



## General Position Information

**Job Title:** 10783 - NIC Chief of Tradecraft - GS-15

**Salary Range:** \$114,590 - \$164,200 (not applicable for detailees)

**Vacancy Open Period:** 11/20/2018 - 12/5/2018

**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 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 one grade 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 one grade 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 National Intelligence for Intelligence Integration (DDNI/II) serves as the Director of National Intelligence's (DNI) senior leader for intelligence integration across the IC enterprise. DDNI/II 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, DDNI/II is responsible for increasing expertise and improving tradecraft at all levels through specialization, integration, and collaboration. DDNI/II 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 (MDRs)

- Provide leadership and expert guidance to the planning, analysis, facilitation and application of a full-range of methodological tools and approaches to gain a comprehensive understanding of complex analytical issues and incorporate insights and findings into well-crafted, in-depth intelligence products. This is a supervisory position that requires the completion of performance appraisals for staff.
- Develop, utilize, and refine a full range of methodological tools, data, and approaches to help NIC officers gain a comprehensive understanding of complex and significant analytic issues and incorporate insights and findings into well-crafted, sophisticated intelligence products.
- Oversee and lead the identification of critical intelligence gaps and initiate, develop, and implement anticipatory intelligence strategies and mitigation initiatives to address gaps and shortfalls in collection and analytic capabilities across the USG.
- Lead, plan, direct, and coordinate the preparation of anticipatory and strategic warning approaches and analysis that supports key US national security and foreign policy objectives and helps shape IC analysis and priorities.
- Lead and oversee the weekly evaluation of analytic products post-production. Assess and brief trends in analytic production metrics and propose methods for overcoming areas for improvement. Provide timely feedback to NIOs on analytic production.
- Oversee the development and implementation of strategies for using methodological tools and data for gathering intelligence or other information in support of US interests and policy objectives; cultivate and identify key internal and external sources of relevant information that meet customer and self-derived needs.



- Lead, initiate, cultivate, and maintain productive working relationships with colleagues, experts, IC members, policy committees, and law enforcement agencies as appropriate and use these relationships to share information of interest; attend internal and external training, seminars, or conferences on broad or more strategic subject areas.
- Recognize, value, build, and leverage diverse collaborative networks with the ODNI and across the IC.
- Develop and continually expand personal knowledge in area of expertise\* and achieve a government-wide reputation as a subject matter expert in this area.
- Oversee, coordinate, lead, and communicate comprehensive, sophisticated, and current analyses of complex and significant national, regional, and/or global issues for senior policymakers and key components in the Intelligence Community (IC), law enforcement, and the Office of the Director of National Intelligence (ODNI).

## **Mandatory and Educational Requirements**

- Expert knowledge in as a tradecraft expert and/or analytic methodologist.
- Expert ability to lead, promote and facilitate the development and use of a broad range of methodological tools and approaches to research, analyze, and present data (modeling, link analysis, or software).
- Expert ability to effectively plan and lead the development of high-quality, complex analyses, studies, projects, assignments, and briefings on key US foreign policy and national security objectives focused on a specific region or transnational issue for IC consumers and policymakers at the highest levels of government.
- Expert knowledge of IC policy and procedures and demonstrated knowledge of analytic tradecraft and superior ability to communicate intelligence information and judgments to generalists as well as specialists.
- Ability to produce excellent analytic finished intelligence related to the subject matter issue, either as lead analyst or manager of analysts, and broad knowledge of the role of intelligence analysis within the IC.
- Maintain and develop regular contacts within the Office of the Director of National Intelligence (ODNI) and the IC for exchanging information.
- Superior levels of flexibility and superior ability to remain open-minded and change opinions on the basis of new information and requirements; superior ability to support group decisions and solicit opinions from coworkers.
- Exceptional ability to oversee and direct information sharing programs and promote information sharing practices across the ODNI and IC.
- Superior and recognized analytic and critical thinking skills, including superior ability to think strategically.
- 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.
- Excellent interpersonal, organizational, and problem-solving skills, in working with individuals at the highest levels of the IC and government in justifying, defending, negotiating, and resolving significant and controversial issues.
- Superior ability to work effectively both independently and in a team or collaborative environment, and mentor junior colleagues



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

Key Requirements and How To Apply  
Internal ODNI 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 if the applicant is unable to provide the two most recent evaluations.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

**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.ic.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:**

- WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- 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 if the applicant is unable to provide the two most recent evaluations.
- 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.

**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.

**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.



# 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\\_COO\\_TM\\_EEOD\\_RA\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov), by unclassified email at [DNI-EEOD\\_WMA@cia.ic.gov](mailto: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.**