



General Position Information

Job Title: 17402 – PC/DEISD - Staff Officer - GS-14

Salary Range: \$102,663.00 - \$157,709.00

Vacancy Open Period: 12/11/2020 – 1/9/2021

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: PC/DEISD

Duty Location: Bethesda, MD

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 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 below the advertised position 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 GS-14 and one grade 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 Policy and Capabilities Directorate is focused on ensuring the IC is best postured to meet the future challenges and threats confronting our nation.

The Policy & Capabilities Directorate advances the IC's integration of mission priorities and requirements to develop and implement strategy, policies, and capabilities to meet future challenges and opportunities confronting our Nation. The Domestic Engagement, Information Sharing and Data (DEISD) Office is responsible for leading the IC in managing information and data to ensure that it gets to the right people at the right time in the right format, while building, enabling and maintaining domestic partnerships to mutually share information, people, processes, technologies, innovations and ideas to inform decision making at all levels while advancing the IC mission and strengthening national security. DEISD partners include IC elements, Department of Defense, Federal, State, Local and Tribal organizations, and a broad range of private sector partners including industry, nongovernmental organizations (NGOs), and academia.

Major Duties and Responsibilities (MDRs)

- Serve as the Staff Officer for the ADNI and Deputy ADNI for the DEISD Office.
- Assist with overall office management activities, including the development of standard operating procedures (SOPs).
- Serve as the Office's lead task manager for external and internal taskings while using ODNI's n-CERTs task management application.
- Assist with corporate communications ensuring workforce awareness of IC, ODNI, and organizational programs, initiatives, requirements, training, and other opportunities; facilitate two-way communications between workforce and leadership.
- Support the DEISD Chief of Staff on high priority and short deadline requirements; alert staff officers of incoming requirements, review and consolidate/de-conflict responses, and ensure that responses are submitted in a timely manner, containing all appropriate materials.
- Interface and coordinate with other ODNI offices on internal ODNI administrative, scheduling, and prioritization issues.
- Manage and track the flow of DEISD's requirements and correspondence; coordinate staff responses and review and consolidate/de-conflict responses before finalizing all outgoing correspondence.
- Assist the Chief of Staff as the Human Resource (HR) liaison for permanent government cadre and detailees; initiate all personnel actions to include preparing Position Descriptions, Vacancy Notices, Selection Memos, Promotion Memorandums, and Awards.
- Coordinate organizational action processing, standard operating procedures and processes, file maintenance and record-keeping, and morale, welfare, and recreation activities.



- Support DEISD's policy, business process and technology teams in their daily engagement with ODNI components, the ODNI Front Office, IC elements, and external partners.
- Serve as the 1) serve as DEISD Government Task Manager for the ODNI Corporate Contracts providing Executive Assistant support, 2) Timekeeper for cadre and detailee time and attendance, 3) perform security-related duties to include vault custodian; 4) work with Knowledge Managers to create, organize and update DEISD content for Websites, etc. and 5) work with DEISD Chief of Staff on office space matters to include keeping current seating charts up to date as required and assist with accountable property tracking.

Mandatory Requirements

- Expert knowledge of basic ODNI administrative procedures and business systems, customer service principles, planning and scheduling, record keeping, correspondence logs, and office SOPs.
- Knowledge of ODNI and IC organization, mission goals, and priorities as well as IC executive correspondence practices.
- Excellent communication skills, both written and oral, and demonstrated ability to produce clear, logical, concise and error free products.
- Outstanding interpersonal skills and ability to work effectively, independently, and in a team or collaborative environment.
- Outstanding organizational management skills and demonstrated ability to manage competing priorities under constrained operating deadlines.
- Ability to build and sustain professional networks.
- Flexible work location, including willingness for local travel between ODNI buildings, may be required.

Desired Requirements

- Certified COTR Level 1.
- Experience serving in another ODNI component, IC element or an external partner organization in a similar role.

Key Requirements and How to Apply

Internal ODNI Candidates:

A complete application package must include:

- 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.
- 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.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.



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

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_TM_HR_OPS_TEAM_B_WMA@cia.ic.gov (classified email system) or Recruitment_TeamB@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 majettm@dni.ic.gov (*Maya M.*) and ZACKERN@dni.ic.gov (*Natalia Z.*) in lieu of the group address above.

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_B_WMA@cia.ic.gov (classified email system) or Recruitment_TeamB@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 majettm@dni.ic.gov (*Maya M.*) and ZACKERN@dni.ic.gov (*Natalia Z.*) 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.

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: 301-243-1318; Email: Recruitment_TeamB@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 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.**