



## General Position Information

**Job Title:** Cyber Threat Intelligence Analyst

Position Number: 29560

Position Grade: GS-12

**Salary Range:** \$72,750 - \$113,362

**Vacancy Open Period:** 4/23/2021 – 5/15/2021

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal Candidates, Detailees

**Division:** DNI/MI/NIMC

**Duty Location:** McLean, Virginia

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees or detailees, 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-12 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 one grade below 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.



- Candidates outside the Federal Government.
- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade or up to one grade below 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 selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.

## **Component Mission:**

The Office of the Director of National Intelligence (ODNI) Deputy Director of Mission Integration (MI) serves as the Director of National Intelligence's (DNI) senior leader for intelligence integration across the IC enterprise. MI is responsible for ensuring customer outcomes by leading advances in collection and analysis that ensure the quality, timeliness, and utility of insights for the nation's decision-makers. Additionally, MI is responsible for increasing expertise and improving tradecraft at all levels through specialization, integration, and collaboration. MI is responsible for the strategic vision, direction, and planning to deliver a more integrated IC reflecting the collective wisdom of our collection and analytic components to advance, in support of the National Intelligence Managers, the Unifying Intelligence Strategies (UIS).

## **Major Duties and Responsibilities:**

- Under supervisor direction, build global situational awareness of significant cyber threat intelligence by identifying, researching, and assessing intelligence reporting.
- Maintain awareness of current cyber intelligence issues and policymaker priorities.
- Under supervisor direction, research and produce intelligence products that leverage multiple sources of information to set significant cyber threat reporting in context and highlight US response actions.
- Coordinate with IC officers and federal cyber centers to gather insights into significant cyber threat reporting.
- Build understanding of significant cyber threats for non-specialist customers by explaining activity and avoiding jargon.
- Under supervisor direction, perform the monitoring, sorting, prioritization, and analysis of intelligence traffic.
- Perform proactive community outreach and collaboration activities by planning and engaging in internal and external information sharing, fostering collaborative relationships with interagency partners, and communicating timely and relevant intelligence information.



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- Promote the sharing of information and knowledge from intelligence reports by effectively recognizing, valuing, building, and leveraging diverse and collaborative networks within ODNI, with other federal cyber centers, and across the IC.
- Develop and continually expand personal expertise on a full range of current intelligence and policy issues and achieve a government-wide reputation as a subject matter expert on the information contained in intelligence reports as well as the production and distribution of this information.
- Develop and disseminate oral briefings and written reports to ODNI leadership on intelligence issue activities and/or threats.

## **Mandatory Requirements:**

- Knowledge of intelligence analysis and production.
- Familiarity with cyber threat issues.
- Ability to brief counterparts and senior officials on current intelligence products, answer detailed questions, and provide supporting information.
- Ability to maintain and develop effective working relationships with counterparts and more senior staff in the IC for the purpose of sharing information.
- Ability to provide analytical assessments under tight timelines, adjust priorities, and change focus quickly as demands change.
- Ability to work effectively both independently and in a team or collaborative environment, coupled with established and effective interpersonal, organizational, and problem-solving skills.
- Working oral and written communication skills, including the ability to clearly convey complex information and technical data to all levels of management.
- Ability to work collaboratively with defense, domestic, and national IC officials.
- Good interpersonal and organization skills, including ability to manage competing priorities under strict guidelines while maintaining superior customer service.
- Ability to build and sustain professional relationships, and exert influence effectively at all levels within and across organizations on a myriad of situational awareness topics.

## **Key Requirements and How to Apply**

***Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).***

For current employees who do not currently have access to internal systems, applications should be sent to either [DNI\\_COO\\_TM\\_HR\\_OPS\\_TEAM\\_D\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_HR_OPS_TEAM_D_WMA@cia.ic.gov) (classified email system) or [Recruitment\\_TeamD@dni.gov](mailto:Recruitment_TeamD@dni.gov) (unclassified email system).



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Applicants experiencing technical issues may submit their application via email to either email system.

Applicants submitting via JWICS are requested to submit their materials to both *sandmaj@dni.ic.gov* (Jonathan S.) and *MAPPSAN@dni.ic.gov* (Sandra M.) 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 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\_D\_WMA@cia.ic.gov* (classified email system) or *Recruitment\_TeamD@dni.gov* (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both *sandmaj@dni.ic.gov* (Jonathan S.) and *MAPPSAN@dni.ic.gov* (Sandra M.) 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 703-275-3663.

## 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: 703-275-3663; Email: [Recruitment\\_TeamD@dni.gov](mailto:Recruitment_TeamD@dni.gov)

## Other Information

The ODNI is an excepted service agency, therefore because this position is in the excepted service, it may not be filled by competitive appointment, and acceptance of the proposed appointment will take applicants in competitive service positions outside the competitive service while occupying the excepted service position.

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfeds.com>
- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered):  
<http://www.opm.gov/retire/index.asp> If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependent Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.



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**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](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) and [DNI\\_Diversity\\_WMA@cia.ic.gov](mailto:DNI_Diversity_WMA@cia.ic.gov), by unclassified email at [DNI\\_DRA@dni.gov](mailto: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 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.**