



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

Job Title: 28403 – Senior Communication Officer - GS-15

Salary Range: \$122,530 - \$172,500 (not applicable for detailees)

Vacancy Open Period: 12/15/2020 – 1/29/2021

Position Type: Cadre, Detailee

Who May Apply: Internal and External Candidates, Detailees

Division: IC IG/MS

Duty Location: Reston, 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 or external 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 one grade 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 permanent cadre.
 - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)



- Current Federal Government employees. (Current GS employees in the grades of GS-14 thru GS-15 may apply.)
- Candidates outside the Federal Government.
- For a detailee assignment:
 - Current Federal Government employees. (Current GS in the grades of GS-14 thru GS-15 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.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.
- 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 Office of the Inspector General of the Intelligence community (IC IG) was established within the Office of the Director of National Intelligence (ODNI) by the Intelligence Authorization Act for Fiscal Year 2010. The IC IG's organizational divisions include Audit, Investigations, Inspections and Evaluations, Mission Support, the Center for Protected Disclosures, and Counsel to the Inspector General.

The Mission Support Division provides management and administrative support to the entire IC IG office. The Mission Support Division is composed of multidisciplinary officers who provide expertise in financial management; human capital and talent management; facilities and logistics management; continuity of operations; administration; classification; *Freedom of Information ACT* and *Privacy Act* requests; information technology; communications; and, quality assurance. The Division also provides executive support to the Intelligence Community Inspectors General Forum and its associated committees.

Major Duties and Responsibilities (MDRs)

- Serve as the principal advisor to the Inspector General (IG), the Principal Deputy IG, and management on assigned communications support tasks.
- Lead the IC IG's media relations and outreach initiatives. Serve as one of the organization's primary spokespersons and work closely with all IC IG representatives to deliver the right message and ensure consistent branding.
- Strengthen the IC IG's brand equity across the Intelligence Community (IC) and in the public domain to elevate the organization's presence.



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- Identify key strategic IC IG objectives and develop, implement, manage, and evaluate internal and external communication plans to actively engage employees and external stakeholders in the achievement of those organizational objectives.
- Advocate for improved communication practices and advise IC IG leadership on ways to improve employee and external stakeholder engagement and communication. Seek out and identify proactive engagement opportunities that promote open and honest communication.
- Research, write, review, coordinate and edit material proposed for public release to ensure accuracy, clarity, completeness, timeliness, and consistency with IC IG and ODNI policies.
- Manage the IC IG's public relations initiatives and work closely with the ODNI's public affairs office, as appropriate, to coordinate public affairs activities, including prepublication reviews, speaking engagements, email alerts, website content, and responses to media inquiries.
- Initiate, cultivate, and maintain productive working relationships with other communications organizations in the IC, and as appropriate, members of the media, community leaders, policy groups, and/or concerned constituencies to provide information about the IC IG mission, programs, and activities.
- Advise and assist IC IG staff members with preparations for public interactions; develop and implement training to inform IC IG staff on how to deliver the IC IG's message in a variety of contexts.
- Identify, implement, and enhance communication channels and methods to promote the IC IG mission, objectives, and successes, including a dynamic internet platform and website.
- Monitor and analyze public reaction and understanding of the IC IG and develop recommendations to more effectively communicate key messages to the public.

Mandatory Technical Competencies

- Broad knowledge of the mission, organization, and functions of the IC IG, ODNI, and IC.
- Ability to foster trust within the IC IG and with colleagues, partners, and stakeholders.
- Demonstrated ability to exemplify IC IG core values of Integrity, Independence, Commitment, Diversity, and Transparency.
- Experience working with the media, including general media (newspaper and television) and web-based outlets.
- Superior analytical and critical thinking skills, including the ability to think strategically, make decisions, and develop and disseminate informational materials to the general public, agency employees, and other stakeholders.
- Exceptional written and verbal communication skills with the ability to conduct independent research, filter and synthesize data, and produce clear, logical, and concise products.



- Superior project management skills and demonstrated ability to effectively multi-task and manage numerous projects simultaneously with high-quality results.
- Strong interpersonal skills in establishing and maintaining effective working relationships with others with the ability to listen, clarify, and integrate to build upon diverse opinions and conflicting interests to obtain buy-in at all levels.

Minimum Qualification Requirements

- **Experience:** Applicant must have at least four (4) years of public affairs experience. GS-14 applicants must have at least one (1) year of specialized experience at a level of difficulty and responsibility equivalent to the GS-15 grade in the Federal service.
- **Education:** Bachelor's degree from an accredited university.

Desired Requirements

Formal education in a communications-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. All applicants must address the Mandatory Technical Competencies 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: *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDN! 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. zackern@dni.ic.gov (Natalia Z.), and burgeal@dni.ic.gov (Alisa B.) 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.



External Candidates:

Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of a ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

A complete application must include:

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement. All applicants must address the Mandatory Technical Competencies 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.
- SF-50:** Current or former 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: *External Candidates must submit an application through the classified [IC Applicant Gateway website](#) at <https://apply.intelligencecareers.gov/job-listings?agency=ODNI>. Applicants experiencing technical issues, or inability to access the IC Applicant Gateway website may submit their application via email 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 submitting via JWICS are requested to submit their materials to both zackern@dni.ic.gov (Natalia Z.), and burgeal@dni.ic.gov (Alisa B.) 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. All applicants must address the Mandatory Technical Competencies 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-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both zackern@dni.ic.gov (Natalia Z.), and burgeal@dni.ic.gov (Alisa 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 301-243-1318.

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 offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfeds.com>
- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered):
<http://www.opm.gov/retire/index.asp> If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependent Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules

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 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.**