



General Position Information

Job Title: 14538 - Cartographer - NCTC/DI/AMP - GS-13

Salary Range: \$68,036 - \$126,062 (not applicable for detailees)

Vacancy Open Period: 12/21/2018 – 01/18/2019

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: NCTC/DI

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 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 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)

- Seeking a multi-media production officer for NCTC's Directorate of Intelligence's Analytic. Must be a hard-working cartographer who can work independently, managing multiple mapping projects while serving as part of an interdisciplinary creative team of graphic designers, cartographers, and multimedia specialists who develop creative solutions for briefings and publications for the IC and senior policymakers.
- A cartographer at this level will be expected to apply knowledge of cartographic principles, theory, practices, geographic/topical knowledge, and software applications to develop original cartographic products that facilitate the rapid comprehension of complex substantive issues and the related bottom-line messages.
- The officer will work directly with customers to plan and coordinate the research, design, and digital production of complex cartographic products, primarily thematic and reference maps, for a variety of finished intelligence publications, presentations, reference products, and/or interactive websites. Review and edit map projects for style, consistency, relevancy, and accuracy, including customer's text for geographic accuracy; facilitate quality control of map projects and database updates, including reviews by senior cartographers and customers, and quality reviews on peer maps and database updates.
- Primary responsibilities will include the ability to provide advice and substantive input to customers regarding the best production format and distribution methods for the final product; as well as the preparation of appropriate digital file formats for final output and delivery of digital product files directly to the customer, the printing and imaging facility for hard copy product fabrication, and/or the electronic publishers for online distribution; archive digital files after product delivery.

Mandatory and Educational Requirements

- Demonstrated ability to apply cartographic design principles, including color and symbology theory, map projections, thematic and statistical mapping, topographic and reference mapping, display hierarchies, typography, and data generation. Ability to apply knowledge of cartographic principles, theories, practices, geographic/topical knowledge, and software applications to develop original cartographic stories that facilitate the rapid comprehension of issues and the related bottom-line messages.



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- Thorough knowledge of software applications, including Avenza MaPublisher and ESRI ArcGIS, to develop sophisticated thematic map designs that facilitate the rapid comprehension of complex substantive issues and the related bottom-line message; practical knowledge of Adobe Creative Suite; working knowledge of Microsoft Office products.
- Ability to apply knowledge of Geographic Information Systems (GIS) principles including data types, data layers, basic geographic, analytic, and statistical functions, map projections, geographic coordinate systems, and data formatting.
- Applicants must provide a strong portfolio that demonstrates the ability to conceptualize, design, produce, and review sophisticated cartographic products, primarily thematic maps, for a variety of finished intelligence publications, presentations, reference products, and/or interactive Web sites.
- Demonstrated ability to work effectively and efficiently within a diverse, creative, and often fast-paced project team environment and to efficiently manage time.
- Demonstrated interpersonal skills to interact effectively with customers, senior management, technical staff, and project team members; demonstrated ability to coach and mentor others; thorough knowledge and understanding of organization mission and structure.

Desired Requirements

- Experience: 5-7 years of progressive experience in cartography or geospatial information systems.
- Knowledge of map-related JavaScript libraries such as OpenLayers or TileMill.
- Education: A bachelor's degree in Geography, Cartography, or Geographic Information Systems.

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 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-MSD-HR-RR-Team_C_WMA@dni.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 saksdav@dni.ic.gov (*David S.*) and faultki@dni.ic.gov (*Tiffany F.*) 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



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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 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.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_C_WMA@dni.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 saksdav@dni.ic.gov (*David S.*) and faulkti@dni.ic.gov (*Tiffany F.*) 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 703-275-3955.

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.



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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, by unclassified email at 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.**