



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: 12164 - Deputy National Intelligence Officer for Counterintelligence - GS-15

Salary Range: \$99,172 - \$166,500 (not applicable for detailees)

Vacancy Open Period: 08/23/2019 – 09/07/2019

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 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 up to 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 up to 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), 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 issue.

Major Duties and Responsibilities (MDRs)

- **Write.** As part of the NIO/CI team, write CI strategic analysis, and provide CI analytic support and expertise to the DNI and policymakers.
- **Lead.** Lead and oversee preparing, producing, coordinating, and disseminating National Intelligence Estimates, Intelligence Community Assessments, Sense of the Community Memoranda, and other NIC Reports.
- **Inform.** Provide expert national CI analytic assessments; prepare and coordinate background papers and briefing books for the DNI, PDDNI, DDNI/II, NIO/CI, and other ODNI senior leaders' participation in the National Security Council Principals, Deputies, and Policy Coordinating Committees; Cabinet meetings; Congressional testimonies; and other senior-level policymaking meetings.
- **Support.** Support the development of national CI analytic and collection priorities to identify and mitigate critical intelligence gaps.
- **Respond.** Lead and oversee preparing 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.
- **Brief.** Brief senior USIC officials and other major stakeholders at interagency meetings, conferences, and other public fora on major events and emerging trends on counterintelligence issues.
- **Represent.** Represent the NIO/CI team in internal and external fora.
- **Review.** Review USIC analytic components' CI research and production plans, identify redundancies and gaps, and develop mitigation strategies to address gaps and shortfalls in CI analytic capabilities and production across the USIC.
- **Engage.** Establish and foster liaison relationships with USIC analysts, analytic managers, and collection managers as well as academia, the business community, and other non-government subject matter experts to ensure the USIC has a comprehensive understanding of current and emerging CI issues.
- **Recognize, value, build, and leverage** diverse collaborative networks with the ODNI and across the IC.



Mandatory and Educational Requirements

- Knowledge of intelligence threats. Expert knowledge of national-level foreign intelligence threats and national CI priorities.
- Knowledge of CI research and analysis. Expert knowledge and experience in CI analysis relevant to a regional or functional national intelligence priority area.
- Critical thinking. Superior and recognized analytic and critical thinking skills, including superior ability to think strategically.
- Ability to write. Demonstrated ability to write high-quality, national-level CI analytic products for senior policymakers.
- Ability to work with and lead others. Excellent interpersonal, organizational, and leadership skills and an expert ability to conceptualize and effectively lead complex analytic projects and promote consensus-building across the USIC when analytic views differ. Ability to mentor junior colleagues.
- Ability to communicate. Excellent communications skills, including the ability to communicate effectively with people at all levels of leadership and all levels of expertise on CI issues; ability to give effective oral presentations and to represent ODNI, the NIC, and the NIO/CI team in interagency meetings and other fora.
- Ability to prioritize. Expert ability to prioritize and manage multiple short-term and longer-term tasks and projects and perform senior staff functions as required.
- Ability to share information. Superior ability to oversee and direct information sharing across ODNI and USIC.
- Flexibility. 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.
- Creative problem-solving skills and superior ability to provide leadership in carrying out mission responsibilities.

Desired Requirements

None.

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 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.

WHERE TO SUBMIT: 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 submitting via JWICS are requested to submit their materials to both kurtjen@dni.ic.gov (*Jen K.*) 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 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.

WHERE TO SUBMIT: 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 submitting via JWICS are requested to submit their materials to both kurtjen@dni.ic.gov (*Jen K.*) 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.

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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_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 VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**