



General Position Information

Job Title: NIC Analytic Methodologist

Position Number: HQ808

Position Grade: GS-15

Salary Range: \$103,690 - \$172,500 (not applicable for detailees)

Vacancy Open Period: 04/22/2021 – 05/7/2021

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/MI/NIC/APS

Duty Location: McLean, Virginia

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI detailees, 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:

- Internal ODNI candidates 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 up to two grades below 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 up to two grades below 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).

The NIC Tradecraft Team is seeking a creative, collaborative, and energetic officer with exceptional communication and critical thinking skills to help produce the IC's foremost strategic analysis. Work closely with NIC officers in a team environment from initial conceptualization to final evaluation of products, promoting expert application of IC analytic tradecraft, and focusing on all aspects of analytic tradecraft and presentation. Serve as a NIC-wide resource and key part of the NIC production team by consulting on and facilitating the use of structured analytic and problem-solving techniques to address a wide range of intelligence challenges. Cooperate with NIOs to ensure exemplary analytic tradecraft in NIC products for the President, National Security Council, Congress, and other key stakeholders.

Major Duties and Responsibilities:

- Provide guidance to the planning, analysis, and application of a full-range of methodological tools and approaches to gain a comprehensive understanding of complex analytical issues and incorporate insights and findings into well-crafted, in-depth intelligence products.
- Develop, utilize, and refine a full range of methodological tools, data, and approaches to help NIC officers gain a comprehensive understanding of complex and significant analytic issues and incorporate insights and findings into well-crafted, sophisticated intelligence products.



- Lead collaborative exercises that identify critical intelligence gaps and initiate, develop, and implement anticipatory intelligence strategies and mitigation initiatives to address gaps and shortfalls in collection and analytic capabilities across the USG.
- Lead, plan, direct, and coordinate the preparation of anticipatory and strategic warning approaches and analysis that supports key US national security and foreign policy objectives and helps shape IC analysis and priorities.
- Aid in the weekly evaluation of analytic products post-production. Assess and brief trends in analytic production metrics and propose methods for overcoming areas for improvement. Provide timely feedback to NIOs on analytic production.
- Aid in the development and implementation of strategies for using methodological tools and data for gathering intelligence or other information in support of US interests and policy objectives; cultivate and identify key internal and external sources of relevant information that meet customer and self-derived needs.
- Lead, initiate, cultivate, and maintain productive working relationships with colleagues, experts, IC members, policy committees, and law enforcement agencies as appropriate and use these relationships to share information of interest; attend internal and external training, seminars, or conferences on broad or more strategic subject areas.
- Aid, coordinate, lead, and communicate comprehensive, sophisticated, and current analyses of complex and significant national, regional, and/or global issues for senior policymakers and key components in the Intelligence Community (IC), law enforcement, and the Office of the Director of National Intelligence (ODNI).
- An Analytic Methodologist in the NIC will work directly with the NIOs and Deputy NIOs to improve analytic collaboration on data analysis and advanced analytic techniques.
- Build and leverage diverse collaborative networks within the ODNI and across the IC.

Mandatory Requirements:

- Extensive knowledge in analytic tradecraft and/or analytic methodology.
- Demonstrated ability to lead and promote the development and use of a broad range of methodological tools and approaches to research, analyze, and present data (modeling, link analysis, or software).
- Superior ability to apply expert knowledge of ODNI, IC organizations, and relevant customer organizations or operations (e.g., military, policymakers, and law enforcement), in order to effectively translate their requirements and provide appropriate output or responses to meet customer needs.
- Superior knowledge of IC policy and procedures and demonstrated knowledge of analytic tradecraft and superior ability to communicate intelligence information and judgments to generalists as well as specialists.
- Demonstrated ability to produce analytic finished intelligence related to the subject matter issue, either as lead analyst or manager of analysts, and broad knowledge of the role of intelligence analysis within the IC.
- Demonstrated ability to maintain and develop regular contacts within the Office of the Director of National Intelligence (ODNI) and the IC for exchanging information.



- Superior levels of flexibility and superior ability to remain open-minded and change opinions on the basis of new information and requirements; superior ability to support group decisions and solicit opinions from coworkers.
- Superior and recognized analytic and critical thinking skills, including superior ability to think strategically.
- Demonstrated ability to execute senior-level guidance in a fast paced environment and superior ability to translate strategic goals into specific objectives with appropriate metrics and methods to track progress towards meeting those goals.
- Superior interpersonal, organizational, and problem-solving skills, in working with individuals at the highest levels of the IC and government in justifying, defending, negotiating, and resolving significant and controversial issues.
- Superior ability to work effectively both independently and in a team or collaborative environment, and mentor junior colleagues
- 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 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.

Applicants submitting via JWICS are requested to submit their materials to both SALAZBR@dni.ic.gov (Heather S.) and aclaalb@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.



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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

- 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.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both *SALAZBR@dni.ic.gov (Heather S.)* and *aclaalb@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



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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

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 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.**