



General Position Information

Job Title: 17608 - Publications Officer - GS-14

Salary Range: \$92,145 - \$141,555 (not applicable for detailees)

Vacancy Open Period: 11/10/2016 – 11/25/2016

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: CIO/CIO

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, the ODNI hiring office will pay for travel by commercial carrier (economy class) or reimburse for privately owned vehicle (POV) mileage. If applicable, the candidate also will be reimbursed at a flat rate for commercial lodging and per diem.

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 or up to two grades 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 cadre.
 - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
- For a detailee assignment:
 - Current Federal Government employees.

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 IC CIO's mission is to improve the collective effectiveness and information sharing of intelligence organizations' support the intelligence mission. The IC CIO reports directly to the Director of National Intelligence and has four primary strategic initiatives that directly support the Director's National Intelligence Strategy (NIS). The four Strategic Initiatives are: • Enhance Cyber Security (NIS Mission Objective 5) • Support Current Operations [e.g., Middle East, Counterterrorism, etc.] (NIS Mission Objective 6) • IC Business Transformation (NIS Enterprise Objective 3) • Improve Information Integration and Information Sharing (NIS Enterprise Objective 4)

Major Duties and Responsibilities (MDRs)

- Plan, develop, and produce informational materials concerning IC CIO programs and activities for dissemination to stakeholders.
- Plan, perform, and lead the editorial review, design, formatting, layout, and publishing of daily and periodic publications of a technical or general nature; edit, create, process, coordinate, and/or oversee 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.
- 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.
- Conduct research to develop ideas for presenting content and product layouts; analyze multiple complex options and approaches for executing a project and effectively select optimal tools and strategies that ensure timely and efficient completion.



- 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.

Mandatory Requirements

- Extensive understanding 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.
- Demonstrated ability to stay abreast of and adopt technological advancements in publishing and printing technologies; extensive knowledge about and skill in 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.
- Demonstrated ability to manage competing priorities under deadlines while maintaining a high level of attention to detail.
- Demonstrated ability to listen to, clarify, and convey understanding of others' ideas, comments, and questions as well as the ability to integrate and build upon diverse opinions.

Desired Requirements

- Electronic Publications
- Extensive technical knowledge of electronic publications and design, to include specific knowledge of current technologies in the electronic and web publishing environments.
- Extensive knowledge of web functionality, hosting, maintenance, browsers, formats (HTML, XML, SGML), and graphics on current platforms, 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.
- 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.
- Minimum Qualifications:
- Experience:
- Seven years of professional experience as a publications officer or in a closely related field
- Education: Bachelor's degree in journalism, English, communications, or 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 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.

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 saksdav@dni.ic.gov (*David S.*) and mccreaz@cia.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:



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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

- 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 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.

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 saksdav@dni.ic.gov (*David S.*) and mccreaz@cia.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-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. 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.**