



## General Position Information

**Job Title:** National Intelligence Council (NIC) Multimedia Graphics and Web Design

**Positon Number:** 29787

**Grade:** GS-14

**Salary Range:** \$122,530 – 159,286

**Vacancy Open Period:** 9/26/2021 – 10/28/2021

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal and External Candidates, Detailees

**Division:** MI/NIC

**Duty Location:** McLean, Virginia

**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 external candidates 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 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.



- Candidates outside the Federal Government.
- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same 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.

## **Component Mission:**

The Office of the Director of National Intelligence (ODNI) Deputy Director of Mission Integration (MI) serves as the Director of National Intelligence's (DNI) senior leader for intelligence integration across the IC enterprise. MI 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, MI is responsible for increasing expertise and improving tradecraft at all levels through specialization, integration, and collaboration. MI 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 National Intelligence Council (NIC) consists of the most senior intelligence analysts supporting the Community (IC) and as the principal adviser 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 a key national security issue. Director of National Intelligence (DNI) in carrying out responsibilities as the head of the Intelligence.

## **Major Duties and Responsibilities:**

Work closely with NIC authors, designers/cartographers, editors, and tradecraft experts to conceptualize, design, and deliver sophisticated visual static, interactive, and multimedia intelligence products that convey clear, compelling, value-added insights.

Support all phases of the production of visual intelligence products—project workflow, incorporating author and FO reviewing changes, working with other designers to integrate charts/pictures/maps, coordinating with publications officers to finalize standalone graphics for customer dissemination and electronic dissemination to multiple environments.



Plan and design complex briefing products, web products, and websites, partnering with clients to ensure inclusion of project requirements; plan and develop original, innovative visual concepts, formats, templates, and/or standards for product design.

Work collaboratively with other designers and cartographers to ensure that NIC visual products enhance and integrate analytic information, and ensure that visual representations are delivered clearly, effectively, with the desired impact.

Work collaboratively with mission and enterprise partners to produce, deliver, and disseminate NIC finished intelligence products using digital and print media. Work with ODNI partners in Strategic Communications and Legislative Affairs and CIA/ICPS developers to enhance the online presence, discoverability, and retrieval of NIC products.

Apply industry design principles, theories, standards, and best practices in graphic and UI/UX design, data visualization, statistics, cartography, geography, color theory, layout and typography to implement design ideas that communicate stories visually.

Apply industry information assurance and information security principles, theories, standards, and best practices in the development of electronically disseminated products.

Keep abreast of and incorporate new technologies, tools, and techniques—while upholding ODNI procurement and security policies—to enhance the quality of NIC visual intelligence products.

Assist in developing criteria and benchmarks for evaluating whether a visual aid would enhance a NIC product, and for gauging the effectiveness of the final visual product.

Lead professional staff in the development and delivery of focused briefings to customers and ODNI senior leadership on critical publications/media issues and future development needs in order to continuously improve media products and services.

Monitor trends and patterns of change in external private industry publications/media businesses, as well as changes to customer requirements for media deliverables; anticipate the impact of these changes on the team's ability to support ODNI mission needs and proactively plan and implement strategies to leverage change to the customer's advantage.

## **Mandatory Requirements:**

Demonstrated knowledge of tradecraft and quality standards as applied to the conceptualization, design, and production of visual analytic products.

Extensive knowledge of customers' production support needs, media products, and services to effectively anticipate and lead team response for urgent taskings or surge requirements.

Strong multidisciplinary teaming skills and ability to collaborate effectively with senior analysts/authors, designers, production officers, and management to complete projects.

Strong time management; ability to work competing priorities often under tight deadlines.



Strong writing skills; ability to make editorial recommendations to improve message clarity and concision, visual hierarchy/organization/structure, and impact.

Knowledge of editorial principles and an eagle eye for detail.

Ability to formulate and deliver constructive feedback to authors and project stakeholders.

Ability to work effectively in a diverse, creative, fast-paced project team environment; flexibility, teamwork, and a positive outlook are essential.

Ability to adjust work schedule to meet high production demands and assist with crisis taskings.

Demonstrated ability in the use of graphics software, including the Adobe Creative Cloud suite (Illustrator, InDesign, Photoshop, and Acrobat) and mapping software (ArcGIS and Avenza MaPublisher).

## **Desired:**

### Web Design/Digital Publications

Extensive technical knowledge of electronic publications and design, to include specific knowledge of current technologies in the electronic and web publishing environments.

Extensive knowledge of web functionality, hosting, maintenance, browsers, formats (HTML, XML, SGML), and graphics on current platforms and computer operating systems (UNIX, NT, Macintosh), as well as on the Office of the Director of National Intelligence (ODNI) Common Workgroup Environment (CWE), and basic knowledge of various designing software packages for production of a variety of products.

Extensive knowledge of typography, proofreading, document formatting, desktop publishing, internet and IC intranet networks, page layout and design, publication styles and extensive knowledge and ability to conduct minor trouble shooting on multiple computer systems/networks.

Extensive knowledge of graphic conversion techniques and methodology, various software production packages, and ODNI's records management classification system.

Demonstrated ability to program websites based on identified requirements using current scripting/programming languages and understand, design, and communicate via relational database platforms.

Extensive knowledge of and ability to adhere to policy and guidance as it pertains to the handling of ODNI data on networks and portable media and the posting of information to ODNI, IC, and public networks.

Proficient knowledge in Web technologies such as HTML5, CSS, CSS3, SASS, JavaScript, and JavaScript libraries such as jQuery, D3, and Leaflet.

Proficient knowledge of back-end programming languages and database architecture such as PHP, .NET, ColdFusion, MySQL, and Microsoft SQL Server.

Proficient knowledge of content management and dissemination systems.



Proficient knowledge of developing and disseminating content on mobile platforms.

Proficient understanding of code versioning tools, such as Git

Proficient in multimedia authoring and engineering.

2-year/4-year degree in Computer Science or a related field (Web Design, Information Systems, Multimedia Design). -  
OR- equivalent experience in related fields. Candidates should show that their combination of education and experience totals to 2 or more years.

## Desired Qualifications

Experience working in an intelligence production unit—e.g. at CIA/DA, NCTC/DI, ODNI/NIC, NGA/AO —and with professional graphics/map designers who produce finished analytic products.

Knowledge and understanding of the NIC's estimative analysis mission and familiarity with NIC publications, including the National Intelligence Estimate, NIC Memoranda, and Sense of the Community Memoranda.

## Key Requirements and How to Apply

***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\_COO\_TM\_HR\_OPS\_TEAM\_D\_WMA@cia.ic.gov (classified email system) or Recruitment\_TeamD@dni.gov (unclassified email system).

Applicants experiencing technical issues may submit their application via email to either email system.

Applicants submitting via JWICS are requested to submit their materials to both aclaalb@dni.ic.gov (Alex A.) and sandra.mapp@dni.ic.gov (Sandra 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.

## External Candidates:

### Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of an ODNI medical screening.



- A two-year trial period is required for all new permanent appointments to the ODNI.

A complete application 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.
- SF-50:** Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action," to verify current federal status, position, title, grade, and organization of record.
- APPLICANTS CURRENTLY EMPLOYED BY A COMPETITIVE SERVICE AGENCY:** Must provide a written statement that they understand that, if selected for a position with ODNI, they are leaving the competitive service voluntarily to accept an appointment in the excepted service.

**WHERE TO SUBMIT:** *External Candidates must submit an application through the [www.intelligencecareers.gov](http://www.intelligencecareers.gov).* All attachments should be in Microsoft Word or Adobe PDF format.

#### **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:**

- WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- 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.



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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

- 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](mailto:DNI_COO_TM_HR_OPS_TEAM_D_WMA@cia.ic.gov) (classified email system) or [Recruitment\\_TeamD@dni.gov](mailto:Recruitment_TeamD@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [aclaalb@dni.ic.gov](mailto:aclaalb@dni.ic.gov) (Alex A.) and [sandra.mapp@dni.ic.gov](mailto:sandra.mapp@dni.ic.gov) (Sandra 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: 703-275-3663; Email: [Recruitment\\_TeamD@dni.gov](mailto:Recruitment_TeamD@dni.gov)

## Other Information

The ODNI is an excepted service agency, therefore because this position is in the excepted service, it may not be filled by competitive appointment, and acceptance of the proposed appointment will take applicants in competitive service positions outside the competitive service while occupying the excepted service position.

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>



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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

- Long-Term Care Insurance: <http://www.ltcfeds.com>
- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered):  
<http://www.opm.gov/retire/index.asp> If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependent Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules

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.**