



General Position Information

Job Title: 18785 – Deputy Chief, Operations Intelligence Branch - NCTC/DOS - GS-14

Salary Range: \$121,316 - \$157,709 (not applicable for detailees)

Vacancy Open Period: 2/3/2020 – 2/3/2021

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: NCTC/DOS

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-14 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 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 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

*****OPEN UNTIL FILLED. This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut off point, all compliant applicants received during the previous two-weeks will be reviewed for consideration.*****

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)

- Opportunity to break into management and run a dynamic team that produces a wide range of finished intelligence products for CT community customers at the FVEY, federal, state, and local levels.
- Mission allows for creative initiative to drive product design and content and self-determination over products and business processes.
- Includes travel opportunities, interaction with NCTC field reps and local JTTFs and Fusion Centers, flexible hours, and a commuter friendly schedule.
- Plan, develop, and produce disseminated and operational intelligence, along with open source reporting, for an assigned geographical area of responsibility (AOR).
- Plan for and support the production of intelligence products by applying extensive subject matter expertise on violent extremist and activities for a designated AOR.
- Evaluate, assess, edit, and revise information reported in intelligence products to ensure they accurately reflect the information in the raw reporting and the comments provided by internal National Counterintelligence (NCTC) directorates and Intelligence Community (IC) members.
- Initiate, cultivate, and effectively manage productive relationships with other NCTC directorates and IC partners in order to discuss and clarify relevant reporting for a wide-range of AORs that span regions, groups, and IC agencies.



- Analyze intelligence reports for completeness and identify gaps; develop supporting information that explains the rationale for these conclusions; and communicate requirements that need to be tasked to collectors in cooperation with analysts throughout NCTC and the Office of the Director of National Intelligence (ODNI).
- Plan, develop, review, and present current intelligence briefings for individuals in the ODNI and NCTC using substantive intelligence information, and answer questions posed by these individuals.
- Plan and develop reports and presentations covering a broad range of intelligence issues in cooperation with analysts and managers from other disciplines and agencies.
- Plan the production of intelligence reports that are distributed within the United States (US) Government, ODNI, NCTC, and State, Local, Tribal, and Commonwealth Five Eyes (FVEY) partners.

Mandatory and Educational Requirements

- Extensive knowledge of analytical processes and intelligence exploitation that contribute to the protection of the US and its interests abroad with demonstrated ability to coordinate, compile, and integrate existing and emerging intelligence information to protect US interests and accomplish operational or strategic objectives.
- Demonstrated ability to develop innovative and flexible solutions that result in the identification of new or unique approaches for resolving complex problems, as well as the ability to assume a leadership role in making key contributions to group efforts.
- Extensive knowledge of the mission, roles, and responsibilities of NCTC and the IC and how these organizations can effectively collaborate in producing valuable intelligence products.
- Demonstrated interpersonal, organizational, and problem-solving skills, including a demonstrated ability to work effectively both independently and in a team or collaborative environment; demonstrated ability to mentor junior colleagues and to display initiative and creativity in completing assignments and demonstrated ability to listen to, clarify, and convey an understanding of others' ideas, comments, and questions, and integrate and build upon diverse opinions in a manner that encourages the formation of integrated solutions and positions.
- Demonstrated ability to communicate complex information clearly, concisely, and in a manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives.
- Demonstrated ability to develop effective plans for complex interagency projects, taking into account a diverse range of considerations and ensuring that activities can be successfully completed.

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

WHERE TO SUBMIT: Applications should be sent to either DNI_COO_TM_HR_OPS_TEAM_C_WMA@cia.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 mcreyka@dni.ic.gov (*Katherine M.*) 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.

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. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work experience.
- d. **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.
- e. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- f. **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.



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

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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 703-275-3955.

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.

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.**