



General Position Information:

Job Title: Chief, National Policy Support

Position Number: PC935

Position Grade: SNIS Professional Tier 1

Salary Range: None provided (not applicable for detailees)

Vacancy Open Period: 11/23/2021 – 12/21/2021

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/PC/PS

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 a SNIS Professional Tier 1 cadre position in the ODNI.

- 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

Senior Service (SNIS, SES, SIS, DISES, DISL) employees. 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 Internal ODNI cadre.



- For a detailee assignment:
 - Current Federal Government employees. (Current Senior Service employees at the same 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 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 Policy and Capabilities Directorate is focused on ensuring the IC is best postured to meet the future challenges and threats confronting our nation.

The DNI serves as the head of the IC. The DNI also acts as the principal advisor to the President, the National Security Council, and the Homeland Security Council for intelligence matters related to the national security; and oversees and directs the implementation of the National Intelligence Program.

The DNI leads intelligence integration and forges an intelligence community that delivers the most insightful intelligence possible.

The Policy and Capabilities Directorate advances the integration of mission priorities and requirements across the IC to develop and implement strategy, policies, and capabilities to meet future challenges and opportunities in support of our Nation's security.

The Office of Policy and Strategy (P&S) is responsible for developing and coordinating Intelligence Community (IC)-wide policy; publishing the National Intelligence Strategy; overseeing foreign disclosure and release; and advising the Director of National Intelligence (DNI) on hostage and detainee affairs. P&S sets the strategy and policy framework, enabling the IC's ability to deliver timely, accurate, relevant intelligence support and capabilities to stay ahead of opportunities and risks in our complex global and technological environments.

Major Duties and Responsibilities (MDRs)

Lead and align ODNI and IC engagement on a range of policy matters at the national level, ensuring a coordinated voice and consistent approach.

Create and maintain effective working relationships across the ODNI and IC and with other government agencies to address policy issues that span multiple mission and program areas.

Direct and oversee national intelligence issues related to the area of responsibility and coordinate internal and external initiatives to ensure alignment with key intelligence priorities.



Advise the ADNI/P&S on the full-range of these issues. Forecast and manage resourcing of needs, including budget, contractor support, and government staffing.

Manage and direct national policy as the lead ODNI staff element on intelligence sharing, foreign disclosure and release, hostage and detainee affairs, as well as policy support to the NSC.

Lead a professional staff, assess performance, oversee goal setting, and provide feedback on personal and professional development. Interact with managers to ensure compliance and collaboration with policies which aids in developing the organizational culture.

Mandatory and Educational Requirements:

Expert Knowledge of and experience in the history, authorities, policy issues, and practical challenges facing the ODNI and IC support to the National Security Council.

Expert negotiation, influencing, and conflict management skills; ability to resolve complex, cross-component and cross-program issues; superior project leadership skills.

Superior oral and written communication skills and demonstrated ability to conduct independent research, filter and synthesize data, and produce clear, logical, and concise products.

Strong analytical and critical thinking skills, including the ability to think strategically in identifying mission opportunities and requirements and developing cogent and achievable recommendations.

Outstanding interpersonal skills and the ability to build consensus, work effectively and independently, and influence key stakeholders to build coalitions; proven ability to work with senior officials and to build and sustain professional networks in a diverse, fast-paced, multi-task environment, and manage competing priorities.

Comprehensive knowledge of the National Security Act of 1947, Executive Order (EO) 12333, as well as national and IC policies on intelligence sharing, foreign disclosure and release; hostage issues and detainee affairs, and support to Presidential Transition.

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.



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- c. **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: *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_semo_wma@cia.ic.gov (classified email system) or DNI_CMO_HC_SEMO@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 moreype@dni.ic.gov (*Peter M.*) and howarad@dni.ic.gov (*Andrea H.*) in lieu of the group address above.

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.

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 703-275-3300.

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: 703-275-3300; Email: DNI_CMO_HC_SEMO@dni.gov

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



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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 EEO 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.**