



General Position Information

Job Title: Identity Intelligence Auditor

Position Number: 20544

Position Grade: GS-14

Salary Range: \$103,690 - \$159,286 (not applicable for detailees)

Vacancy Open Period: 4/28/2021 – 5/13/2021

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: NCTC/DII

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 and one grade below.
- 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.

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)

Component Mission Statement: This position is part of the Directorate of Identity Intelligence (DII) Team responsible for Identity Integrity. This individual will assume the role of Lead Government Auditor, overseeing line level auditors and making final calls on audits performed. Candidate will be responsible for analyzing trends and finding gaps in oversight of Identity Intelligence data process. This position requires extreme attention to detail, experience working directly with internal and external policies, develop recommendations to improve the audit and oversight process, possess strong critical thinking and communication skills and watch listing familiarization

Duties include:

- Utilize a variety of methodological tools and approaches to gain a comprehensive understanding of known or suspected terrorists (KSTs), including as appropriate, social networking and other "new" media; incorporate policies, strategies, tactics, techniques, procedures and mechanisms to reveal the true identity of individuals, personas, or groups by analyzing and exploiting data related to sets of specific identity attributes to build the most comprehensive terrorist identity record available to the USG.
- Resolve target identities through the integration of biographic, biometric, contextual and behavioral information.
- Identify, gather, and extract Identity Intelligence information and perform relational tracing to determine relationships, patterns, trends, indicators and warnings that address intelligence gaps.



- Communicate regularly with internal and external peers and counterparts to collaborate on intelligence issues and conduct initial assessments of the types of information and circumstances that may create opportunities to pursue joint-targeting activities.
- Validate data within terrorist identity records using a variety of traditional and non-traditional intelligence sources.
- Coordinate with intelligence and screening partners to determine proper watchlisting recommendations for complex records by integrating all sources of information on individuals.
- Manage, initiate, cultivate, and maintain effective working relationships with counterparts in the CT, Intelligence, and Law Enforcement Communities to support NCTC mission requirements and analytic undertakings and to promote intelligence integration.
- Plan and perform independent, targeted research and analysis to identify potential KSTs appropriate for nomination and/or entry into Terrorist Identities Datamart Environment (TIDE) and US Government watchlisting databases.

Mandatory and Educational Requirements

- Previous experience as an auditor (preferably 5+ years)
- Thorough knowledge of the theory, concepts, practices, and techniques of auditing, and the identification of conditions, causes, criteria, effect, and recommendations.
- Analytical and critical thinking skills, including the ability to identify needs, requirements, and develop extensive recommendations based on qualitative and quantitative data, and arrive at a clear, logical and concise conclusion.
- Ability to exercise sound judgment and form objective conclusions/recommendations, monitor for compliance, and evaluate the effectiveness of recommendations based on empirical facts, evidence, and other pertinent information.
- Knowledge of terrorist identities, analysis, compilation, and dissemination, coupled with extensive knowledge of associated databases and identity targeting processes.
- Experience with quality control, quality assurance, auditing, and/or data integrity efforts.
- Demonstrated ability to work under pressure with strict deadlines while maintaining a high level of attention to detail.
- Demonstrated ability to communicate clearly, both orally and in writing.
- Experience with drafting and implementing policies.
- Ability to remain open-minded and change opinions on the basis of new information and requirements; basic ability to support group decisions, accept and incorporate feedback, and solicit opinions from coworkers.
- Knowledge of IC organizations, policies, and procedures, and their requirements with regard to terrorist identities intelligence research and analysis.
- Demonstrated ability to research and logically analyze, synthesize, and judge information, as well as the ability to review and incorporate multiple sources of information in performing assignments.



- Interpersonal, organizational, and problem-solving skills, including a demonstrated ability to work effectively within an interagency environment on complex issues requiring negotiation and consensus-building.
- Knowledge of traditional and nontraditional information resources, particularly current or projected collection systems and data sources for analysis; basic knowledge of selected analytic tools (link analysis, data integration, geographic information systems).

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-HR-HRM-TEAMC-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamC@dni.gov (unclassified email system). 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.
- 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.



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- 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-HR-HRM-TEAMC-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamC@dni.gov (unclassified email system). 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.

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



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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 EOD 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.**