



General Position Information

Job Title: 23156 - Counterterrorism Requirements Manager, NCTC/NIM-CT - GS-13

Salary Range: \$68,036 - \$126,062 (not applicable for detailees)

Vacancy Open Period: 12/17/2018 – 1/08/2019

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: NCTC/NIM

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)

- NCTC's National Intelligence Manager for Counterterrorism Office (NIM-CT) is looking to add an impact-focused and collaborative team member. NIM-CT works to align the Intelligence Community's (IC) direction with the National Security Strategy through the development of strategies and methodologies intended to guide IC CT collection and analysis. A significant portion of NIM-CT efforts deal with writing strategic products, collaborating and coordinating with ODNI and IC community offices, and keeping senior IC officials aware of enduring CT challenges. NIM-CT also serves as an advocate for the CT community's budget allocation requests through participation in the Intelligence Planning, Programming, and Budgeting Execution (IPBE) process.
- NIM-CT is looking for an active collaborator and team player who can support all aspects of product development in a strategically-focused environment. This person should have above-average writing skills in order to draft, edit, and review products viewed by senior IC and National Security Council (NSC) officials. Responsibilities include:
 - Establishing relationships with offices throughout the ODNI and CT directorates/offices and all IC agencies.
 - Understanding and advocating for resource allocations that enable the IC to effectively combat the diverse threat our nation faces.
 - Maintaining insight and understanding of customer requirements related to CT intelligence gaps.
 - Analyzing mission effectiveness of proposed NIP and MIP funded capability requirements through strategic planning, independent analyses, and program evaluation.
 - Understanding CT capability gaps, potential mission or enterprise needs and intelligence capability proposals.
 - Planning and executing studies and performance modeling of proposed IC CT capabilities.
 - Analyzing data to support the development of alternative approaches for IC CT programs, requirements and budgets to establish priority objectives, address projected threats, estimate costs, risk and tradeoffs, and



identify/minimize resource constraints. • Conducting in-depth analysis and evaluation of proposed NIP investments to independently document mission and cost effectiveness levels. • Conducting in-depth analysis of NIP policies, missions, plans, and capabilities, ensuring linkage to the NIS and other IC CT priorities. • Drafting presentations of findings, conclusions, options, and recommendations to NCTC, ODNI, and IC senior management. • Analyzing and evaluating (on a quantitative/qualitative basis) the effectiveness of current and planned NIP investments in meeting established IC CT goals and objectives.

Mandatory and Educational Requirements

- Significant writing and editing skills. • General knowledge of IC organizations' missions in order to develop the national-level strategies and policies necessary to support U.S. national security interests. • Understanding of the IC's planning and budgeting process. • Ability to communicate clearly, both orally and in written reports, and to logically analyze, synthesize, and evaluate multiple sources of information for their inclusion in briefings and written documents. • Organizational and interpersonal skills to facilitate diverse forums, manage competing priorities and advocate new ideas/concepts/processes; demonstrated ability to exercise independent judgment on time-sensitive issues and work collaboratively across the IC.

Desired Requirements

- Ability to conceptualize, organize, and draw inferences from incomplete data and present a compelling analysis of findings and issues; demonstrated ability to identify, articulate, document, and mitigate knowledge gaps or alternatives approaches.

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.

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.

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.

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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_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.**