



General Position Information

Job Title: 25614 - Branch Chief, NCTC/DII - GS-14

Salary Range: \$102,663 - \$157,709 (not applicable for detailees)

Vacancy Open Period: 10/13/2020 – 10/27/2020

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DII/IRSG

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.
- 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)

A Branch Chief in the Identity Resolution and Screening Group (IRSG) serves as a supervisor of the branch's workforce. IRSG is responsible for a multi-layered interagency approach to screening foreign travelers and US immigrant benefit applications, and is the central hub for the counterterrorism screening process. IRSG also produces and ensures screening and analytic results are disseminated to the IC as well as adjudicating agencies. The Branch Chief builds relationships with both external and internal partners, and ensures operational consistency across all processes, as it relates to tradecraft, the releasing of final products, training and the establishment of a group-wide quality control programs.

- Demonstrate effective leadership, management, interpersonal and team-building skills to effectively supervise Identity Intelligence Analysts and ensure consistent policies and procedures are applied to the branch's analysis, production, and tradecraft. Apply knowledge of concepts and terminology, policies and directives, organizational missions, and functions, with respect to intelligence capabilities.
- Manage a professional staff in the planning and performance of in-depth all-source discovery and screening analysis for specifically defined targets; use both traditional and non-traditional classified and unclassified sources of intelligence; conduct focused analysis on individuals who have sought entry to the United State through State or DHS programs. Present findings as appropriate via written products, graphic presentations or oral briefings.



- Communicate and collaborate regularly with internal and external counterparts to coordinate on intelligence issues, assist in resolving screening and vetting related issues, and proactively identify the types of information and circumstances that may create opportunities to pursue joint projects.
- Manage and provide guidance to staff in using a variety of methodological tools and approaches to establish if applicants seeking an immigration or travel benefit have ties to known or suspected terrorists (KSTs) or nexus to terrorism, including as appropriate, social networking and other discovery methods. Oversee and supervise the resolution of target identities through the integration of biographic, biometric, contextual, and behavioral information. Ensure new identities are nominated to TIDE to help build the most comprehensive terrorist identity record available to the USG and leads are produced for the IC, screeners, and law enforcement partners.
- Plan and prepare written presentations and oral briefings for senior federal officials and internal customers on significant issues pertaining to and/or affecting screening and vetting intelligence and analysis.
- Coordinate with intelligence and screening partners to determine proper watch listing status and TIDE inclusion for complex records by integrating all sources of information on individuals.
- Establish and maintain effective working relationships with counterparts in the CT, Intelligence, and Law Enforcement Communities to support NCTC mission requirements and analytical undertakings and to promote intelligence integration requirements, for and implement methodologies to collect required information to fill the gaps.

Mandatory and Educational Requirements:

- 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.
- Extensive knowledge of analytical and/or discovery tradecraft and superior ability to communicate clearly in person and writing on intelligence information and judgments to a wide audience, including generalists as well as specialists.
- Extensive knowledge of IC organizations, policies, and procedures, and their requirements with regard to screening and immigration enforcement.
- Demonstrated ability to work under pressure with strict deadlines while maintaining a high level of attention to detail.



- Ability to remain open-minded and change opinions on the basis of new information and requirements; ability to support group decisions, accept and incorporate feedback, and solicit opinions from coworkers.

Desired Requirements:

- Experience and knowledge gained through working US immigration and terrorist travel issues and processes within the homeland security mission.

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_COO_HRM_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 wheelke@dni.ic.gov (*KenW.*) and harrmaa@dni.ic.gov (*MarthaH.*) 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:



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- 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 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_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 wheelke@dni.ic.gov (*Ken W.*) and harrmaa@dni.ic.gov (*Martha H.*) 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



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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_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3799 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 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.