



General Position Information

Job Title: Deputy National Intelligence Officer, Weapons of Mass Destruction – Chemical Warfare

Position Number: HL365

Position Grade: GS-14

Salary Range: \$ 122,530- \$ 159,286

Vacancy Open Period: 10/01/2021 – 10/16/2021

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/MI

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 ODNI 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 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.



- Candidates outside the Federal Government.
- 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.

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 Director of National Intelligence (DNI) in carrying out responsibilities as the head of the Intelligence 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.

Major Duties and Responsibilities:

Lead the IC's production of strategic analysis on issues of importance to United States (US) interests in chemical warfare (CW) and proliferation, and advise the DNI on key developments and issues.

Oversee the preparation, production and coordination of National Intelligence Estimates and other community papers (Intelligence Community Assessments, NIC Memoranda, and Sense of the Community Memoranda).

Provide draft guidance on priorities – based on customer needs and analytic requirements – for both national intelligence collection and analytic matters related to CW.

Provide assessments, through the NIO, to the DNI on collection and analysis regarding CW issues supporting the DNI's role of principal intelligence adviser to the President.

Contribute to the preparation and coordination of background papers and briefing books for the DNI's participation in National Security Council Principals Committee, Cabinet meetings and Congressional testimony.

Assist in the preparation of briefings for senior IC members, policymakers, military decisions makers, members of Congress, and other major stakeholders as necessary on issues related to CW and proliferation.



Develop and sustain a professional network with IC analysts, analytic managers, and collection managers on CW issues.

Perform reviews and analysis on research and production plans on CW issues of the Community's analytic components; identify redundancies and gaps; draft strategies to address gaps; and advise the DNI on gaps and shortfalls in analytic capabilities across the IC.

Establish and foster liaison relationships with academia, the business community, and other non-government subject matter experts to ensure the IC has a comprehensive understanding of CW issues.

Build and leverage diverse collaborative networks within the ODNI and across the IC.

Mandatory Requirements:

Extensive knowledge of global chemical weapons and proliferation issues, and knowledge of the IC's CW and proliferation analytic community and collection issues sufficient to lead the IC's analytic production and identify collection requirements and gaps.

Demonstrated interpersonal and organizational skills to conceptualize and effectively contribute to complex analytic projects with limited supervision; ability to work with and represent the community when analytic views differ among agencies.

Demonstrated communications skills, including the ability to communicate effectively with people at all levels of leadership and all levels of knowledge of CW and proliferation issues, to give oral presentations and to otherwise represent the NIC in interagency meetings.

Critical thinking skills and reasoning skills and the demonstrated ability to prepare finished intelligence assessments and other written products with emphasis on clear organization, concise and logical presentation.

Extensive knowledge of and ability to apply analytic, diagnostic and qualitative techniques sufficient to produce authoritative finished intelligence products and the ability to employ new methodological approaches to analyze information.

Creative problem-solving skills and superior ability to provide leadership in carrying out mission responsibilities.

Desired Requirements:

Technical expertise on chemical weapons issues, including experience communicating technical assessments to both technical and non-technical audiences.

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_HRM_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.



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

Applicants submitting via JWICS are requested to submit their materials to both salazbr@dni.ic.gov (Heather S.) and polkmic@dni.ic.gov (Michelle P.) 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 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.
- 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_HRM_HR_OPS_TEAM_D_WMA@cia.ic.gov (classified email system) or Recruitment_TeamD@dni.ic.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both salazbr@dni.ic.gov (Heather S.) and polkmic@dni.ic.gov (Michelle P.) 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 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 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 and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at 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.**