



General Position Information

Job Title: 16957 - National Intelligence Collection Officer -Counterproliferation - GS-15

Salary Range: \$117,191 - \$166,500 (not applicable for detailees)

Vacancy Open Period: 09/05/2019 – 09/26/2019

Position Type: Cadre Detailee

Who May Apply: Internal ODNI Candidates Detailees

Division: NCPC/II

Duty Location: Vienna, 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 National Counterproliferation Center (NCPC) coordinates strategic planning with the Intelligence Community (IC) to enhance intelligence support to the United States (U.S.) efforts to stem proliferation of weapons of mass destruction and related delivery systems. It works with the IC to identify critical intelligence gaps or shortfalls in collection, analysis, or exploitation; and develop solutions to ameliorate or close these gaps. It also works with the IC to identify long-term proliferation threats and requirements and develop strategies to ensure the IC is positioned to address these threats and issues. NCPC reaches out to elements both inside and outside the IC and the U.S. Government (USG) to identify new methods or technologies that can enhance the capabilities of the IC to detect and defeat future proliferation threats.

Major Duties and Responsibilities (MDRs)

- Provide expert advice and analysis to National Counterproliferation (CP) Center leadership for setting collection and analytic priorities in the CP mission space, and ensure the priorities are communicated to and understood by the Intelligence Community (IC).
- Lead IC efforts to determine the state of collection against CP priorities, to identify gaps against those priorities, and to develop comprehensive and integrated collection strategies to address those gaps.
- In coordination with NCPC staff and the CP Community, provide analysis and recommendations to NCPC leadership for realigning collection resources, and identify areas of acceptable risk in the collection posture.
- Oversee and contribute to the development of CP mission-related strategic communications tools, including the CP Unifying Intelligence Strategy, the CP State of the Mission Brief, the Integrated Mission Strategy, briefings, and testimony to ensure they align with national security objectives and the NCPC Director's strategic vision.
- Expert ability to evaluate emerging trends, strategies and implementation plans, and programmatic data in order to develop and propose innovative solutions and implement change.
- Cultivate and maintain productive working relationships with key stakeholders within ODNI, across the IC, with liaison partners, and with US policymakers in order to coordinate CP efforts, and appropriately balance competing priorities.
- Support the Director, National Intelligence Manager-CP Directorate in the Intelligence Planning, Programming, Budgeting and Evaluation process; the Research, Development, and Integration Fund and CP Fund selection processes, and other opportunities to advocate for and secure funding for priority CP and WMD initiatives.
- Assist in the development of specific and measurable performance metrics to measure the IC's collection and analytic progress against priority CP intelligence gaps.
- Lead and oversee the planning and completion of assessments to evaluate IC progress against CP-mission and enterprise objectives, formulate recommendations to address analytic and collection shortfalls, and lead follow-on activities to ensure required changes are implemented.
- Evaluate the quality of analysis and ensure competitive and alternative analyses are conducted on topics related to assigned missions and requirements.



Mandatory and Educational Requirements

- Expert knowledge of IC organizations' missions in order to develop IC-wide strategies and policies to support U.S. national security and foreign policy interests in the CP mission space.
- Demonstrated experience and knowledge of the IC, collection disciplines, and the IC's collection management processes.
- Demonstrated experience and knowledge of the process for developing the National Intelligence Priority Framework, and the relationship between collection needs and the analytic production process.
- Ability to develop and manage strategic plans, and monitor and report on project and program performance.
- Superior ability to logically analyze, synthesize, and evaluate multiple sources of information for their inclusion in briefings and written documents.
- Expert organizational and interpersonal skills to advocate and engage in diverse forums, and to reconcile competing.
- Strong ability to exert influence, exercise independent judgment, and manage competing priorities.
- Superior ability to exercise independent judgment on time-sensitive issues and work collaboratively across the IC.
- Superior written and oral communication skills.

Desired Requirements

- Program management experience, including experience drafting Statements of Work and monitoring expenditures to analyze cost-benefit against set priorities.

Key Requirements and How To Apply

Internal ODNI Candidates: **Must apply at <https://jobsdni.web.cia/>**

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 in the cover letter 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.
- 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_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 DEWBRET@dni.ic.gov (*Brett D.*) 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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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

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.
- 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: 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 DEWBRET@dni.ic.gov (*Brett D.*) 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.**