



# 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

## General Position Information

**Job Title:** Research and Analysis Chief

**Position Number:** 29719

**Position Grade:** GS-14

**Salary Range:** \$103,690 - \$159,286 (not applicable for detailees)

**Vacancy Open Period:** 04/22/2021 - 05/20/2021

**Position Type:** Cadre, Detailee

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

**Division:** DNI/NCSC/NITTF

**Duty Location:** Bethesda, MD

**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 or detailee candidate to fill a GS-14 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 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.
  - Current Federal Government employees. (Current GS employees at the same grade or one grade lower as the advertised position grade may apply.)



- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade or one grade lower as 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.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.
- 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 mission of the National Counterintelligence & Security Center is to lead and support the U.S. Government's counterintelligence (CI) and security activities critical to protecting our nation; provide CI outreach to U.S. private sector entities at risk of foreign intelligence penetration; and issue public warnings regarding intelligence threats to the U.S.

NCSC is looking for a top-performing GS-14 Analyst to serve as Chief, advancing the whole-of-government efforts of the National Insider Threat Task Force (NITTF) and the NCSC Insider Threat Directorate (ITD). This is an opportunity to gain experience in a national-level environment that requires the integration of insider threat programs and practices with counterintelligence, security, and information assurance principles. By serving on the NITTF, the incumbent will expand his/her knowledge, skills, and abilities in all the core qualifications and fundamental competencies necessary to prepare him/her for positions of greater responsibility.

The NITTF Chief supports a broad range of functional areas within a multi-agency task force established by Executive Order 13587 to build a US Government-wide program to deter, detect and mitigate insider threats including the safeguarding of classified information from exploitation, compromise, or unauthorized disclosure and the identification of anomalous behavior posing a potential risk, threat, or vulnerability to agency resources or capabilities. This national program is implemented through individual programs within approximately 100 executive branch departments and agencies.

## Major Duties and Responsibilities (MDRs)

The chief will support the NITTF in the execution of the Task Force's mission and responsibilities as contained in EO 13587 and the National Insider Threat Policy by:

- Planning and producing IC resource strategies, analytical issue papers, strategic evaluations, background papers, talking points, resource issue papers, and other analytic products applying extensive subject matter knowledge to support the IC senior leadership in making informed programmatic decisions.
- Providing analytic and knowledge management support to NITTF mission objective areas: governance and advocacy, client engagement, and training and professionalization.
- Planning, researching, producing, and communicating insider threat trends and developments to organizational leadership, senior policymakers, and other senior U.S. Government officials.



- Conducting substantive reviews of an extensive volume of written materials, and prepare or contribute to written and verbal products including congressional testimony or responses to inquiries, senior-level issue papers or briefings, and letters and memoranda.
- Providing analysis and recommendations to support government-wide insider threat program efforts and to identify trends.
- Supporting the unauthorized disclosure program and develop analysis of unauthorized disclosure trends.
- Supporting NITTF production and implementation of future government-wide insider threat plans, policies, guidance, and objectives.
- Initiating, cultivating, and maintaining productive working relationships with colleagues, experts, IC members, federal partners, and policy committees and use these relationships to support analysis and share information of IC interest.
- Identifying, coordinating, and promoting the application of federally funded research in the support of insider threat risk mitigation.
- Leading a team of contractors to develop research, trend analysis, and support client engagement.

## **Mandatory and Educational Requirements**

- Familiarity with insider threat issues as well as EO 13587 and executive branch insider threat standards and guidance.
- Superior critical-thinking skills to analyze insider threat issues and develop solutions.
- Superior ability to communicate, both verbally and in writing, complex information in a clear, concise manner that is targeted to, and meets the needs of, diverse audiences with different perspectives and objectives.
- Superior ability to listen to, clarify, and convey an understanding of others' ideas, comments, and questions, and integrate and build upon diverse opinions in a manner that encourages the formation of integrated solutions and positions.
- Superior ability to work effectively both independently and in a team or collaborative environment, and utilize strong organizational and interpersonal problem solving skills.
- Expert knowledge and experience in one or more of the following disciplines: Insider Threat, Security, Counterintelligence or Information Assurance.
- Demonstrated knowledge of the roles and responsibilities of executive branch departments and agencies, as well as White House and congressional oversight bodies.

## **Desired Requirements**

- Background in social or behavioral science research.



## 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:** *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-HR-HRM-TEAMB-Mailbox@cia.ic.gov](mailto:DNI-HR-HRM-TEAMB-Mailbox@cia.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants experiencing technical issues should contact the HR POC for guidance. Applicants submitting via JWICS are requested to submit their materials to [zackern@dni.ic.gov](mailto:zackern@dni.ic.gov) (Natalia Z.), and [mcbrije@dni.ic.gov](mailto:mcbrije@dni.ic.gov) (Jerry M.) in lieu of the group address above.

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.



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- 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-HR-HRM-TEAMB-Mailbox@cia.ic.gov](mailto:DNI-HR-HRM-TEAMB-Mailbox@cia.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to [zackern@dni.ic.gov](mailto:zackern@dni.ic.gov) (Natalia Z.) and [mcbrije@dni.ic.gov](mailto:mcbrije@dni.ic.gov) (Jerry 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.

## 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.

## 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: 301-243-1318; Email: [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@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\\_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 703-275-3900 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.**