



## General Position Information

**Job Title:** PC138 - Deputy National Intelligence Officer for Counterintelligence GS-15

**Salary Range:** \$102,663 - \$170,800 (not applicable for detailees)

**Vacancy Open Period:** 9/15/2020 – 10/6/2020

**Position Type:** Cadre, Detailee

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

**Division:** MI/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 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 as or two grades lower than the advertised position grade may apply.

- For a cadre assignment:
  - Current ODNI permanent cadre.
- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade as or two grades 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 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 National Intelligence Council consists of the senior most 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, community-coordinated intelligence reports, including its flagship product, the National Intelligence Estimate – which represents the Intelligence Community's most authoritative statement on key national security issues.

The NIC is part of the Directorate of Mission Integration (DMI) within the Office of the Director of National Intelligence. The DMI serves as the DNI's senior leader for intelligence integration across the IC enterprise and is responsible for ensuring the quality, timeliness, and utility of insights for the nation's decision makers as well as for increasing expertise and improving tradecraft.

## Major Duties and Responsibilities (MDRs)

- Write. As part of the NIO/CI team, produce strategic, all-source, estimative CI analysis, and provide CI analytic support and expertise to the DNI and policymakers.
- Lead. Lead and oversee preparing, producing, coordinating, and disseminating National Intelligence Estimates, Intelligence Community Assessments, Sense of the Community Memoranda, and other NIC Reports.
- Inform. Provide expert national CI analytic assessments; prepare and coordinate background papers and briefing books for the DNI, PDDNI, DDMI, NIO/CI, and other ODNI senior leaders' participation in the National Security Council Principals, Deputies, and Policy Coordinating Committees; Cabinet meetings; Congressional testimonies; and other senior-level policymaking meetings.
- Support. Support the development of national CI analytic and collection priorities to identify and mitigate critical intelligence gaps.
- Respond. Lead and oversee preparing correspondence and/or products in response to congressional tasking, including testimony, talking points, and statements for the record for the DNI and senior DNI staff.
- Brief. Brief senior USIC officials and other major stakeholders at interagency meetings, conferences, and other public fora on major events and emerging trends on counterintelligence issues.
- Represent. Represent the NIO/CI team in internal and external fora.



- Engage. Establish and foster liaison relationships with USIC analysts, analytic managers, and collection managers as well as academia, the business community, and other non-government subject matter experts to ensure the USIC has a comprehensive understanding of current and emerging CI issues.
- Recognize, value, build, and leverage diverse collaborative networks with the ODNI and across the IC.

## Mandatory and Educational Requirements

- Knowledge of intelligence threats. Expert knowledge USIC CI priorities and national-level foreign intelligence threats, particularly from China and East Asia and with the ability to pivot to other threats when the need arises
- Knowledge of CI research and analysis. Expert knowledge and experience in CI analysis relevant to a regional or functional national intelligence priority area, including familiarity with USIC databases and research tools, and the ability to locate relevant analysis and reporting on short notice to inform short-deadline tasking
- Knowledge of the CI Community. Expert knowledge and experience in collaborating with strategic CI components from across the USIC, including knowledge of different components' missions and capabilities
- Critical thinking. Superior and recognized analytic and critical thinking skills, including superior ability to think strategically.
- Ability to produce. Demonstrated ability to produce high-quality, national-level CI analytic products for senior policymakers.
- Ability to provide feedback. Significant experience providing feedback, edits, and constructive criticism on CI and non-CI draft intelligence products from across the USIC
- Ability to work with and lead others. Excellent interpersonal, organizational, and leadership skills and an expert ability to conceptualize and effectively lead complex analytic projects and promote consensus-building across the USIC when analytic views differ. Ability to mentor junior colleagues.
- Ability to communicate. Excellent communications skills, including the ability to communicate strategic CI issues effectively with people at all levels of leadership and all levels of expertise on CI issues, including non-CI expert policymakers; ability to give effective oral presentations and to represent ODNI, the NIC, and the NIO/CI team in interagency meetings and other fora.
- Ability to prioritize. Expert ability to prioritize and manage multiple short-term and longer-term tasks and projects and perform senior staff functions as required.
- Ability to share information. Superior ability to oversee and direct information sharing across ODNI and USIC.
- Flexibility. 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.

## Desired Requirements

Language: Proficiency at Reading level 3 is desired in Mandarin, but not required. A selected candidate who has the desired foreign language capability may qualify for language use pay in the ODNI if s/he has current test scores at the minimum proficiency level in the reading modality. If qualified, the ODNI will provide language use pay at the rate applicable to the parent agency.

## Key Requirements and How To Apply

### Internal ODNI Cadre 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.

**WHERE TO SUBMIT:** *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 should contact the HR POC for guidance. Applicants submitting via JWICS are requested to submit their materials to both kurtjen@dni.ic.gov (*Jen K.*) and Johnlan@dni.gov (*Lanette J.*) in lieu of the group address above.

### **Current Federal Employees within the Intelligence Community (IC) 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 Applying for a Detail Assignment:**

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. **SF-50 (if applicable):** 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.

**WHERE TO SUBMIT:** Applicants from federal agencies outside the IC 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 kurtjen@dni.ic.gov (*Jen K.*) Johnlan@dni.gov (*Lanette J.*) in lieu of the group address above.

### **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.

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.

To verify receipt of your application package ONLY, you may call 703-275-3663.

## **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\\_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 EEOC 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.**