



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

General Position Information:

Job Title: 28603 - OGC Unpaid Student Intern - Spring 2017

Salary Range: \$0

Vacancy Open Period: 8/29/2016 - 9/26/2016

Position Type: Permanent

Who May Apply: Internal and External Candidates

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Authorized: Not authorized

Position Information:

This is an opportunity for an Unpaid Intern position in the ODNI.

Who May Apply: Current law students.

Component or Office 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:

- Seeks up to two highly qualified 2Ls, 3Ls or LLM students for its 2017 spring 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 policy and legal issues facing the 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.



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- 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.

Program Requirements:

- To be eligible for a fall 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 do not have a current counterintelligence polygraph must successfully complete one prior to the internship. ODNI will arrange for the polygraph.

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 30 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 KSAs

- None required.



How You Will Be Evaluated:

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 ONLY be contacted if they have been selected for an interview.

How To Apply:

A complete application must include the following:

- a. **RESUME** - All applicants must submit a resume. Format is at the discretion of the applicant, but must include full name, address, telephone number and email address.
- b. **UNOFFICIAL TRANSCRIPT**
- c. **COVER LETTER** - A separate document that acts as a supplement to your resume explaining the contents of your application package and allowing for an opportunity to further elaborate on your submission.
- d. **VACANCY NUMBER** - Reference the vacancy number in the subject line of the email and on each document submitted.

Applications should be sent to either [DNI-MSD-HR-RR-Team B WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov) (classified email system) or [Recruitment TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both MCPHERC@dni.ic.gov (*Candace R. McPherson*) and joswicd@dni.ic.gov (*Daniel C. Joswick*) 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.

AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by the closing date of the announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3811.