



General Position Information

Job Title: Chief, Analytic and Collection Advancement Group

Position Number: 14392

Position Grade: GS-15

Salary Range: \$122,530 - \$172,500 (not applicable for detailees)

Vacancy Open Period: 09/28/2021 - 10/13/2021

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: ODNI/NCSC/NCD

Duty Location: Bethesda, MD

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 as 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 as 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 mission of the National Counterintelligence & Security Center is to lead and support the U.S. Government's counterintelligence (CI) and security activities critical to protecting our nation; provide CI outreach to U.S. private sector entities at risk of foreign intelligence penetration; and issue public warnings regarding intelligence threats to the U.S.

Major Duties and Responsibilities (MDRs)

Lead and guide the CI analytic and collection communities to advance their missions of identifying, assessing, prioritizing, and countering intelligence threats to the United States.

Lead the development of publications that establish national CI priorities and drive analysis and collection, including the Congressionally-directed National Threat Identification and Prioritization Assessment (NTIPA), CI Production Guidance, Analytic Emphasis Messages, Collection Emphasis Messages, analytic and collection snapshots, and other NCSC mission products.

Evaluate the state of CI analysis and collection responsiveness to national priorities; develop collaborative initiatives to focus USG attention on high priority analytic and collection gaps, such as workshops, seminars, working groups, briefings, campaigns, etc.

Enhance CI analytic and collection tradecraft across the IC.

Chair the Counterintelligence Community's Collection Working Group and represent NCI in national IC analytic fora such as the National Intelligence Analysis Board (NIAB). Serve as the National Intelligence Priorities Framework CI Intelligence Topic Expert.

Develop collection strategies to address key intelligence gaps.

Lead a team of professional staff and assess performance, collaborate and oversee goal setting, and provide feedback on personal development.



Mandatory and Educational Requirements

Expert knowledge of and experience with leading CI analytic and collection tradecraft across the IC.

Superior program management, analytic, and critical thinking skills, including ability to conduct program and management assessments, to identify needs and requirements for implementation across the IC.

Expert knowledge of and experience with the IC analytic organizations' structures, missions, priorities, and resources.

Expert knowledge and ability to lead CI risk assessment to include examining threats, vulnerabilities and mitigations on high priority topics.

Superior ability to identify emerging CI trends and strategic issues and incorporate them in developing strategic plans for the organization and dissemination across the IC.

Superior ability to assess complex programmatic issues and apply diagnostics to assess CI risks and implement innovative solutions related to sensitive issues.

Superior ability to understand substantive and administrative issues, exert influence to senior leadership, communicate cogently and effectively with people at all levels (both internal and external), brief management on reviews and findings, and organize and edit written reports of varying length and complexity.

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.
- D. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

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-HR-HRM-TEAMB-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system).

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. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **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.
- e. **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-HR-HRM-TEAMB-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system).

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.

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.



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

Agency Contact Information

ODNI Recruitment; Phone: 301-243-1318; Email: Recruitment_TeamB@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 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.**