design and develop all types of exercise documentation, as outlined in the Homeland Security Exercise and Evaluation Program, to include scenarios, scripts, injects, exercise plans and control/evaluator handbooks.

Provide advice to senior managers on exercise-related issues, policies and procedures.

Maintain productive working relationships with International, Federal, State, local and private/public sector partners in order to effectively respond to their mission needs.

Meet the mission and enterprise objectives of the National Intelligence Strategy or other national level guidance documents.

**Mandatory and Educational Requirements:**

- Thorough program management, analytic, and critical thinking skills, including demonstrated ability to conduct program and management assessments, to identify needs and requirements, and to develop non-linear process improvement recommendations for implementation across the IC.
- Thorough knowledge of IC organizations’ missions in order to develop the national-level strategies and policies necessary to support NCTC’s participation in exercise planning / evaluation.
- Ability to work effectively with senior leadership to build consensus on contentious issues and to foster a collaborative work environment across the ODNI, IC and other mission partners.
- Thorough experience in designing, developing and participating in various exercise scenarios and making recommendations based upon analyzed outcomes.
- Ability to balance responsibilities among program/project activities; ability to manage transitions effectively from task to task, adapting to varying customer needs, or ongoing emergencies.

**Desired Requirements:**

- Demonstrated experience working within the counterterrorism community successfully leading or serving as representational lead for one or more phases of the exercise cycle commencing with planning through evaluation and recommendation development.

**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.

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_COO_TM_HR_OPS_TEAM_C_WMA@cia.ic.gov (classified email system) or Recruitment_TeamC@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 wheelke@dni.ic.gov (Ken W.) and HARRMAA@dni.ic.gov (Martha H.) in lieu of the group address above.

External Candidates:

Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of an ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

A complete application 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.
e. **SF-50:** 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:** External candidates must submit an application through the www.intelligencecareers.gov. All attachments should be in Microsoft Word or Adobe PDF format.

**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:

**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 federal agencies outside the IC should be sent to either DNI_COO_TM_HDR_OPS_TEAM_C_WMA@cia.ic.gov (classified email system) or Recruitment_TeamC@dni.gov (unclassified email system). Applicants submitting via JWICS are
requested to submit their materials to both: wheelke@dni.ic.gov (Ken W.) and harrmaa@dni.ic.gov (Martha H.) 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 703-275-3955.

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: 703-275-3955; Email: Recruitment_TeamC@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 703-275-3900 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.