



General Position Information

Job Title: 20608 - Deputy National Intelligence Collection Officer for WMD-CT, NCTC - GS-13

Salary Range: \$96,970 - \$126,062 (not applicable for Detailees)

Vacancy Open Period: 01/03/2019 - 01/18/2019

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: 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-13 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

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)

The Deputy National Intelligence Collection Officer (NICO) for WMD-CT serves as a collection subject matter expert responsible for supporting the NCTC's Office of WMD-CT and the National Intelligence Council (NIC) in developing and implementing the WMD-CT Annex of NIM-CT's UIS. The Deputy NICO analyzes strategic collection initiatives and requirements to ensure their alignment with National Intelligence Priorities Framework (NIPF) objectives and organizational missions and goals. The Deputy NICO liaises with other ODNI elements and departments and agencies engaged in collection activities to coordinate joint actions and ensure alignment of programs, procedures, and guidelines. In conjunction with the Office of WMD-CT, the Deputy NICO performs a leadership role in aligning and integrating the IC collection enterprise's total array of collection capabilities against the Nation's most important strategic intelligence issues, fostering and cultivating strategic alliances and professional networks with interagency partners and other community elements to ensure adequate resource availability and priority attention on National Intelligence Strategy (NIS) and Intelligence Reform and Terrorism Prevention Act (IRTPA) mandates.

- Serve as a WMD-CT collection subject matter expert responsible for supporting the ODNI and NCTC leadership including the Office of WMD-CT.
- Partner with the Intelligence Community's WMD-CT communities in assessing progress against key lines of effort in the WMD-CT Annex of NIM-CT's Unifying Intelligence Strategy.
- Facilitate the analysis of strategic collection initiatives and requirements for WMD-CT to ensure their alignment with National Intelligence Priorities Framework objectives and organizational missions and goals.
- Liaise with ODNI elements and with other agencies engaged in collection activities to coordinate joint actions and ensure alignment of programs, procedures, and guidelines.



- Lead efforts to align and integrate collection enterprise capabilities through WMD-CT working groups in conjunction with the Office of WMD-CT.
- Lead, foster, and cultivate strategic alliances and professional networks with interagency partners and other community elements to ensure adequate resource availability and priority attention on National Intelligence Strategy and other mandates.
- Balance long-term, enduring requirements against current issues and trade-offs while also documenting opportunity costs across the collection enterprise, in conjunction with the Office of WMD-CT.
- Lead efforts to baseline the current collection capabilities for countries and global issues in the Office of WMD-CT function, to include documenting background information and input from collector organizations describing current collection efforts in addition to plans and recommendations to enhance collection.
- Provide expert input into the formulation of fiscal year budget builds and other program and budget matters in support of IC collection initiatives.
- Research collaboration tools and policies for successful collaboration effort.
- Support counterparts on tactical coordination issues for effective implementation flagship collaboration initiatives.
- Conduct research for stakeholders to collaborate and to develop the roadmaps for the strategic solution to compartmented collaboration.
- Contribute to senior briefings to senior IC officials and other major stakeholders' collaboration, progress, issues, and challenges.

Mandatory and Educational Requirements

- Demonstrated knowledge of and broad experience addressing intelligence collection-related issues, and in-depth expertise on domestic, defense, US government, and foreign partners' intelligence collection organizations, programs, and capabilities.
- Demonstrated knowledge of WMD-CT activities.
- Superior critical thinking and communication skills, including the ability to communicate effectively with individuals at all levels of leadership, and among inter-agency partners.
- Demonstrated ability to plan, develop and execute detailed initiatives based on broad guidance and self-orient on team strategies, goals, and tasks, and work independently towards national intelligence integration and Intelligence Integration Group objectives.
- Demonstrated managerial experience, including the ability to develop near- and long-term strategies, set goals, establish metrics, measure progress, and oversee budgets.



Desired Requirements

- Experience: One year equivalent to at least the next lower grade level in the normal line of progression.
- Education: Bachelor's degree or equivalent experience as determined by mission specialty area.
- Prior experience as a collection expert, collection manager, collection strategist.
- Prior experience with multiple intelligence source disciplines and working in a cross domain environment.
- Prior work experience focused on WMD-T and collection-related issues.

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. **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.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **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:

- 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 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 (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.

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



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

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, by unclassified email at 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.**