



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

UNCLASSIFIED

General Position Information

Job Title: 29705 - Intelligence Editor - GS-15

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

Vacancy Open Period: 12/03/2018- 12/18/2018

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DDII/NIC

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.)

UNCLASSIFIED



UNCLASSIFIED

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).

The Office of the Director of National Intelligence (ODNI) serves as the Director of National Intelligence's (DNI) senior leader for intelligence integration across the Intelligence Community (IC) enterprise. DMI 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, DMI is responsible for increasing expertise and improving tradecraft at all levels through specialization, integration, and collaboration. DMI 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 in support of the National Intelligence Managers (NIMs) to advance the Unifying Intelligence Strategies (UIS). The National Intelligence Council (NIC) consist of the most senior intelligence analysts supporting the Director of National Intelligence (DNI) in carrying out responsibilities as the head of the Intelligence Community (IC) and as the principal advisor to the President for intelligence matters related to national security. The NIC produces a variety of all-source, IC coordinated intelligence reports, including its flagship product, the National Intelligence Estimate, which represents the Intelligence Community's most authoritative statement on key national security issues. Senior editors on the NIC's Analysis and Production Staff (NIC/APS) provide expert review and editing of the entire suite of NIC analytic products, including National Intelligence Estimates (NIEs), Intelligence Community Assessments (ICAs), and shorter memoranda to support meetings of the Principals and Deputies committees. Working closely with National Intelligence Officers (NIOs) and Deputy National Intelligence Officers) DNIOs0, the NIC Front office, and the NIC tradecraft Cell, senior editors participate fully in the conceptualization, refinement and delivery of insightful and rigorous IC analysis on the most challenging national security issues. Senior editors assist drafters in incorporation insights from across the IC while ensuring analytic rigor, provision of insight, and the meeting of tight deadlines.

UNCLASSIFIED



UNCLASSIFIED

Senior editors may also represent the NIC as daily PDB feedback meetings regularly participate in NIC peer reviews, and guide drafters through the entire NIE process, including approval by IC seniors at meetings of the National Intelligence Board (NIB). This editor position provides prospective first line supervisor, current supervisors and managers of the analysis with the opportunity to continue conceptualizing editing, and providing tradecraft and presentational feedback to drafters of analytic products. The position also allows the incumbent to both review and edit products, while supervising the daily workflow of the cadre of editors who are serving in the NIC. The cadre of editors is made up of both government and detailees and contractors. This position provides an excellent rotational opportunity (1+1) for GS-15 and high performing GS-14 officers' it includes Joint Duty credit.

Major Duties and Responsibilities (MDRs)

- Serve as one of the chiefs within the NIC's Analysis and Production Staff leading tradecraft and graphics efforts overseeing a combination of staff and contractor editors and graphic design professionals. Work to ensure production demands are prioritized and provide career development support to staff personnel.
- Apply expert knowledge of analytic tradecraft and expert knowledge of grammar, punctuation, writing standards, and customers' format preferences, in order to develop intelligence products that facilitate the rapid comprehension of complex substantive issues in a variety of intelligence publications that meet customer needs and demands.
- Review draft publications for clarity, brevity, organization, logic, and grammar, and work with author to add context as necessary; ensure that the information selected is relevant and adds value to the intelligence products and ensure that each publication is concise and easily understood for policymaker customers.
- Work collaboratively with APS editors and production officers, and NIOs and Deputy NIOs to ensure all NIC products meet the highest standards of analytic tradecraft and quality presentation. Provide regular updates on the status of progress to Chair or Vice Chair of the NIC.
- Lead the compilation and preparation of, using editorial expertise, high-quality, relevant finished intelligence products for individuals at the highest levels of government including the President of the United States (POTUS), Vice President of the United States (VPOTUS), and other senior policymakers including the White House Chief of Staff, National Security Advisor, Secretaries of Defense and State, and the Chairman of the Joint Chiefs of Staff.
- Ensure that publications provide compelling and convincing information to support arguments contained in the intelligence publications; and task analysts to clarify factual data and analytic methodologies.
- Lead, analyze, interpret, and integrate information for intelligence publications directing the use of a variety of formats such as graphs and tables, data bases, and spreadsheets, and implement new media formats and products that will ensure messages are delivered clearly and with the greatest impact.
- Represent the organization by participating in conferences and exchanges with non-governmental subject matter experts, writing conference reports, and contributing to the content of the organization's web sites.

UNCLASSIFIED



UNCLASSIFIED

- Review and analyze written articles using expert application of analytic principles and tradecraft; review articles to identify key information items and actionable messages based on knowledge of subject and tradecraft principles, and ensure that each article is concise and easily understood.
- Review and analyze written articles using expert application of analytic principles and tradecraft; review articles to identify key information items and actionable messages based on knowledge of subject and tradecraft principles, and ensure that each article is concise and easily understood.
- Set priorities and drive programs to ensure senior Office of the Director of National Intelligence (ODNI) officials are prepared for policy meetings throughout the Intelligence Community (IC) and US Government (USG).

Mandatory and Educational Requirements

- Expert and in-depth knowledge of analytical and presentational tradecraft and IC policy and procedures.
- Excellent oral and written communication skills and demonstrated ability to conduct independent research, filter and synthesize analytic data, and produce clear, logical, and concise intelligence products.
- Excellent analytical and critical thinking skills, including an ability to think strategically.
- Expert and in-depth knowledge and understanding of NIC mission and structure as well as a detailed understanding of the content and meaning of its intelligence products.
- Exceptional interpersonal skills and ability to work effectively and collaboratively with individuals at all levels of government; confidence and effectiveness in working with government officials, fellow NIC colleagues, and senior ODNI officers.
- Excellent time management skills and ability to prioritize tasks with competing deadlines and ability to work effectively under extremely tight deadlines.
- Ability to apply IC analytic standards and analytic tradecraft standards as defined in the Intelligence Reform and Terrorism Prevention Act and in Intelligence Community Directives (ICD) 203 "Analytic Standards" and ICD 206 "Sourcing Requirements" to the production of all-source intelligence products.
- Superior analytical and critical thinking skills, including superior ability to think strategically.
- Superior analytical and critical thinking skills, including superior ability to think strategically.
- Expert ability to direct taskings, assess and manage performance, collaborate on goal setting, and support personal and professional development.

Desired Requirements

- Familiarity with the full range of NIC publications, including National Intelligence Estimates, Intelligence Community Assessments, NIC Memoranda, Sense of the Community Memoranda, and NIC Reports.
- Previous experience in leadership positions, directing and guidance staff members for successful completion of requirements.

UNCLASSIFIED



UNCLASSIFIED

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.

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 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 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.

UNCLASSIFIED



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

UNCLASSIFIED

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 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

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.**

UNCLASSIFIED