



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

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## General Position Information

**Job Title:** 29568 - Cyber Threat Intelligence Analyst - GS-15

**Salary Range:** \$134,789 - \$164,200 (not applicable for detailees)

**Vacancy Open Period:** 03/07/2019- 03/28/2019

**Position Type:** Cadre, Detailee

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

**Division:** CTIIC/AIS

**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-15 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.)

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## 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 Director of National Intelligence (DNI) serves as the head of the Intelligence Community (IC). The DNI also acts as the principal advisor to the President, the National Security Council and the Homeland Security Council for Intelligence matters related to the national security; and oversees and directs the implementation of the National Intelligence Program. The DNI leads intelligence integration and forges an intelligence community that delivers the most insightful intelligence possible. The Cyber Threat Intelligence Integration Center (CTIIC) builds understanding of foreign cyber threats to US national interests to inform decision-making by federal cyber centers, departments and agencies, and policymakers. CTIIC works with its partners to integrate threat intelligence and related information from the network defense, intelligence, and law enforcement communities; facilitate information-sharing; lead community analysis of cyber threat; and support interagency planning to develop whole-of-government approaches against cyber adversaries.

## Major Duties and Responsibilities (MDRs)

- ODNI's Cyber Threat Intelligence Integration Center (CTIIC) is seeking a seasoned analyst with supervisory experience who has strong tradecraft and interpersonal skills to lead and manage our Analytic Integration Section (AIS) in integrating Intelligence Community (IC) analysis of foreign cyber threats to U.S. National Interests both government, government-supported, and non-state actors. Cyber is increasingly infused in all national security topics, making this position an excellent opportunity for an analyst-manager with background in regional or functional relevant national security issues to gain expertise with the cyber threat mission and customer set. Experience with cyber issues is preferred but not a requirement. CTIIC is committed to developing our joint duty workforce through training and other opportunities, and seeks personnel who can contribute analytic talent and other related expertise to our mission.
- Attract and develop the analytic workforce responsible for, and capable of, integrating analysis of cyber threat intelligence; serve as the daily substantive supervisory and analytic resource, teaching and guiding the team, providing substantive feedback to include career development counseling and skills development. Develop the analytic and leadership skills of employees and AIS Deputy Chief.
- Provide expert guidance and leadership to multiple teams in the production of well-crafted sophisticated, complex analytic finished intelligence products in support of United States (US) cybersecurity and national security objectives; review final analytic products, written and oral, for clarity, organization, accuracy, and logic; effectively explain highly complex concepts and results to non-expert customers and tailor products to correspond to customer needs.

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- Oversee production of the weekly Cyber Threat Intelligence Digest, delivered to the four Intelligence Oversight Committees weekly.
- Oversee production of the Cyber Threat Briefing delivered in-person by the Center weekly to the National Security Council (NSC) Cyber Response Group (CRG).
- Lead and direct multiple teams in the gathering of political, social, cultural, economic, military, scientific, and historical information in support of US cybersecurity objectives; guide teams in the development and identification of highly relevant information from internal and external sources to meet decision-maker and policy maker needs.
- Lead and direct teams in substantive analytic and management operations; plan, coordinate, and oversee work in a manner that both fulfills organizational directives and accomplishes mission goals.
- Set priorities and drive programs to ensure senior Office of the Director of National Intelligence (ODNI) officials are prepared for policy meetings across the Intelligence Community (IC) and US Government (USG).
- Develop and maintain working relationships with counterparts of analytic organizations across the IC and non-IC federal cybersecurity community; identify issues and opportunities with these peers, communicating regularly to exchange subject information.
- Serve as the primary approver for the allocation of resources including but not limited to training, travel, and contracts; advise senior leadership on resource needs for the Section.

## Mandatory and Educational Requirements

- Superior ability to effectively plan and lead the development of high-quality, complex analyses, studies, projects, assignments, and briefings on key US cybersecurity and national security objectives focused on both regional areas and functional areas, for IC consumers and policymakers at the highest levels of government.
- Expert knowledge of analytic tradecraft and the customer base for a specified region, function, or transnational issue, and the ability to coach, lead, and develop this knowledge within the AIS workforce.
- Expert knowledge of resource management principles and applications coupled with superior managerial experience.
- Superior ability to effectively and efficiently address employee skill deficiencies or performance shortcomings and take measurable steps to increase proficiency; expert ability to delegate responsibility and empower team chiefs to make decisions.
- Expert analytic and critical thinking skills, including superior to think strategically; superior ability to effectively express complex, multi-discipline ideas and insights verbally and in writing to a variety of audiences up to and including senior leadership.
- Superior ability to remain open-minded and change judgments on the basis of new information and requirements, perform multiple tasks and change focus quickly as demands change, and support group decisions and solicit opinions from coworkers.
- Expert ability to stay informed on current foreign political trends and developments and to work effectively in open-source environment; as required, proficiency in a relevant foreign language.
- Expert knowledge of IC policy and procedures as well as an expert ability to maintain and develop contacts within ODNI and the intelligence and policy communities for purposes of exchanging information.

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- Expert ability to direct taskings, assess and manage performance, collaborate on goal setting, and support personal and professional development.
- Experience: Generally, twelve or more years of related work experience. Education: Bachelor's degree in subject matter area, or closely related discipline. Supervision given: Demonstrates substantive leadership in area of expertise, mentors junior officers. Supervision received: Works independently with broad guidance by senior management.

## Desired Requirements

None.

## 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-MSD-HR-RR-Team\_D\_WMA@dni.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 dewbret@dni.ic.gov (*Brett D.*) and aclaale@dni.ic.gov (*Alex A.*) 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](#).**

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## 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-MSD-HR-RR-Team\_D\_WMA@dni.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 dewbret@dni.ic.gov (*Monica J.*) and aclaale@dni.ic.gov (*Alex A.*) 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 703-275-3663.

### 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

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## 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](mailto:DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov), by unclassified email at [DNI-EEOD\\_WMA@cia.ic.gov](mailto: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.**

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