



## General Position Information

**Job Title:** 29602 - Human Intelligence (HUMINT) Functional Advisor - GS-15

**Salary Range:** \$114,590 - \$164,200 (not applicable for detailees)

**Vacancy Open Period:** 1/8/2019 - 1/23/2019

**Position Type:** Cadre, Detailee

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

**Division:** DDII/MID

**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

Previous applicants remain under consideration and need not reapply

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 Office of the Director of National Intelligence (ODNI) Deputy Director of National Intelligence for Intelligence Integration (DDNI/II) serves as the Director of National Intelligence's (DNI) senior leader for intelligence integration across the IC enterprise. DDNI/II 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, DDNI/II is responsible for increasing expertise and improving tradecraft at all levels through specialization, integration, and collaboration. DDNI/II 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 (MDRs)

- Evaluate, integrate, review, and develop planning efforts for area of responsibility in coordination and collaboration with other U.S. Government agencies.
- Manage the Human Intelligence (HUMINT) portfolio, including a wide range of topics and issues spanning the HUMINT domain.
- Communicate HUMINT Functional Management strategy and community concerns to ODNI leadership. Provide ODNI insight and priorities to the National HUMINT Committee in accordance with ICD 113; prepare ODNI senior leadership for the HUMINT Board of Governors. Ensure HUMINT Committee and Community HUMINT strategies align with IC guidance.
- Conduct in-depth assessments of HUMINT collection and analysis capabilities and provide expert counsel to Office of the Director of National Intelligence (ODNI) senior leadership and National Intelligence Managers (NIMs) and National Intelligence Collection Officers (NICOs) to support decision-making on collection enterprise issues.
- Assist in shaping the HUMINT enterprise's focus, challenges, investments, and contributions through engagement with the IC HUMINT executors.
- Act as liaison with ODNI elements and other agencies with responsibility for HUMINT collection to ensure alignment of programs, procedures, budgets, acquisitions, and guidelines.



- Advise Director for Mission Integration (DMI), Director for Mission Priorities, Analysis and Collection (MPAC), and Chief for Collection Integration Division (CID) leadership on HUMINT programs; serve as a subject matter expert for integrating HUMINT capabilities; and facilitate technical reach back to HUMINT organizations to support ODNI decisions.
- Lead the development of initiatives that will improve partnerships, promote best practices, and foster integration across the spectrum of intelligence disciplines.
- Support DMI initiatives to address cross-cutting enterprise challenges and mission management priorities which can leverage HUMINT capabilities.
- Support community decision-making forums for HUMINT collection issues to align collection capabilities against enduring and emerging national intelligence priorities, programs, and initiatives, ensuring coordination among the major collection disciplines.
- Brief senior ODNI leaders, IC members, policymakers, military decision makers, members of Congress, and other major stakeholders on HUMINT collection issues.

## **Mandatory and Educational Requirements**

- Expert knowledge and experience with the breadth of HUMINT collection, HUMINT planning processes, critical analysis, and consensus building, as well as an understanding of how HUMINT integrates with other intelligence disciplines.
- Superior interpersonal, organizational, and problem-solving skills, including a demonstrated ability to work effectively both independently and in a team or collaborative environment.
- Superior ability to communicate complex information clearly, concisely, and in a manner that is targeted to and meets the needs of diverse audiences, to include senior-level policymakers.

## **Desired Requirements**

- Superior ability to develop innovative and flexible solutions for complex cross-organizational issues, taking initiative and making key contributions to group efforts.
- Ten years of experience leading strategic planning, managing, and directing the successful efforts of a government or private organization or ten or more years of experience in HUMINT collection, collection management, requirements policy development and requirements management.
- Superior ability to plan and coordinate the integration of existing and emerging interagency capabilities to accomplish operational or strategic objectives.

## **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 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-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 clrkmon@dni.ic.gov (*Monica J.*) and aclale@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 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.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

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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

## **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.**