



General Position Information

Job Title: FISA Advisor

Position Number: 30186

Position Grade: GS-15

Salary Range: \$126,233 - \$176,300 (not applicable for detailees)

Vacancy Open Period: 06/14/2022 – 06/29/2022

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/MI/MPAC

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-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 one grade lower than the advertised position grade may apply.

- For a cadre assignment:
 - Current ODNI permanent cadre.
- For a detailee assignment:
 - Current Federal Government employees at the same grade or one grade lower than the advertised 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 will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail assignment, will be assigned to the position at his or her current grade and salary.

Component Mission

The Office of the Director of National Intelligence (ODNI) Deputy Director of Mission Integration (MI) serves as the Director of National Intelligence's (DNI) senior leader for intelligence integration across the IC enterprise. MI is responsible for ensuring customer outcomes by leading advances in collection and analysis that ensure the quality, timeliness, and utility of insights for the nation's decision-makers. Additionally, MI is responsible for increasing expertise and improving tradecraft at all levels through specialization, integration, and collaboration. MI is responsible for the strategic vision, direction, and planning to deliver a more integrated IC reflecting the collective wisdom of our collection and analytic components to advance, in support of the National Intelligence Managers, the Unifying Intelligence Strategies (UIS).

Major Duties and Responsibilities (MDRs)

Lead, plan, and prepare briefings, reports, and presentations to organizational leadership, senior policymakers, and senior United States (U.S.) Government agencies' officials in a manner that meets their specified requirements and provide expert analysis and recommendations that ensure IC strategic plans and programs align with strategic objectives.

Lead, initiate, cultivate, and maintain productive working relationships with senior policymakers across the IC in order to coordinate strategy development activities and evolving requirements and promote the implementation of mission and enterprise objectives.

Collaborate with key stakeholders in the IC implementation of the FISA Amendments Act (FAA) to enable authorized foreign intelligence collection.

Direct efforts to develop a shared presence on Intelink in support of FAA implementation.

Develop and maintain relationships with the ODNI elements and other departments and agencies using FISA processes to stay abreast of program developments and policy enhancements.

Brief ODNI officials, Department of Justice senior members, members of Congress and other major stakeholders, as necessary, to ensure FISA processes are organized in an effective and cost efficient manner.

Coordinate the annual renewal of the Interagency Review Panel (IRP) FISA policy approvals in support of the DNI's role as chair of the Interagency Review Process, and coordinate the annual renewal of other policies.

Coordinate the annual review process with departments and agencies to establish the signals intelligence (SIGINT) priorities and requirements associated with PPD-28 to advise the DNI on what SIGINT priorities and requirements should be maintained.



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Lead and oversee the planning, development, and evaluation of the related strategic planning documents in support of U.S. Government agencies' national security and foreign policy interests and programs.

Advise and engage senior IC leadership on strategic PPD-28 and FISA priorities, opportunities, gaps, and interdependencies to link resources to strategy; lead and oversee the communication of emerging strategic issues and trends, independently evaluate PPD-28 and FISA requirements against IC strategic elements, and make recommendations for improvements.

In partnership with ODNI's Office of Civil Liberties, Privacy, and Transparency, fulfill the DNI's statutory obligation to conduct oversight, in coordination with the Department of Justice, of collection activities under Section 702 of FISA (commonly known as FAA) by jointly assessing compliance with the target, query and minimization procedures, and the FAA guidelines; participate in joint on-site reviews.

Support briefings to senior IC officials and other major stakeholders collaboration progress, issues and challenges.

Mandatory and Educational Requirements

Extensive or Expert level knowledge of Foreign Intelligence Surveillance Act (FISA) and other Signal Intelligence authorities.

Extensive or Expert level knowledge of Presidential Policy Directive – 28 (PPD-28) Signals Intelligence Activities.

Expert ability to conceptualize, organize, and draw inferences from incomplete data and present a compelling analysis of findings and issues; expert ability to identify, articulate, document, and mitigate knowledge gaps or alternatives approaches.

Superior communication (written and verbal) skills to effectively and efficiently communicate organizational vision, mission, and plans.

Superior oral and written communication skills, including superior ability to draft and edit written reports of varying length and complexity, and to communicate effectively with audiences of varying seniority and expertise.

Desired Requirements

Expert organizational and interpersonal skills to facilitate diverse forums, manage competing priorities, and advocate new ideas/concepts/processes.

Superior ability to exercise independent judgment on time-sensitive issues and work collaboratively across the IC.

Expert ability to evaluate strategic trends, strategy and implementation plans, results, and programmatic data, propose innovative solutions, and implement change.

Key Requirements and How to Apply

Internal ODNI Candidates:

A complete application package must include:



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- 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. **POSITION NUMBER:** Reference the position 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 [JobsDNI website](#).* For current employees who do not currently have access to internal systems, applications should be sent to either DNI-COO-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.

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 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. **POSITION NUMBER:** Reference the position number in the subject line of the email and on each document submitted.



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- 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: *Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.* Applicants from federal agencies outside the IC should be sent to either DNI-COO-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@dni.gov (unclassified email system).

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 703-275-3888

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: 703-275-3888; Email: HRM-HR-OPS-VACANCY-TEAM@dni.gov.

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

COVID-19 Vaccination Requirement: To ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the federal government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for federal employees. Therefore, to the extent a federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply.



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Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

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 Reasonable Accommodation Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3900 or by FAX at 703-275-1277 . Your request for reasonable accommodation will be addressed on a case-by-case basis.

THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.