



## Position Information

**Job Title:** 18802 – Partnership and Liaison Officer – OCE/LEO/ILB - GS-14

**Salary Range:** \$121,316 - \$157,709 (not applicable for detailees)

**Vacancy Open Period:** 10/7/2020 – 10/22/2020

**Position Type:** Cadre, Detailee

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

**Division:** OCE/LEO/ILB

**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-14 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.

## **Component Mission**

The National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government (USG) for analyzing and integrating all intelligence possessed or acquired by the USG pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. In addition, NCTC conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the Federal Government.

## **Major Duties and Responsibilities (MDRs)**

- Plan and perform/participate in liaison coordinated intelligence activities in partnership with the IC, U.S. Government agencies, the Office of the Director of National Intelligence (ODNI) elements, military, state, local, tribal, private sector partners, and foreign partners to leverage existing information sharing capabilities and align policies, standards, systems, and information.
- Plan, develop and communicate policies, guidelines, and procedures that support information sharing with partners (foreign, military, private sector, etc.) and provide a framework for managing the relationships between partners.
- Establish and effectively participate in unilateral and multilateral intelligence sharing arrangements with joint analytic units and foreign partners.
- Plan and manage all aspects of partner visits with leadership, to include advancing coordination with partners, developing meeting agendas, preparing leadership for meetings, developing Memorandum for Records, and monitoring the completion of follow-on actions.
- Participate in collaborative activities with partners and other government agencies; as requested, represent the organization in interagency working groups, and in doing so, effectively recognize, value, build, and leverage diverse and collaborative networks with these organizations.



- Plan, develop, and oversee the implementation of interagency activities and programs by coordinating and integrating the competing requirements and priorities of multiple stakeholders to ensure their effective cooperation and collaboration.
- Plan, direct, and orchestrate inter-agency and cross-directorate collaboration on programs and objectives, and evaluate and assess these efforts to ensure that they are successful.
- Identify intelligence resource gaps that are negatively impacting analysis efforts, and in collaboration with domestic or foreign partners develop and recommend strategies and procedures that are designed to reduce these gaps.
- Manage and organize U.S. Government working groups, meeting, boards, and other forums to exchange information, develop recommendations, resolve issues, and implement specific policies regarding partner relations issues.
- Facilitate intelligence integration and effective coordination between the organization, U.S. Government agencies, and other partners, and in so doing improve leadership support, unit performance, and staff procedures.
- Plan, promote, and share information and knowledge within ODNI, across the IC, and with other government agencies, and in doing so, effectively recognize, value, build, and leverage diverse and collaborative networks within these organizations.
- Plan, develop, and present briefing papers, meeting guidance, and other related information on partner information sharing issues, partner relationships, and policies for senior leaders.

## **Mandatory and Educational Requirements:**

- Thorough knowledge and ability regarding key attributes of effective staff officers, to anticipate requirements, demonstrate initiative, and seek/follow guidance, and perspective.
- Thorough knowledge and experience in working with individual ODNI partners that may include foreign, military, federal, state, local, tribal entities, and/or private sector partners.
- Experience in and thorough knowledge of the ODNI and IC (e.g. intelligence policy, IC missions, and interagency coordination) to build and sustain effective working relationships and promote the sharing of information with partner organizations.
- Ability to lead and support cooperative relationships within the IC, U.S. Government, and foreign partners in protecting the U.S. and its interests abroad.
- Ability to develop collaborative solutions for issues of common concern with partner organizations; ability to manage sensitive matters and/or complex problems, make key contributions to group efforts, and exercise appropriate leadership and initiative.
- Interpersonal, organizational, and problem-solving skills, including ability to work effectively both independently and in a team or collaborative environment.



- Ability to listen to, clarify, and convey understanding of others' ideas, comments, and questions as well as ability to integrate and build upon diverse opinions in a manner that encourages the development of integrated solutions and way ahead strategies.
- Ability to communicate complex information clearly, concisely, and in a manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives.

Education:

Bachelor's degree or equivalent experience as determined by mission specialty area.

## **Desired Requirements**

Six years of experience leading strategic planning, managing, and directing the successful efforts of a government or private organization or nine or more years of experience in technical collection, collection system development, requirements policy development and requirements management.

## **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\\_C\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_HR_OPS_TEAM_C_WMA@cia.ic.gov) (classified email system) or [Recruitment\\_TeamC@dni.gov](mailto:Recruitment_TeamC@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [wheelke@dni.ic.gov](mailto:wheelke@dni.ic.gov) (*Kenneth W.*) and [harrmaa@dni.ic.gov](mailto:harrmaa@dni.ic.gov) (*Martha H.*) 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\\_C\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_HR_OPS_TEAM_C_WMA@cia.ic.gov) (classified email system) or [Recruitment\\_TeamC@dni.gov](mailto:Recruitment_TeamC@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [wheelke@dni.ic.gov](mailto:wheelke@dni.ic.gov) (*Kenneth W.*) and [harrmaa@dni.ic.gov](mailto:harrmaa@dni.ic.gov) (*Martha H.*) 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 703-275-3955.

## 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: 703-275-3955; Email: [Recruitment\\_TeamC@dni.gov](mailto:Recruitment_TeamC@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](mailto:DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov), by unclassified email at [DNI-EEOD\\_WMA@cia.ic.gov](mailto: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.**