



## General Position Information

**Job Title:** 17395 - Partnership and Liaison Officer - GS-15

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

**Vacancy Open Period:** 04/09/2019 – 04/24/2019

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** NCPC/ICPF

**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)**

- Lead, initiate, plan and oversee performance/participation in coordinated intelligence activities in partnership with the IC, U.S. Government agencies, the Office of the Director of National Intelligence (ODNI) elements, military, state, local, tribal, private sector partners, and foreign partners to leverage existing information sharing capabilities and align policies, standards, systems, and information.
- Serve as an interdiction subject matter expert responsible for supporting the Office of the Director of National Intelligence (ODNI) and the IC in countering the threats caused by the proliferation of WMD. Lead, plan, develop, and oversee the implementation of strategies, initiatives, and plans that address difficult or challenging problems related to the proliferation and interdiction of WMD, delivery systems, and proliferation networks.
- Lead the planning for and identification of long-term WMD proliferation threats and requirements and develop strategies to ensure the IC is positioned to address these over-the-horizon threats.
- Lead, initiate, cultivate, and maintain productive working relationships within the ODNI, IC, U.S. Government, and with foreign counterparts to integrate and advance national and foreign counterproliferation efforts and interdiction goals and objectives.
- Lead, plan, and coordinate the preparation of exercises, seminars, presentations, correspondence, and other work products that strengthen the IC's ability to address and mitigate current and future WMD proliferation issues.
- Represent ODNI and the IC on several high-level committees, task forces, and working groups responsible for developing integrated strategies and actions to interdict and counter WMD threats and proliferation.
- Lead the identification and development of impactful relationships with interdiction experts in academia, national laboratories, private organizations, and other research entities; identify partnership opportunities that promote innovative projects designed to enhance interdiction and address proliferation networks of concern.
- Provide strategic guidance, leadership, and oversight, as needed, to the national focal point for interdiction to strengthen its tactical, operational, and strategic interdiction efforts.
- Guide, plan, and facilitate interagency outreach, education, and advocacy to ensure that stakeholders understand how the U.S. Government counterproliferation community is organized, what capabilities it has and what capabilities it needs; advocate for resources as required.
- Lead and/or support campaigns against prioritized counterproliferation threats.

## **Mandatory and Educational Requirements**



- Expert knowledge of the mission, strategy, and requirements of the national focal point for interdiction and the guiding principles for U.S. Government efforts on interdiction of WMD and related delivery systems and disruption of related networks.
- Expert knowledge of and superior ability to coordinate, network, and communicate with individuals across the ODNI and IC and to build and sustain effective working relationships that promote information sharing.
- Superior interpersonal, organizational, and problem solving skills, including the ability to work effectively both independently and in a team or collaborative environment as well as under pressure with short operating deadlines.
- Superior ability to lead, plan, and conduct high-quality, complex analyses, studies, and briefings on WMD interdiction strategies and issues for IC consumers and policymakers at the highest levels of the U.S. Government.

## Desired Requirements

- Direct experience working with the Department of Defense, Department of State, and/or National Security Council staff.
- Familiarity working with issues regarding international non-proliferation treaties and export control regimes, United Nations Security Council Resolutions, Proliferation Security Initiative, Maritime Domain Awareness, Air Domain Awareness, Maritime Operational Threat Response, Nuclear Trafficking Response Group, State Department-led interdiction working groups, proliferation networks and proliferation finance.
- Experience working on or with the Joint Staff.

## 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 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](mailto:DNI_COO_TM_HR_OPS_TEAM_D_WMA@cia.ic.gov) (classified email system) or [Recruitment\\_TeamD@dni.gov](mailto:Recruitment_TeamD@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [clrkmon@dni.ic.gov](mailto:clrkmon@dni.ic.gov) (*Monica J.*) and [aclaale@dni.ic.gov](mailto: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.
- 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](mailto:DNI_COO_TM_HR_OPS_TEAM_D_WMA@cia.ic.gov) (classified email system) or [Recruitment\\_TeamD@dni.gov](mailto:Recruitment_TeamD@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [dewbret@dni.ic.gov](mailto:dewbret@dni.ic.gov) (*Brett D.*) and [aclaale@dni.ic.gov](mailto: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



# 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

ODNI Recruitment; Phone: 703-275-3663 ; Email: [Recruitment\\_TeamD@dni.gov](mailto: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\\_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.**