



## General Position Information

**Job Title:** MSW-12, TBD-Identities Intelligence Analyst (3 branch positions for-VRB, IRB, and ERB)-GS-12

**Salary Range:** \$72,030 - \$112,240 (not applicable for detailees)

**Vacancy Open Period:** 09/30/2020 – 10/15/2020

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** DII/IRSG

**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-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 or one grade lower than 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.
- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade or one grade lower than 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 National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government (USG) for analyzing and integrating all intelligence possessed or acquired by the USG pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. In addition, NCTC conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the Federal Government.

## **Major Duties and Responsibilities (MDRs):**

This position is part of the Directorate of Identity Intelligence (DII) Team responsible for identity resolution and screening. These individuals will be responsible for screening and vetting individuals traveling to the U.S. by reviewing travelers' information against Terrorist Identity DataMart Environment (TIDE) and other IC databases. In this capacity, analysts generate leads for screeners, investigators, collectors, and operational elements regarding previously undetected links between U.S.-bound foreign travelers and terrorism-associated people and data as well as terrorists using non-watch listed names and aliases, or whose watch listed records lack sufficient identifiers. Duties include:

- Perform analysis and research to identify and use appropriate tools and screening/vetting tradecraft to evaluate, analyze, and integrate relevant identity information in order to identify links to terrorism.
- Perform in-depth all-source research and analysis for specifically defined targets; conduct targeted analysis of known and unknown terrorist personalities, groups and networks in order to reveal identity attributes for future analytical and watch listing purposes. Present findings as appropriate via written products, graphic presentations or oral briefings.



- Develop an understanding of and utilize a variety of methodological tools and approaches to gain a comprehensive understanding of known or suspected terrorists (KSTs), including as appropriate, social networking and other “new” media; incorporate policies, strategies, tactics, techniques, procedures and mechanisms to reveal the true identity of individuals, personas, or groups by analyzing and exploiting data related to sets of specific identity attributes to build the most comprehensive terrorist identity record available to the USG.
- Resolve target identities through the integration of biographic, biometric, contextual and behavioral information.
- Identify, gather, and extract Identity Intelligence information and perform relational tracing to determine relationships, patterns, trends, indicators and warnings that address intelligence gaps.
- Provide recommendations, feedback and evaluation on screening and analytical processes, policy and procedures.
- The ability to communicate ideas clearly and concisely; demonstrate the ability to prepare written materials that are clear, organized, and concise.
- Establish, maintain and facilitate internal and external networks, to include: counterparts, customers, and stakeholders across the USG, collaborating across boundaries, sharing information as appropriate and build effective relationships that enhance the quality of results.
- Provide mission voice to IT requirements and internal policies and procedures, working in partnership across the CT community to identify ways to maximize efficiencies in the screening and vetting process.

## **Mandatory and Educational Requirements:**

- Thorough knowledge of terrorist identities, analysis, compilation, and dissemination, coupled with extensive knowledge of associated databases and identity targeting processes.



- Thorough knowledge of traditional and non-traditional information resources, particularly current or projected collection systems and data sources for analysis; basic knowledge of selected analytic tools (link analysis, data integration, geographic information systems).
- Ability to remain open-minded and change opinions on the basis of new information and requirements; basic ability to support group decisions, accept and incorporate feedback, and solicit opinions from coworkers.
- Thorough knowledge of IC organizations, policies, and procedures, and their requirements with regard to terrorist identities intelligence research and analysis.
- Thorough knowledge of the mission, charter, roles, and responsibilities of the ODNI, IC, and USG agencies, and how these organizations can effectively integrate their terrorist identities analysis capabilities.
- Ability to communicate clearly, both orally and in writing.
- Ability to research and logically analyze, synthesize, and judge information, as well as the ability to review and incorporate multiple sources of information in performing assignments.
- Interpersonal, organizational, and problem-solving skills, including an ability to work effectively within an interagency environment on complex issues requiring negotiation and consensus-building.

## **Desired Requirements:**

NA

## **Key Requirements and How to Apply:**

### **Internal ODNI 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. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **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\_C\_WMA@cia.ic.gov (classified email system) or Recruitment\_TeamC@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both wheelke@dni.ic.gov (*KenW.*) and harrmaa@dni.ic.gov (*MarthaH.*) 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\_TM\_HR\_OPS\_TEAM\_C\_WMA@cia.ic.gov (classified email system) or



# 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

Recruitment\_TeamC@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both wheelke@dni.ic.gov (*KenW.*) and harrmaa@dni.ic.gov (*MarthaH.*) 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 703-275-3955.

## 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: 703-275-3955; Email: Recruitment\_TeamC@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 and DNI\_Diversity\_WMA@cia.ic.gov, by unclassified email at 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.**