



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: Policy Staff Officer

Position Number: CO064

Position Grade: GS15

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

Vacancy Open Period: 09/28/2021 – 10/13/2021

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/COO/PAG

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 up to 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 up to one grade lower than the advertised positions 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 the Director of National Intelligence (ODNI) Chief Operating Officer (COO) has the responsibility for advising the Director of National Intelligence (DNI) and administering the DNI's vision and direction to the ODNI enterprise. This includes synchronizing policy, plans, procedures, and cross-functional issues. The COO is responsible for integrating the ODNI staff to execute all missions and tasks designated by the DNI and the Principal Deputy Director of National Intelligence (PDDNI), and for overseeing the internal management of the ODNI.

The COO oversees all ODNI business operations, including such areas as human resources, diversity & inclusion, finance and budget, information technology, security, facilities, and information management. The COO is also responsible for ODNI's emergency planning.

The COO Policy Action Group (PAG) serves as the action arm for the development and implementation of corporate programs, policies, and initiatives for the betterment of the ODNI workforce. PAG will ensure full and effective coordination between all potential stakeholders, work closely with the ODNI Management Advisory Group (MAG) and Employee Resource Groups (ERGs) to de-conflict efforts and bring ideas to fruition, generate formal proposals on new initiatives in the form of white papers and presentations, and serve as the office of primary responsibility for these initiatives throughout policy development and governance processes, workforce messaging, pilots, and final rollout.

Major Duties and Responsibilities (MDRs)

The Policy Staff Officer's primary responsibilities include:

Lead and oversee the formulation, development, production and evaluation of a broad range of policies, processes, and guidance on subject areas including mission enabling functions, and intelligence oversight disciplines and communicate these policies, processes, and guidelines to community stakeholders.

Expand corporate initiatives for the betterment of the ODNI workforce, working closely with stakeholders throughout the ODNI to coordinate policy, guidance, process improvements, and standard operating procedures.

Coordinate, and serve as lead policy staff officer on corporate initiatives throughout the internal management processes, constantly seeking to improve the efficiency and effectiveness of new or revised proposals.

Conduct analyses, develop proposals, and draft recommendations pertaining to corporate initiatives.

Cultivate and maintain productive partnerships with ODNI customers and leadership; collaborate with IC, USG, and Private Sector partners on best practices.



Develop, evaluate, and analyze project proposals and action plans, determining the impact on current resources and forecasting resource needs.

Integrate and coordinate issues that cross multiple ODNI lines of responsibility to ensure a fully vetted and coordinated approach is presented to ODNI senior management for review and approval.

Develop and test new ideas or constructs to enhance the effectiveness of the ODNI workforce and improve the professionalization of the staff.

Deliver guidance and advice to members of the ODNI MAG, ERGs, and the workforce regarding proposed corporate initiatives.

Mandatory and Educational Requirements

Ability to provide advice on the development, implementation, and management of complex workforce initiatives and policies.

Excellent organizational and collaboration skills to work effectively on complex issues requiring negotiation and consensus building.

Proven track record of managing and coordinating projects, to include planning and executing related actions, and providing periodical status updates.

Excellent interpersonal, organizational, and problem-solving skills, including proven ability to work effectively both independently and in a collaborative environment.

Ability to track and monitor benchmarks of performance, continually improving the associated data and analytics; and to manage information in compliance with regulations.

Excellent oral and written communication skills, including the ability to convey complex information to audiences of vastly different levels of sophistication.

Desired Requirements

Knowledge of IC and ODNI administrative policies, procedures, and authorities.

Demonstrated expert-level knowledge or experience in program or project management or business administration, as well as the ability to manage complex strategic tasks and business operations.

Knowledge of the internal and external ODNI decision processes and the timelines for when decisions need to be made to influence the long-term investment of resources to change or adjust mission direction.

Proven ability to coordinate, network, communicate and exert influence at all levels across the ODNI and to achieve desired results and outcomes.

Demonstrated success leading strategic planning efforts that generate innovative solutions.



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, 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. **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 [JobsDNI website](#).* For current employees who do not currently have access to internal systems, applications should be sent to either DNI-HR-HRM-TEAMA-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamA@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. **VACANCY NUMBER:** Reference the vacancy 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-HR-HRM-TEAMA-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamA@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 703-275-3788.

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: 703-275-3788; 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 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**



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REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.