



General Position Information

Job Title: 28603 - OGC Unpaid Student Intern - GS-8

Salary Range: \$0-\$0

Vacancy Open Period: 1/11/2019 – 1/11/2020

Position Type: Cadre, Unpaid Student Internship

Who May Apply: External Candidates

Division: OGC/ODIR

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses:

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-8 cadre position.
- Law students interested in a public service career in public policy and administrative law. The Office of General Counsel (OGC) in the Office of the Director of National Intelligence (ODNI) is seeking highly qualified JD (1Ls or 2Ls) or LLM students for the (enter year) (enter spring, summer, or fall) **UNPAID** internship program.

Who May Apply

Current GS employees at the same grade as the advertised position grade may apply.

- For a cadre assignment:
 - Current ODNI permanent cadre.
- Current law students

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.



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

Component Mission

The Office of General Counsel (OGC) of the Office of the Director of National Intelligence (ODNI) provides legal advice and counsel to the Director of National Intelligence (DNI) and other ODNI officials on a wide range of legal issues to include intelligence and national security law; procurement and acquisition law; personnel law; government ethics, budget, and fiscal law; general administrative law; legislative support; government information practices (Freedom of Information Act/Privacy Act); and intellectual property law.

Major Duties and Responsibilities (MDRs)

- Seeks highly qualified 2Ls, 3Ls, or LLM students for its internship program. Interns will take on a variety of duties, which include
- Assisting attorneys in providing oral and written advice to senior officials and counselors in the ODNI.
- Preparing memorandums on legal and policy issues facing the Intelligence Community (IC).
- Making presentations to OGC and ODNI leadership on legal topics.
- Working with other agencies on national security litigation, policy, and related topics.
- Supporting ODNI components to ensure compliance with relevant statutes and regulations.
- Revising and vetting regulations and internal policy directives.
- Assisting the OGC in the administration of the agency and the wider IC.
- The position will expose interns to numerous areas of law and related policies, including; national security law, intelligence law, procurement and acquisition law, personnel law, government ethics, budget and fiscal law, administrative law, legislative support, government informational practices under the Freedom of Information Act and the Privacy Act, and intellectual property law.
- OGC works to provide practical, accurate, and timely legal guidance and counsel to ODNI, to safeguard the legal rights of American citizens, and to ensure that all employees and contractors assigned to ODNI comply with U.S. law and any applicable regulations and directives.
- OGC's mission also includes supporting ODNI in carrying out the statutory responsibility of that office to ensure that IC elements that are part of the National Intelligence Program comply with the Constitution and laws of the United States. To this end, OGC works closely with legal officers across the IC to coordinate the development of legal mechanisms to facilitate the implementation of ODNI policies within the larger constitutional, statutory, and regulatory framework that bounds IC activities.

Mandatory and Educational Requirements

- PROGRAM REQUIREMENTS



- To be eligible for an internship at ODNI OGC, applicants **must be U.S. Citizens who—at the time of the application—hold a TS/SCI security clearance based on a Single Scope Background Investigation (SSBI) that was completed within the past five years.** Applicants who have successfully passed at least a counterintelligence polygraph are preferred. Additionally, applicants must
- Be currently enrolled at least half-time in an accredited academic institution as a J.D. or L.L.M. level student.
- Possess, at the time of application, a cumulative Grade Point Average (GPA) of at least 3.0 on a 4.0 scale or equivalent.
- Have approval from the academic institution to participate in the student internship program, and to work a minimum of 16-32 hours per week.
- Have requested and be eligible to receive academic credit from the academic institution for his or her student internship work experience.
- Agree to the necessary safeguarding and nondisclosure of sensitive information.
- Agree to follow ODNI procedures for entry and out-processing.
- Possess an interest in a public service career.

Desired Requirements

- None required.

Key Requirements and How to Apply

External Candidates:

Key Requirements:

- U.S. Citizenship.
- At the time of the application, hold an active Top Secret/Sensitive Compartmented Information (TS/SCI) clearance based on a Single Scope Background Investigation (SSBI) that was completed within the past five years. Although not required, it is preferred that applicants have passed a counterintelligence (CI) polygraph prior to selection. If the student does not have a current CI polygraph, one must be successfully completed before the internship can begin.
- Be currently enrolled at least half-time in an academic institution as a JD or LLM level student.
- At the time of application, possess a cumulative Grade Point Average (GPA) of 3.0 on a 4.0 scale or equivalent.
- Have approval from the academic institution to participate in the student internship program.
- Have requested and be eligible to receive academic credit from the academic institution for his or her student internship work experience.
- Agree to the necessary safeguarding and nondisclosure of sensitive information.



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

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 longvi@dni.ic.gov (*Vincent L.*) and mcreaz@dni.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.

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 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

Office Representative by classified email at DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov, by unclassified email at 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.**