



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: CL001 – Transparency Project Coordinator - GS-13

Salary Range: \$72,030 - \$133,465

Vacancy Open Period: 1/22/2020 - 01/21/2021

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: CLPT/ODIR

Duty Location: Bethesda, MD

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

*** 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.***

This is an opportunity for:

- An internal candidate to fill a GS-13 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 two grades 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 GS employees at the same grade or up to two grades lower than the advertised position grade may apply.)



- For a detailee assignment:
 - Current Federal Government employees. (Current GS employees at the same grade or one grade lower than 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 Office of Civil Liberties, Privacy and Transparency (CLPT) implements the responsibilities of the Civil Liberties Protection Officer under applicable laws, executive orders, directives, and policies, including Section 103D of the National Security Act, Section 1062 of the Intelligence Reform and Terrorism Prevention Act, and EO 12333. Specifically, the CLPT's mission includes to oversee compliance by the Office of the Director of National Intelligence (ODNI) with the constitution, all laws, Executive Orders, and implementing guidelines relating to civil liberties or privacy; ensure the protection of civil liberties and privacy is appropriately incorporated in policies and procedures developed and implemented by the ODNI and elements of the Intelligence Community (IC); ensure that the use of technologies sustain, and do not erode, privacy protections regarding the use, collection, and disclosure of personal information; ensure adequate procedures to receive, respond to, investigate, and redress privacy and civil liberties complaints; assess – and as appropriate, investigate - complaints and other information indicating possible abuses of civil liberties and privacy in the activities of the ODNI; conduct privacy impact assessments and ensure that personal information contained in a system of records subject to the Privacy Act is handled in compliance with fair information practices set out in the Privacy Act; review ODNI actions, policies, guidelines, and their implementation; and perform other duties as assigned by the DNI.

Major Duties and Responsibilities (MDRs)

Under the direction of the Chief, IC CLPT and Deputy Transparency Officer, IC CLPT, incumbent manages CLPT outreach and education efforts to the IC workforce.

Key Duties:

- Develop and deploy outreach and education strategies, campaigns and marketing tools focused on the implementation of the "Principles of Intelligence Transparency."
- Share process improvements and reporting best practices, gathering requirements from IC stakeholders, developing project plans and milestones, establishing timelines and helping to define evaluative criteria for IC transparency projects.



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- Build relationships with the ODNI and IC stakeholders to establish, fund, and promote new ways to adopt the IC Transparency Principles as standard business practices.
- Serve as Executive Secretary and primary liaison of the Intelligence Transparency Council (ITC) and IC Civil Liberties and Privacy Council (CLPC) assisting with agenda planning, invitations, task tracking and action follow-up for the council's regular meetings and activities.
- Research and write drafts of talking points, correspondence, executive summaries, communications, presentations, and briefing materials; prepare activity reports and summaries.
- Coordinate operational and administrative matters, review and investigate issues, and develop initial solutions and options; maintain situational awareness of issues affecting organizational equities and the status of multiple projects.
- Support in the management and coordination of strategic and tactical projects, execute action taskings associated with assigned projects, and provide project status and reporting.
- Assist in planning, directing and orchestrating inter-agency and cross-directorate collaboration on programs, projects initiatives, and evaluate and assess these efforts to ensure that they are successful.
- Contribute to the planning and evaluation of the related strategic planning documents in support of United States (U.S.) national security and foreign policy interests and programs.
- Support assessments of the IC's progress towards mission and enterprise strategic objectives.
- Conduct research to identify priorities, opportunities, gaps, and interdependencies to link resources to strategy; draft emerging strategic issues and trends.
- Prepare strategic guidance documentation for IC programs and activities, under direct supervision.
- Conduct research on best practices in strategy development, execution, evaluation, and impact in order to promote shared vision, values, and goals.
- Implement outreach activities within and beyond the IC, under direct supervision.
- Prepare briefings, reports, and presentations to organizational leadership, senior policymakers, and senior U.S. Government officials.
- Maintain productive working relationships with peers and senior leaders across the IC.



Mandatory and Educational Requirements

- Thorough knowledge of strategy development and planning and ability to identify emerging trends and strategic issues.
- Thorough knowledge of IC organizations' missions and policies necessary to support U.S. national security and foreign policy interests.
- Thorough understanding of performance management principles.
- Ability to conceptualize, organize, and draw inferences from incomplete data and present a compelling analysis of findings and issues; ability to identify, articulate, document, and mitigate knowledge gaps or alternatives approaches.
- Ability to communicate clearly, both orally and in written reports, and to logically analyze, synthesize, and evaluate multiple sources of information for their inclusion in briefings and written documents.
- Organizational and interpersonal skills to facilitate diverse forums, manage competing priorities and advocate new ideas/concepts/processes; ability to exercise independent judgment on time-sensitive issues and work collaboratively across the IC.
- Ability to develop effective professional and interpersonal relationships with peers and colleagues in the Office of the Director of National Intelligence (ODNI), the IC, and U.S. Government and to earn their confidence and trust.

Desired Requirements

- A minimum of 5 years' experience in program management, strategic communications, content development.
- Demonstrated ability to utilize innovative and creative problem solving and analytical thinking skills to develop, organize, clarify, and enhance alternative approaches to the most sophisticated multimedia requirements.
- Demonstrated ability to work effectively and efficiently within a diverse, creative, and often fast-paced project team environment and to efficiently manage time, technical, and administrative resources.
- Strong interpersonal skills demonstrated by the ability to interact effectively with customers, senior management, technical staff, and project team members; ability to coach and mentor others; thorough knowledge and understanding of organization mission and structure.



Key Requirements and How To Apply

Internal ODNI Cadre 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. **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_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. Applicants submitting via JWICS are requested to submit their materials to natalij1@dni.ic.gov (Natalia Z.), majettm@dni.ic.gov (Maya M.), and gilesro@dni.ic.gov (Roderick G.) in lieu of the group address above.

Current Federal Employees within the Intelligence Community (IC) 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 Applying for a Detail Assignment:

A complete application package must include:

- 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. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
- f. **SF-50 (if applicable):** 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: Applicants from federal agencies outside the IC should be sent to either [DNI COO TM HR OPS TEAM B WMA@cia.ic.gov](mailto: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 natalji1@dni.ic.gov (Natalia Z.), majettm@dni.ic.gov (Maya M.), and gilesro@dni.ic.gov (Roderick G.) in lieu of the group address above.

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.

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.

To verify receipt of your application package **ONLY**, you may call 301-243-1318/703-275-1250.

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: 301-243-1318/703-275-1250; 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>



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- Paid Federal Holidays
- Alternative Work Schedules

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_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3900 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 EEOC 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.**