



## General Position Information

**Job Title:** 17083 - Policy Officer - GS-15

**Salary Range:** \$137,849 - \$166,500 (not applicable for detailees)

**Vacancy Open Period:** 07/29/2019 - 07/28/2020

**Position Type:** Cadre, Detailee

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

**Division:** PS/Policy

**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 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 as 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.

\*\*\* OPEN UNTIL FILLED: This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each two-week cut-off point, all compliant applications received to include applicants from previous submission cut-off points will be reviewed for consideration.\*\*\*

## Component Mission

The Office of the Assistant Director of National Intelligence for Policy and Strategy (OADNI/P&S) is responsible for developing and coordinating Intelligence Community (IC)-wide policy; setting IC strategy; overseeing and promoting responsible information sharing and safeguarding; managing the execution of the DNI's controlled access program responsibilities; and advising the Director of National Intelligence (DNI) on initiatives. P&S' overriding aim is to build a more integrated, collaborative, and secure community.

## Major Duties and Responsibilities (MDRs)

- Lead and oversee staff in the formulation, development, production, and evaluation of a broad range of policies processes, and guidance on subject areas including mission enabling functions, and intelligence oversight disciplines and communicate these policies, processes, and guidelines to community stakeholders.
- Lead and oversee staff in the review and analysis of policies, processes, and guidelines that are contained in United States Government (U.S.) Government and Intelligence Community (IC) Directives, Policy Guidance, Standards, plans, and memoranda to ensure equities are captured and relevant concerns are resolved.
- Lead and direct the development of substantive intelligence briefings, presentations, reports, and other materials to inform senior leadership and other major stakeholders on policy issues.
- Lead and oversee staff in communicating policy needs, trends, and developments relative to organizational leadership, senior policymakers, and other senior U.S. Government officials.
- Oversee, lead, foster, and promote communications that increase stakeholders', consumers', IC colleagues', and U.S. Government executive agents' overall understanding of USG and IC policies, processes, and procedures in order to best promote mission effectiveness.



- Lead and oversee staff in the planning and preparation of communications and reports that address Executive Branch taskings and Congressional hearings; direct staff in the production and coordination of executive-level briefings; represent organizational equities to the IC and other government agencies at meetings, conferences, and other public fora.
- Lead and oversee staff in reviewing an extensive volume of written materials and preparing or contributing to written and verbal products including congressional testimony or responses to inquiries, senior-level issue papers or briefings, and letters and memoranda.
- Lead, initiate, cultivate, and maintain productive working relationships with colleagues, experts, IC members, and policy committees, and use these relationships to share information of IC interest; attend internal and external training, seminars, or conferences on broad intelligence topics or more strategic subject areas.
- Lead the planning, management, and deployment of resources including budget, staffing, IT support, and/or space allocations in order to successfully complete assignments; assess staff performance, collaborate and oversee goal setting, develop and execute a training plan for employees, and provide feedback on professional development.

## **Mandatory and Educational Requirements**

- Expert knowledge of IC and related U.S. Government policies, directives, and standard operating procedures and superior ability to develop a broad range of IC-wide policies, processes, and guidelines.
- Expert knowledge of the U.S. Government and its IC components, missions, and interrelationships and experience working either with or in a major U.S. Government or IC organization; superior understanding of the authorities, roles, and responsibilities of the organizations within the IC community.
- Expert knowledge of and superior experience in the research, formulation, development, and coordination of national level policies and directives, including expert knowledge of qualitative and/or quantitative methods for policy development and assessment
- Expert ability to apply knowledge of ODNI and IC organizations and relevant customer organizations or operations (e.g., intelligence disciplines, military, policymakers, and law enforcement) in order to effectively address their national intelligence requirements and provide appropriate policy responses to meet IC needs.
- Superior interpersonal, organizational, and problem-solving skills, including superior ability to work independently and in a collaborative environment effectively with senior officials, management, teams, and colleagues.
- Superior written and oral communication skills with expert ability to articulate complex intelligence issues to a wide audience, including the ability to write policy or analytic products for the senior U.S. Government officials and the IC workforce.



- Expert ability to build and sustain professional networks and collaborate with both management and staff to continuously improve community relationships, products, and services.
- Expert project leadership capabilities, including the ability to effectively coordinate business processes, deliver within time constraints, manage competing priorities, and adjust quickly to deal with time sensitive requirements.
- Expert ability to direct taskings, assess and manage performance, collaborate on goal setting, and support personal and professional development at all levels of personnel.

## 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\_TM\_HR\_OPS\_TEAM\_A\_WMA@cia.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 P.*) and bankssa@dni.ic.gov (*Sandra B.*) 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\_COO\_TM\_HR\_OPS\_TEAM\_A\_WMA@cia.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 P.*) and bankssa@dni.ic.gov (*Sandra B.*) 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 703-275-3799.

#### **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.



# 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

## Agency Contact Information

ODNI Recruitment; Phone: 703-275-3799; Email: [Recruitment\\_TeamA@dni.gov](mailto: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\\_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.**