



# 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:** Analytic Editor

**Position Number:** MI926

**Position Grade:** GS-12

**Salary Range:** \$87,198 - \$113,362 (not applicable for detailees)

**Vacancy Open Period:** 09/27/2021 – 10/12/2021

**Position Type:** Cadre, Detailee

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

**Division:** MI/NIMC

**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 or external candidates to fill a GS-12 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.
- 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).

## **Major Duties and Responsibilities:**

ODNI's Office of Cyber Executive (OCX) is seeking an editor who has strong tradecraft and interpersonal skills to join our Publications Team. This position provides the candidate an opportunity to gain or apply cyber expertise and use editorial and dissemination skills to produce high-quality intelligence products that convey complex topics in an accessible way to inform a broad set of customers. Work entails editorial and source review, formatting, layout, and dissemination of daily and periodic intelligence publications. The candidate applies knowledge of grammar, punctuation, corporate writing standards, and substantive matters in identifying and resolving editorial issues and inconsistencies in complex text and graphics. The candidate plans, produces, and disseminates finished products via hardcopy and/or electronic means and archives digital files after their completion. The position requires periodic evening hours. OCX provides flexible work hours, overtime, and compensation time.

OCX is an agile, forward-leaning organization that continuously facilitates the collaboration of partners from across the Intelligence Community to meet the very real challenges we face in cyberspace. The mission of Integrate and enable IC cyber analysis, collection, and resources to enhance situational awareness, protect critical infrastructure, and support and inform national interests on current and future cyber threats. OCX demonstrates the government's awareness of the danger to national security that cyber threats present and provides a focal point not only to respond to threats and recover from attacks, but also to prevent them in the first place.

Edits, formats, and publishes daily and periodic intelligence products for senior IC and law enforcement officials, using a variety of software applications and dissemination platforms.



# 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

Applies corporate writing standards, critical thinking skills, and expertise in grammar, punctuation, and copy editing to identify and resolve editorial issues and inconsistencies in complex text and graphics.

Reviews product sources to ensure the material is accurately represented and classified.

Manages multiple projects concurrently and efficiently; adheres to production timelines; ensures the delivery of high-quality products on or before deadline.

Briefs team, senior management, and customers on the status of production, anticipates and negotiates scheduling issues, facilitates senior review, incorporates reviewers' comments, and finalizes products for publication.

Monitors and updates production databases; revises corporate style guidance as necessary. Applies detailed knowledge of publishing tradecraft, principles, and practices to conceptualize, develop, and format complex layouts that facilitate the rapid comprehension of complex substantive issues; adhere to established technical production and quality control standards and guidelines.

Provide information to customers by reviewing, editing, and releasing NSA end-product reports and/or other intelligence products and services (e.g., working aids, databases, briefings, etc.), in accordance with information sharing policies and standards. Prepare the information for publication or presentation by reviewing and editing the content and/or externals (where relevant, such as DDIs, TAGs, distribution, classification, caveats, title, Information Needs), verifying the accuracy of source records (if applicable), and assessing the appropriateness of the dissemination format/vehicle. Ensure that products conform to NSA reporting policy guidance and style standards. Provide writing, information organization, reporting, and distribution guidance and additional mentoring as needed. Coordinate information internally and externally. May also perform some or all of the following functions: write reports, release reports, respond to foreign release and ORCON release requests, respond to customer requests for information and other queries, review customer draft documents for accuracy and adherence to original SIGINT, issue readdressals of Second Party products, handle Information Needs-related issues, provide input to the Inspector General Quarterly Report, and possibly teach analytic reporting/editing courses or assist with course development.

## **Mandatory Requirements:**

Demonstrated editorial and grammatical skills, editing and proofreading expertise, and an understanding of corporate writing standards, including classification regulations.

Demonstrated expert knowledge of analytic tradecraft and expert knowledge of grammar, punctuation, and writing standards to write logical, clear, and concise intelligence products that facilitate the rapid comprehension of complex substantive issues in a variety of intelligence publications that meet customer needs and demands.

Demonstrated ability to use analytic review, tradecraft, and thinking and writing skills to improve the quality of finished intelligence products, including analytic visuals. Demonstrated ability to draft assessments for message clarity, logical argumentation, and effective story flow/presentation.

Experience reviewing sources for prepublication fact checking, classifications, and dissemination restrictions to determine who is cleared to receive publications.

Experience with production methodologies for publishing and disseminating products in hardcopy and electronic formats.



Ability to manage multiple publication projects and to work effectively and efficiently within a diverse, fast-paced team environment.

Communication skills for eliciting and sharing information and for briefing team members, customers, and management regarding project requirements and status.

Demonstrated interpersonal skills to interact effectively with customers, senior management, technical staff, and project team members.

## **Desired Requirements**

Technical knowledge of electronic publications and design, to include specific knowledge of current technologies in electronic and web publishing.

Knowledge of desktop publishing, Internet and IC intranet networks, page layout and design, and publication styles; ability to conduct minor troubleshooting on computer systems/networks.

Experience using Adobe Creative Suite or other electronic and web publishing software.

Experience creating/modifying graphics, tables, and other visual elements.

Experience downgrading publications to expand readership

## **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-HR-HRM-TEAMD-Mailbox@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](mailto:aclaalb@dni.ic.gov) (Alex A.) and [BARRCON@dni.ic.gov](mailto:BARRCON@dni.ic.gov) (Kourtnei B.) 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:**

- 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-HR-HRM-TEAMD-Mailbox@cia.ic.gov](mailto:DNI-HR-HRM-TEAMD-Mailbox@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 [BARRCON@dni.ic.gov](mailto:BARRCON@dni.ic.gov) (Kourtnei B.) 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](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>
- 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 703-275-3799 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.**