General Position Information

Job Title: TBD – Publications Officer (Technical Editor), NCTC/DI, GS-14

Salary Range: $102,663 – $157,709

Vacancy Open Period: 12/2/2020 – 12/17/2020

Position Type: Cadre and Detailee only

Who May Apply: Internal ODNI and Detailee Candidates only

Division: NCTC/DI

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 and applicants one level below only.
- 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 advertised position grade and one below 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 and one below 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)

- NCTC's Directorate of Intelligence (DI) is seeking a full-performance Publications Officer (PO) to perform editorial tasks related to publishing multimedia products, including the daily Terrorism Intelligence Brief (TIB), NCTC CURRENT, and other current and strategic NCTC products. As part the editorial team, the PO is expected to help lead a team of interagency and contract technical editors.
- Serve as a senior editorial resource for the publications team; apply extensive knowledge of grammar, punctuation, corporate writing standards, and substantive matters in leading discussions to identify and resolve editorial issues and inconsistencies in complex text and graphics; mentor junior employees and foster mentoring relationships within the team.
- Assist to plan, define and manage complex publication projects; apply techniques to manage multiple projects concurrently and efficiently and develop production timelines that ensure the delivery of high-quality products on or before the deadline.
- Perform the editorial review, formatting, layout, and publishing of daily and periodic publications of a technical or general nature; edit, create, process, and coordinate the composition of complex text and graphics products for senior government officials in the Office of the Director of National Intelligence (ODNI), the Intelligence Community (IC), and law enforcement organizations; adhere to established technical production and quality control standards and guidelines.
- Brief customers and team on any aspect of the publications discipline; facilitate senior-level and customer product reviews and accurately incorporate reviewing comments into the final product. Define, clarify, and communicate customers' requirements and strategies, collect information, negotiate production schedules, arrange services, and resolve difficult procedural and production problems that may arise.

- Produce and disseminate finished products via hardcopy and/or electronic means and archive digital files after delivery of products; analyze, verify, and manipulate data to maintain unit's databases.
- Opportunities are available to work non-traditional work hours when fully trained.

Mandatory and Educational Requirements

- Extensive knowledge of publishing principles and practices as well as extensive knowledge of sound principles of publication design; demonstrated ability to manage multiple and increasingly complex publication projects.
- Demonstrated editorial and grammatical skills as well as thorough understanding of corporate writing standards, including classification regulations; demonstrated ability to inform and direct others in applying policies, procedures, and guidelines to publication products; extensive knowledge of copyright laws and federal regulations for Web/online products.
- Extensive knowledge of production methodology for publishing products in hardcopy and/or electronic formats; extensive knowledge of both electronic and hardcopy dissemination mechanisms.
- Demonstrated ability to perform research, utilize creative problem solving, and apply analytical thinking skills to identify and develop effective solutions for routine and more complex publishing problems; demonstrated ability to create custom products for various project requirements.
- Demonstrated ability to stay abreast of and adopt technological advancements in publishing and printing technologies; extensive knowledge about and skill in using both standard and high-end desktop publishing applications; demonstrated aptitude for using automation.
- Demonstrated skills in writing logically, clearly, and concisely; demonstrated communication and negotiation skills for eliciting and sharing information; demonstrated ability to brief team members, customers, and management at all levels to discuss project requirements and status.
- Demonstrated ability to work effectively and efficiently within a diverse, creative, and often fast-paced project team environment and to efficiently manage time.
- Demonstrated interpersonal skills to interact effectively with customers, senior management, technical staff, and project team members; demonstrated ability to coach and mentor others; thorough knowledge and understanding of organization mission and structure.

Desired Requirements

- Extensive knowledge of web functionality, hosting, maintenance, browsers, formats (HTML, XML, SGML), and graphics on current platforms and computer operating systems (UNIX, NT, Macintosh), as well as on the Office of the Director of National Intelligence (ODNI) Common Workgroup Environment (CWE), and basic knowledge of various designing software packages for production of a variety of products.
- Extensive knowledge of typography, proofreading, document formatting, desktop publishing, internet and IC intranet networks, page layout and design, publication styles and extensive knowledge and ability to conduct minor trouble shooting on multiple computer systems/networks.
- Extensive knowledge of and ability to adhere to policy and guidance as it pertains to the handling of ODNI data on networks and portable media and the posting of information to ODNI, IC, and public networks.

• A bachelor's degree in English, Communication, Journalism or other related field.
• Seven years of professional experience as a publications officer or in a closely related field.

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_HRM_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 *(Kenneth W.)* and littlsa@dni.ic.gov *(Sam L.)* 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 <u>must</u> 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_HRM_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 *(Kenneth W.)* and littlsa@dni.ic.gov *(Sam L.)* 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 703-275-3955.

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.**