



General Position Information

For Joint Duty, paste the Job Interview Travel language into the **Other Comments** section

Job Title: 29593 - Associate Director of Analysis - GS-15

Salary Range: \$117,191 - \$166,500 (not applicable for detailees)

Vacancy Open Period: 08/22/2019 – 09/13/2019

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: CTIIC/FO

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 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 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)

Work includes supporting the Director of Analysis in program planning, direction, or evaluation responsibilities for the research of a major geographical area, or a functional program with world-wide implications. Synthesizes information from one or more sources through processing, exploitation, or analysis to produce intelligence to inform or to provide decision advantage. Develops useable and meaningful intelligence assessments for the highest levels of government. Applies knowledge of concepts and terminology, policies and directives, organizational missions, and functions, with respect to intelligence capabilities. Develops the substantive analytic skills of analysts. Leads an integrated analytic program to include standardizing workflows, developing methodological tools and approaches. ODNI's Cyber Threat Intelligence Integration Center (CTIIC) is seeking an expert analyst or analytic manager from any discipline who has strong tradecraft and interpersonal skills to lead an integrated analytic program for the Center. Cyber is increasingly infused in all national security topics, making this position an excellent opportunity for an analyst or analytic manager with background in relevant regional or functional national security issues to gain expertise regarding the cyber threat mission and customer set. Experience with cyber issues is, of course, welcome but not required. 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. As with all analysis, CTIIC works to tell the most important stories to a wide range of customers, and in doing so, make the cyber story approachable in a way that allows our customers to understand the significance of the information and identify opportunities to take action in the interests of US national security. CTIIC provides direct support to the NSC Staff and, as such, affords CTIIC officers opportunities to gain insight into the development of cyber policy. CTIIC also works across the IC and other USG agencies with interests in US critical infrastructure, providing opportunities for CTIIC officers to develop a diverse range of contacts and gain exposure to a broad range of USG activities and perspectives.

The selected applicant will: • Assist the Director of Analysis in developing the substantive analytic skills of analysts and contribute to the broader corporate mission of the organization.

- Assist the Director of Analysis in leading an integrated analytic program for the Center, including standardized workflows and tradecraft.



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- Assist the Director of Analysis in leading, coordinating and communicating comprehensive, sophisticated, and current analyses of complex and significant national, regional, and/or global issues for senior policymakers and key components in the Intelligence Community (IC), law enforcement, and the Office of the Director of National Intelligence (ODNI).
- Assist the Director of Analysis in providing expert guidance to the planning, analysis, and application of a full-range of methodological tools and approaches to gain a comprehensive understanding of complex analytical issues and incorporate insights and findings into well-crafted, in-depth intelligence products.
- Assist the Director of Analysis in leading the analysis and identification of critical intelligence gaps and initiate, develop and implement strategies and mitigation initiatives to address gaps and shortfalls in collection and analytic capabilities across the USG.
- Assist the Director of Analysis in leading, planning, and coordinating the preparation of tactical, multidisciplinary and strategic analysis that supports key US national security and foreign policy objectives and helps shape IC analysis and priorities.
- Assist the Director of Analysis in developing, utilizing, and refining a full range 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.
- Assist the Director of Analysis in leading, initiating, cultivating and maintaining 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.
- Assist the Director of Analysis in helping recruit, coach and develop analytic skills (thinking, writing and briefing) of CTIIC personnel, including managers of analysts.
- Assist the Director of Analysis in engaging in analytic products and projects from conceptualization through senior review.
- Assist the Director of Analysis in performing the functions of CTIIC's Senior Reviewer.

*ODNI All-Source Analysis areas of expertise include: Counterintelligence, Counterproliferation, Counterterrorism, Cultural Expertise (Economic, Regional, Military, Political, Leadership, Psychological, etc.) Cyber, Intelligence Disciplines (INTs) Intelligence Topics, Languages, Scientific and Technical Intelligence (S&TI), and Targets.

Mandatory and Educational Requirements

- Expert knowledge in analytic tradecraft.
- Superior ability to effectively plan and lead the development of high-quality, complex analyses, studies, projects, assignments, and briefings on key US foreign policy and national security objectives focused on a specific regional area and/or functional issue for IC consumers and policymakers at the highest levels of government.
- Superior ability to effectively and efficiently address employee skill deficiencies or performance shortcomings and take measurable steps to increase proficiency.
- Expert knowledge of area of political, cultural, social, historical, economic, military and diplomatic traits and behaviors of specific country, region, or transnational issue.
- Expert knowledge of analytic tradecraft and the customer base for a specified region, function, or transnational issue.



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- Expert knowledge of current and projected analytic capabilities and key US foreign policy and national security objectives for specified region or function.
- Expert analytic and critical thinking skills, including superior ability to think strategically and to effectively express complex, multi-disciplinary 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.
- 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.

Desired Requirements

None.

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. **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.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **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 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](#).*

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 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.

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

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.**