



General Position Information

Job Title: 29815 - ODNI Watch Officer - GS-13

Salary Range: \$81,548 - \$126,062 (not applicable for detailees)

Vacancy Open Period: 02/04/2019 – 02/19/2019

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: CMO/CMO

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-13 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.

\$10,000/Year ODNI Cadre Retention Incentive: This position involves continuous 12-hour rotating shift work on days, nights, weekends and holidays. ODNI permanent cadre and reserve cadre officers GS-15 and below serving rotating shift positions in the ODNI Watch are eligible for a \$10,000 annual incentive payment—payable in two \$5,000 installments every six months—over base salary, including locality pay for the Washington/Baltimore area. Participants in the incentive payment program are required to sign six-month continuing service agreements and must maintain a “Successful” rating on their Performance Evaluation Report(s). In addition to the incentive payment, this position qualifies for overtime, night, Sunday premium, and holiday shift differential pay. In sum, shift workers can expect to make approximately 20 percent over base pay. Note, total compensation is subject to Federal biweekly and annual pay caps. For more detailed information regarding the shift schedule, the incentive payment program and shift differential pay, please contact the Director of ODNI Watch through your HR representative.

Component Mission

The Office of the Director of National Intelligence (ODNI), Chief Operating Officer (COO) has the responsibility and authority for supervising, coordinating, providing guidance, and administering the Director of National Intelligence’s (DNI) direction to the ODNI, as well as providing guidance to the ODNI centers. This includes integrating and synchronizing policy, plans, positions, procedures, and cross-functional issues. The COO is responsible for synchronizing and integrating the ODNI staff to execute all missions and tasks designated by the DNI and the Principal Deputy Director of National Intelligence (PDDNI). In addition, the COO oversees the internal management of the ODNI.

Mission. The DNI Watch provides 24/7 all-source alert and warning and situational awareness in support of the Director of National Intelligence, the Principle Deputy Director of National Intelligence, National Intelligence Managers, National Intelligence Officers, and Office of the Director of National Intelligence (ODNI) senior leadership. The DNI Watch serves as key interagency operations center node for communications between the Intelligence Community (IC), the White House, and other cabinet-level agencies. We’re looking for smart, hard-working, professional, and motivated employees to join this high-visibility team.

Major Duties and Responsibilities (MDRs)

ODNI Watch Officers:

- Serve as the government shift lead of a team that maintains 24/7 global situational awareness by reviewing intelligence reporting and maintaining awareness of current intelligence issues.
- Coordinate with Intelligence Community (IC), watch officers and operation centers to ensure situational awareness of collection enterprise’s activities, and to assure alignment with key national priorities.



- Lead a shift team, staffed with government and contractor employees, in the development of situational awareness information that is provided ODNI, IC, United States (U.S.) government, and other appropriate leaders.
- Perform community outreach and collaboration activities by planning and engaging in internal and external information sharing, fostering collaborative relationships with interagency partners, and communicating timely and relevant intelligence information.
- Coordinate with national, defense, and domestic authorities to ensure alignment with key intelligence priorities.

Mandatory and Educational Requirements

- Ability to work 12-hour rotating shift work on days, nights, weekends and holidays.
- Ability to work effectively in a team or collaborative environment, coupled with established and effective interpersonal, organizational, and problem-solving skills.
- Ability to make assessments of time-sensitive issues, adjust priorities, and change focus quickly as demands change.
- Strong communication skills, including the ability to clearly convey information to all levels of management.

Desired Requirements

- Ability to assess complex written products, as well as the ability to provide timely and succinct updates to counterparts and senior officials on those products, answer detailed questions, and provide supporting information.
- Ability to maintain and develop effective working relationships with counterparts and more senior staff in the ODNI for the purpose of sharing information.
- Ability to work collaboratively across the ODNI and IC.

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-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov (*Faith H.*) and mcreaz@dni.ic.gov (*Zina M.*) 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-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov (*Faith H.*) and mcreaz@dni.ic.gov (*Zina M.*) 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 703-275-3799.

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: 703-275-3799; Email: Recruitment_TeamA@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.**