



## General Position Information

**Job Title:** 19002 - Chief for WMD-CT Analytic Advancement, NCTC/WMD-CT - GS-15

**Salary Range:** \$114,590 - \$164,200 (not applicable for detailees)

**Vacancy Open Period:** 01/03/2019 – 01/31/2019

**Position Type:** Cadre, Detailee

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

**Division:** NCTC/WMD-CT

**Duty Location:** McLean, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** Not Authorized.

**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 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)

- Works on behalf of NCTC's Office of WMD-CT Intelligence Integration Group to oversee the enterprise-wide integration of the Intelligence Community's (IC)'s efforts and initiatives, identifying and formulating strategies to optimize interagency collaboration and mitigate intelligence gaps. Supports NCTC Office of WMD-CT priorities and national security planning efforts.
- Foster and cultivate strategic alliances and professional networks with agency partners to facilitate priority attention on National Intelligence Strategy, WMD elements of the NIM-CT Unifying Intelligence Strategy (UIS) and the National Intelligence Priorities Framework, and Intelligence Reform and Terrorism Prevention Act requirements.
- Administer programmatic operations of the Intelligence Integration Group and liaise with senior officials to ensure strategic alignment and direction with the NCTC staff and IC mission enterprise.
- Serve as the senior team representative for developing WMD portions of the National Intelligence Priorities Framework; lead the development of WMD-CT Key Intelligence Questions with interagency partners and assess IC finished intelligence production against these KIQQs; lead team efforts to support other NCTC, ODNI, and IC strategy development; including the Integrated Mission Strategy.
- Maintain situational awareness of significant issues affecting Office of WMD-CT in general, as well as the broader community and alert senior leadership regarding emerging WMD issues that affect the community and national security.
- Lead whole-of-government efforts in response to broad objectives and guidelines from supervisor, to include other departments and agencies with WMD-CT equities, collaboration to ensure customer requirements and



priorities align with IC mission; goals and objectives to drive greater intelligence integration and address progressive policy requirements, collection emphasis and federated community production.

- Lead the development and preparation of internal and external memoranda, tasking responses and other correspondence to include policy analysis documents in response to tasking from policymakers.
- Brief senior IC leadership, Department of Defense officials, and other major stakeholders as necessary on WMD-CT challenges, intelligence gaps, and opportunities.
- Represent Office of WMD-CT leadership, in their absence at required meetings, conferences and other fora.
- Support Intelligence Integration Group participation in high-level policy meetings with talking points, background information, and the results of relevant engagements IC agencies.
- Develop, align, and monitor directed resources and budget allocations in support of current and future projects, informing investment decision-making and meeting internal NCTC and ODNI suspense dates, and formal IPPBE deadlines and milestones.
- Oversee development and drive the unifying vision to bring collaboration tools, data, and processes into a seamless user experience.

## Mandatory and Educational Requirements

- **Experience:** One year equivalent to at least next lower grade level in the normal line of progression.
- **Education:** Bachelor's degree or equivalent experience as determined by mission specialty area.
- Expert leadership skills and ability to lead interagency working groups, build coalitions with IC elements to achieve common goals.
- Expert knowledge of IC organizations; IC mission posture, structures, capabilities, processes, and policy development.
- Expert ability to conceptualize, organize, and draw inferences from incomplete data and present a compelling analysis of findings and issues; expert ability to identify, articulate, document, and mitigate knowledge gaps or alternatives approaches.
- Superior ability to design and implement integration strategies for IC initiatives and programs, including the superior ability to manage human, financial, and information resources.
- Superior oral and written communication skills, including superior ability to draft and edit written reports of varying length and complexity, and to communicate effectively with audiences of varying seniority and expertise.
- Superior ability to exercise independent judgment on time-sensitive issues and work collaboratively across the IC.



## Desired Requirements

- Extensive working experience in WMD, CT, or related field.
- Thorough knowledge of the Intelligence Planning, Programming, Budget, and Evaluation System process and detailed experience developing the inputs for every phase.
- Extensive experience with at least two phases of the intelligence cycle.

## 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 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-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.

### 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:

- WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.



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- 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.
- 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-MSD-HR-RR-Team\\_C\\_WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_C_WMA@dni.ic.gov) (classified email system) or [Recruitment\\_TeamC@dni.gov](mailto:Recruitment_TeamC@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [saksdav@dni.ic.gov](mailto:saksdav@dni.ic.gov) (*David S.*) and [faulkti@dni.ic.gov](mailto: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](mailto: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-EEOD-RA-ACF@exchange.cia.ic.gov](mailto:DNI-EEOD-RA-ACF@exchange.cia.ic.gov), by unclassified email at [DNI-EEOD@dni.gov](mailto:DNI-EEOD@dni.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.**