



General Position Information

Job Title: 23130 - Analyst, Travel and Border Security Branch, Weapons and Explosives Cell NCTC/DI/TIG - GS-13

Salary Range: \$72,030 - \$133,465 (not applicable for detailees)

Vacancy Open Period: 11/22/2019 – 12/06/2020

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: NCTC/DI

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 or up to two grades 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 up to two grades 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)

- National Counterterrorism Center's Directorate of Intelligence, is looking for an enthusiastic and collaborative analyst to augment our efforts on terrorist tactics and weapons development and use. TBSB provides all-source analysis in support of IC seniors, policymakers, the military, and law enforcement partners at the national, state, and local levels on a range of issues, including terrorists' capabilities related to explosives, unmanned systems, and emerging technologies such as artificial intelligence and additive manufacturing. The successful applicant will have ample opportunity to write, brief, assist with technical testing, and collaborate closely with colleagues within NCTC, ODNI, the Defense Enterprise, and the IC.
- Perform in-depth analyses of complex and significant national, regional, and/or global issues for senior policymakers and key components in the Intelligence Community (IC), the Defense Enterprise, and the Office of the Director of National Intelligence (ODNI).
- Develop and produce a broad range of finished intelligence products in support of United States (US) foreign policy and national security interests.
- Prepare and present written and oral briefings to senior internal and external customers on significant intelligence issues.
- Utilize a variety of methodological tools and approaches to gain a comprehensive understanding of complex and significant analytic issues and incorporate insights and findings into well-crafted, sophisticated intelligence products.



- Maintain productive working relationships with colleagues, experts, IC members, policy committees, and law enforcement agencies as appropriate and use these relationships to share information of interest; attend internal and external training, seminars, or conferences on broad or more strategic subject areas.
- Build and leverage diverse collaborative networks within the ODNI and across the IC.
- Develop and continually expand personal knowledge in area of expertise.

Mandatory and Educational Requirements

- Demonstrated ability to quickly and effectively research, develop, and produce high-quality, complex technical analyses, studies, projects, assignments, and briefings, sometimes under pressure and short deadlines.
- Strong critical thinking skills and demonstrated use of structured analytic techniques, ability to think strategically, detail-oriented work habits.
- Demonstrated ability to be flexible and work effectively alone or in a collaborative environment; creative problem-solving skills and initiative in carrying out mission responsibilities based on senior-level guidance.
- Demonstrated ability to remain open-minded and change opinions on the basis of new information and requirements; ability to support and defend group decisions and assessments, accept and incorporate feedback, solicit opinions from coworkers and collaborate on a variety of assignments.
- Demonstrated ability to express complex ideas and insights verbally to a variety of audiences. Ability to communicate effectively and maintain regular contact with peers, management, and counterparts across the USG.
- In addition to their resume, applicants should submit a 1-2 page qualifications statement that aligns their experience and skills to the requirements listed here. Applicants are strongly encouraged to provide an analytic writing sample and recent performance reviews as well.

Desired Requirements

- Previous work or educational experience on terrorism or related knowledge on political, cultural, social, historical, intelligence, military and or terrorism related subject matter.
- Previous work or educational experience with ground or surface unmanned systems technology or as a military EOD technician or Hazardous Devices technician.
- Educational concentrations in robotics, artificial intelligence, mechanical or electrical engineering.

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. **QUALIFICATIONS STATEMENT:** Applicants are required to submit a 1-2 page qualifications statement that aligns their experience and skills to the requirements listed in the vacancy announcements.
- 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. **QUALIFICATIONS STATEMENT:** Applicants are required to submit a 1-2 page qualifications statement that aligns their experience and skills to the requirements listed in the vacancy announcements.



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- 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.

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.

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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



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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.**