



## General Position Information

**Job Title:** HE319 - Intelligence Research Specialist - GS-15

**Salary Range:** \$142,701 - \$170,800 (not applicable for detailees)

**Vacancy Open Period:** 09/16/2020 – 10/1/2020

**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 as the advertised position grade may apply.

- For a cadre assignment:
  - Current ODNI permanent cadre.
- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade 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.
- 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 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).

## Major Duties and Responsibilities (MDRs)

- Help the NIC establish and then lead and manage the new Climate Security Advisory Council
- Lead and conduct an analytic production program on developments and trends in global environmental and natural resources issues—such as food and agriculture security, water and energy security, climate change, energy security, humanitarian and disaster relief operations, and how states compete or cooperate on these issues.
- Assist intelligence analysts across the IC with analysis of climate security and its impact on the range of national security issues
- Facilitate communication and coordination between elements of the IC and elements of the Federal Government in collecting on and conducting analysis of environmental security and resource issues
- Engage with senior U.S. Government policymakers, National Security Staff (NSS), State Department, Department of Defense (DoD), and Combatant Command strategic planners on issues within the portfolio. Brief senior IC members, policymakers, military decisionmakers, members of Congress, and other major stakeholders as necessary on issues related to the analytic portfolio. Support the DNI representative to Deputies Committee (DC) and Principals Committee (PC) meetings on issues related to the analytic portfolio.
- Develop, lead, and oversee IC sessions, conferences, and other domestic and international forums to elicit insight from experts in support of NIC assessments on environment and natural resource issues. Represent the NIC at local and international meetings, conferences, workshops and other forums in support of the IC's analytic production.
- Foster and strengthen relationships among analysts from across the IC and with academia, think tanks, the business community, and other nongovernment subject matter experts to ensure that the IC has a comprehensive understanding of emerging transnational and transfunctional issues of strategic importance. Organize analytic exchanges and other forums to draw on expertise from outside the government to support IC analysis and written production.
- Lead, manage, and draft the environment and natural resources content for Global Trends 2040.
- As required, provide process or substantive support to NIEs, DC/PC briefing packages, and PDB coordination.
- Contribute to discussions in the SFG centered on other strategic (global, transnational, and/or long-range) issues of importance to senior US policymakers, defense planners and/or warfighters.



- Recognize, value, build, and leverage diverse collaborative networks with the ODNI and across the IC.

## **Mandatory and Educational Requirements**

- Extensive knowledge of the potential national security implications of changes in the environment and access to natural resources. Knowledge of scholarship and scientific research on these issues. Proven record of high-impact analytic production on these topics.
- Knowledge of experts on environmental issues across the Intelligence Community and the scientific community in the Federal Government
- Superior critical thinking and reasoning skills including the ability to quickly draft high-quality, complex, and well-written analyses, reports, and briefings of developments in the environment and natural resources for IC consumers and policymakers at the highest levels of the US Government.
- Strong leadership and communication skills to manage and broker analytic debates
- Demonstrated ability to conceptualize analytic topics and, with limited supervision, lead analytic teams with multi-disciplinary expertise. Superior interpersonal, collaborative, and networking skills, including the ability to interact with, solicit opinions from, and understand internal and IC counterparts and key consumers; the flexibility to remain open-minded and modify opinions on the basis of new information and requirements; and the deftness to work with and fairly represent the IC when analytic views differ among agencies.
- Demonstrated organizational and interpersonal skills, including the ability to effectively represent ODNI in interagency meetings and communicate effectively with people at all levels of leadership and knowledge as to the impact of environment and natural resource issues on US interests.
- Superior analytic tradecraft and knowledge of relevant warning and change detection methods and the ability to apply appropriate futures and foresight analytic methodologies for identifying the implications of emerging trends and for conducting futures assessments.
- Creative problem-solving skills and superior ability to provide leadership in carrying out mission responsibilities.

## **Key Requirements and How To Apply**

### **Internal ODNI Cadre 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. **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\\_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 experiencing technical issues should contact the HR POC for guidance. Applicants submitting via JWICS are requested to submit their materials to both [kurtjen@dni.ic.gov](mailto:kurtjen@dni.ic.gov) (*Jen K.*) and [aclaale@dni.ic.gov](mailto:aclaale@dni.ic.gov) (*Alex A.*) in lieu of the group address above.



## **Current Federal Employees within the Intelligence Community (IC) 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 Applying for a Detail Assignment:**

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. **SF-50 (if applicable):** 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.

**WHERE TO SUBMIT:** Applicants from federal agencies outside the IC 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 [kurtjen@dni.ic.gov](mailto:kurtjen@dni.ic.gov) (*Jen K.*) and [aclaale@dni.ic.gov](mailto:aclaale@dni.ic.gov) (*Alex A.*) in lieu of the group address above.

## **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.

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.

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](mailto: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\\_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 703-275-3799 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.**