



## General Position Information

**Job Title:** Technology Officer

**Position Number:** CO138

**Position Grade:** GS-14

**Salary Range:** \$106,823 - \$164,102 (not applicable for detailees)

**Vacancy Open Period:** 06/13/2022 – 06/28/2022

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** DNI/FMIC

**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

This is an opportunity for:

- An internal candidate to fill a GS-14 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) 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.

## Major Duties and Responsibilities (MDRs)

The Foreign Malign Influence Center is a new start, formally standing up in Spring 2022. It serves as the Government's central and primary organization for integrating intelligence and supporting USG and partner efforts, including foreign allies, to counter foreign malign influence operations. The FMIC is the mission manager for the IC and works closely across the federal government to support state and local partners. In addition, the FMIC has responsibility for integrating and leading the IC's election security efforts to counter threats to the Federal elections.

Provide programmatic recommendations to management and other major stakeholders by gathering, analyzing, and summarizing data from across the IC.

Implement efforts to further the IC's understanding of adversary malign influence capabilities and technologies in support of ODNI's foreign malign influence posture.

As appropriate, represent the organization at meetings, conferences, and other public forums to foster and cultivate strategic alliances with other IC components.

Prepare findings, reports, briefing papers, and other communication vehicles; support leadership on the policies and procedures governing technical intelligence information related to election security and foreign malign influence capabilities.

Build relationships within the IC's S&T Community to understand and evaluate the technical maturity of key technologies used in election security and foreign malign influence activities. Build nascent outreach with private industry and academia in accordance with CI processes and security practices.

Plan, prepare, and, under the guidance of the Chief of Mission Management, present written and oral briefings to senior internal and external customers on intelligence issues; explain complex concepts to non-expert customers and tailor the product to correspond to customer needs.



Work collaboratively across ODNI stakeholders, ensuring effective communication and liaising with appropriate ODNI staff, in particular the Office of General Council, Office of Legislative Affairs and the Office of Strategic Communications, to ensure full coordination of activities, briefings, and products.

## **Mandatory and Educational Requirements**

Demonstrated ability to understand and synthesize new scientific and technical advances from a range of technical disciplines into policy or investment recommendations that will impact mission.

Prior private sector experience or proven track record of private sector engagement.

Knowledge of IC organizations; IC mission posture, structures, capabilities, processes, and policy development.

Demonstrated ability to lead interagency working groups and build coalitions with IC elements to achieve common goals.

Demonstrated ability to understand and synthesize new scientific and technical advances from a range of technical disciplines into policy or investment recommendations that will impact mission.

Demonstrated ability to think strategically, identify needs and requirements, develop recommendations, and evaluate outcomes against goals and objectives.

Demonstrated strong interpersonal skills and ability to work effectively both independently and in a team or collaborative environment.

Demonstrated oral and written communication skills, including demonstrated 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**

Experience and familiarity working with IC elements and external partners, particularly domestic elements within the USG and/or state/local customers.

Demonstrated ability to effectively prioritize and manage multiple tasks and projects, to include time sensitive deliverables for senior DNI and IC leadership.

Demonstrated successful track record of project development, strategy, and execution in a collaborative team environment.

Demonstrated strong interpersonal skills and positive team building abilities.



## 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. **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](mailto:DNI-COO-HRM-Vacancies-Mailbox@cia.ic.gov) (classified email system) or [HRM-HR-OPS-VACANCY-TEAM@dni.gov](mailto: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.



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- d. **POSITION NUMBER:** Reference the position number in the subject line of the email and on each document submitted.
- 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](mailto:DNI-COO-HRM-Vacancies-Mailbox@cia.ic.gov) (classified email system) or [HRM-HR-OPS-VACANCY-TEAM@dni.gov](mailto: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](mailto: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



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announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply.

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](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) by unclassified email at [DNI\\_DRA@dni.gov](mailto: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.**