



# 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:** PA121 - National Intelligence Officer, Cyber - SNIS Professional Tier 1

**Salary Range:** None provided (not applicable for detailees)

**Vacancy Open Period:** 11/20/2018-12/15/2018

**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 SNIS Professional Tier 1 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

Only Senior Service (SNIS, SES, SIS, DISES, DISEL) candidates may apply. GS employees may not 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. Only Senior Service (SNIS, SES, SIS, DISES, DISEL) candidates may apply. GS employees may not 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), Directorate for Mission Integration (DMI) serves as the Director of National Intelligence's (DNI) senior leader for intelligence integration across the Intelligence Community (IC) enterprise. DMI 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, DMI is responsible for increasing expertise and improving tradecraft at all levels through specialization, integration, and collaboration. DMI 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 in support of the National Intelligence Managers (NIMs) and to advance 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 issues.

## Major Duties and Responsibilities (MDRs)

- Orchestrate and direct Community-wide mid- and long-term strategic analysis to support and advance the cyber mission, which includes cybersecurity, cyber operations, and election security. Serve as subject matter expert and advise the DNI on cyber issues in support of the DNI's role as the principal intelligence adviser to the President.
- Develop the analytic portion of the Unified Intelligence Strategy (UIS) in concert with analysts from across the IC and under the operational guidance of the National Intelligence Managers. Provide assessments of IC analytic efforts in support of the UIS.
- As a member of the National Intelligence Council (NIC), the NIO/Cyber will oversee IC-wide production and coordination of National Intelligence Estimates (NIE) and other community papers (IC Assessments and Sense of the Community Memoranda) concerning cyber issues for the President, DNI, and other senior policy makers. Production will also include regular assessments of critical cyber issues for these consumers.
- Lead the IC Cyber Analysis Leadership Council, which consists of senior-level cyber analytic mission leaders and senior analysts, to help guide IC cyber analytic efforts, identify cyber workforce and skill gaps, and build trust in the cyber community.



- Liaise and collaborate with senior policy makers in order to articulate substantive intelligence priorities to guide national-level intelligence collection and analysis.
- Develop and sustain a professional network with IC analysts, analytic managers, collection managers, and liaison services to ensure timely and appropriate intelligence support to policy customers regarding cyber issues. Similarly, develop and sustain a network with industry, academic, and other US Government cyber subject matter experts.
- Brief senior IC members, policy makers, military decision makers, Members of Congress, and other major stakeholders as necessary on cyber issues.
- Review and preside over the research and production plans on cyber issues of the Community's analytic components, identify redundancies and gaps, identify strategies to address gaps, and advise the DNI on gaps and shortfalls in analytic capabilities across the IC.
- Determine the state of collection on cyber issues, identify gaps, and support integrated Community-wide strategies to mitigate any gaps.
- Lead, manage, and direct a professional level staff, evaluate performance, collaborate on goal setting, and provide feedback and guidance regarding personal and professional development opportunities.
- Establish and manage liaison relationships with academia, the business community, and other non-government subject matter experts to ensure the IC has a comprehensive understanding of cyber issues.

## Mandatory and Educational Requirements

- Substantive expertise in cybersecurity, cyber operations, and cyber threats with expertise in cyber-related analysis and knowledge of the IC's cyber analytic community.
- Demonstrated capability to direct interagency, interdisciplinary IC teams against a range of cross-functional and/or regional analytical issues.
- Excellent leadership, interpersonal, organizational, and management skills to conceptualize and effectively lead complex analytic projects with limited supervision. Ability to work with and fairly represent the IC when analytic views differ among agencies.
- Excellent communication skills, including ability to exert influence with senior leadership and communicate effectively with people at all staff levels, both internal and external to the organization, to give oral presentations and to otherwise represent the NIC in interagency meetings.
- Proven critical thinking and writing skills and the ability to prepare finished intelligence assessments and other written products with an emphasis on clear organization, concise, and logical presentation.
- Expert leadership and managerial capabilities, including the ability to effectively direct taskings, assess and manage performance, and oversee personal and professional development of all levels of personnel.

## Desired Requirements



None.

## 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 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-MSD-HR-RR-Team\_D\_WMA@dni.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 clrkmon@dni.ic.gov (*Monica J.*) and aclaale@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.
- 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 if the applicant is unable to provide the two most recent evaluations.



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- 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.
- 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-MSD-HR-RR-Team\\_D\\_WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_D_WMA@dni.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 [clrkmon@dni.ic.gov](mailto:clrkmon@dni.ic.gov) (*Monica J.*) and [aclaale@dni.ic.gov](mailto:aclaale@dni.ic.gov) (*Alex A.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

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## 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 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\\_COO\\_TM\\_EEOD\\_RA\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov), by unclassified email at [DNI-EEOD\\_WMA@cia.ic.gov](mailto:DNI-EEOD_WMA@cia.ic.gov), by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD**



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**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.**