



## Position Information

**Job Title:** PB273 - Crisis Planning Program Manager, NCTC/WMD-CT - GS-14

**Salary Range:** \$96,970 - \$148,967 (not applicable for detailees)

**Vacancy Open Period:** 1/08/2019 – 1/31/2019

**Position Type:** Cadre, Detailee

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

**Division:** NCTC/WMD-CT

**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-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 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)**

- Advance the development and implementation of WMD related crisis response plans and activities to improve Office, Center and interagency WMD-CT community awareness, understanding, integration, and preparedness for a WMD crisis including effective integration of WMD requirements into existing CT processes; facilitate awareness and synchronization of crisis response activities across ODNI, IC and interagency partners. Assist in the management of the Office of WMD-CT technical and professional training programs; engage partners from across the interagency to identify, catalog, and continuously update training opportunities available to the WMD-CT enterprise; develop and implement appropriate training programs to promote professional development and ensure a dynamic and capable Community workforce.
- Develop and implement WMD-related crisis response plans and activities, effectively integrating Presidentially mandated Office of WMD-CT functions into existing NCTC, ODNI, and interagency partner plans and activities.
- Develop continuity management and/or program evaluation plans, procedures, and methodology;
- Analyze enterprise-wide WMD-CT continuity of operations (COOP) and continuity of government (COG) programs across the interagency to ensure deconfliction and



synchronization of USG COOP/COG planning efforts while also identifying gaps requiring corrective actions;

- Recommend new or modified continuity program policies, regulations, goals, or objectives for the WMD-CT enterprise;
- Assist in the research, development, and maintenance of a comprehensive catalog of professional and technical training available to WMD-CT officers and interagency partners;
- Assist in the review, analysis, and development of recommended modifications to WMD-CT enterprise training programs to ensure efficiency and efficacy while also identifying gaps requiring corrective actions;
- Lead and support briefings to senior USG officials and other major stakeholders.
- Rank and prioritize competing requirements for additional capabilities through a transparent and accountable methodology.
- Support briefings to senior IC officials and other major stakeholders collaboration progress, issues and challenges.

## Mandatory and Educational Requirements

- Knowledge of USG organizational authorities, mission posture, structures, capabilities, and processes during WMD crisis operations including COOP/COG scenarios.
- Ability to anticipate issues relevant to the WMD-CT enterprise and United States Government, and recommend/implement curative actions.
- Ability to analyze new or proposed regulations to determine impact on Center, ODNI and interagency continuity programs and recommend viable solutions.
- Demonstrated ability to identify emerging trends and strategic issues and incorporate these in developing strategic COOP/COG plans for the WMD-CT enterprise.
- Support COOP/COG deployments; perform duties as directed by the Mission Readiness Group Chief.
- Ability to anticipate issues relevant to the WMD-CT enterprise and recommend professional and technical training solutions to meet those needs.
- Demonstrated interpersonal and organization skills, including ability to manage competing priorities under strict guidelines while maintaining superior customer service.
- Demonstrated oral and written communication skills, including demonstrated ability to draft and edit written reports of varying length and complexity, and to communicate effectively with audiences of varying seniority and expertise.



## Desired Requirements

- **Experience:** One year equivalent to at least next lower grade level in the normal line of progression.
- **Education:** Bachelor's degree or equivalent experience as determined by mission specialty area.

## 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\_C\_WMA@dni.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 saksdav@dni.ic.gov (*David S.*) and faulkti@dni.ic.gov (*Tiffany F.*) 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.



# 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

- 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.
- 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\_C\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamC@dni.ic.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both saksdav@dni.ic.gov (*David S.*) and faulkti@dni.ic.gov (*Tiffany F.*) 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



# 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

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\_COO\_TM\_EEOD\_RA\_WMA@cia.ic.gov, by unclassified email at 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 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.**