



General Position Information

Job Title: EC018 – Partnership & Liaison Officer - GS-14

Salary Range: \$102,663.00 - \$157,709.00

Vacancy Open Period: 12/28/2020 – 1/25/2021

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: PC/DEISD

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 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 below the advertised position 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.
- For a detailee assignment:
 - Current Federal Government employees GS-14 and one grade below 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 Policy and Capabilities Directorate is focused on ensuring the IC is best postured to meet the future challenges and threats confronting our nation.

The Policy & Capabilities Directorate advances the IC's integration of mission priorities and requirements to develop and implement strategy, policies, and capabilities to meet future challenges and opportunities confronting our Nation. The Domestic Engagement, Information Sharing and Data (DEISD) Office is responsible for leading the IC in managing information and data to ensure that it gets to the right people at the right time in the right format, while building, enabling and maintaining domestic partnerships to mutually share information, people, processes, technologies, innovations and ideas to inform decision making at all levels while advancing the IC mission and strengthening national security. DEISD partners include IC elements, Department of Defense, Federal, State, Local and Tribal organizations, and a broad range of private sector partners including industry, nongovernmental organizations (NGOs), and academia.

FEDERAL, STATE, LOCAL, TRIBAL ENGAGEMENT GROUP (FSLT)

The mission of the FSLT Engagement Group is to enable the IC and FSLT partners to seamlessly share information needed to advance the IC mission and inform decision making.

Major Duties and Responsibilities (MDRs)

- Serve as the ODNI lead for the Domestic DNI Representative (DDNIR) Program, including management of the annual Domestic DNI Representative Program conference and other matters consistent with the DDNIR Program Memorandum of Understanding.
- Serve as the ODNI subject matter expert and senior advisor regarding DDNIR Program missions, capabilities, and goals. Represent ODNI policies and equities to partners, and establish and maintain clear roles and responsibilities for IC support to customers.
- Facilitate integration and effective coordination between and among the 12 FBI Program Coordinators of the Domestic DNI Representative Program and the FBI and ODNI Headquarters DDNIR Program Management teams.
- Facilitate intelligence integration and effective coordination of the FBI Headquarters DDNIR Program Management Team and Field DDNIR Program Coordinators within ODNI, across the IC, and with other government agencies focused on domestic partner engagement.
- Participate in monthly secure conference calls with the FBI Headquarters Program Management Team and Field Program Coordinators of the Domestic DNI Representative Program to ensure team cohesion, share activities and accomplishments across regions, relay program activities and updates, relay DNI/PDDNI travel to regions, etc.



- Oversee and implement the development, application, and communication of policies, guidelines, and procedures that support information sharing with the DDNIR Program, and between the FBI and ODNI DDNIR Headquarters Program management teams.
- Guide the planning, preparation, and presentation of talking points, executive summaries, briefings, and other ODNI communication vehicles, and actively lead in the definition, development, growth, and execution of key support services for DDNIR partners.
- Serve as the senior liaison between ODNI/P&C and FBI/Office of Partner Engagement (OPE), as well as primary point of contact for P&C engagements and coordination with FBI.
- Support development of agendas for and attend DDNIR Program meetings and participate in domestic travel with ODNI executive leadership, as appropriate.
- Develop, coordinate, and implement strategic planning, engagement, and communication initiatives for the DDNIR Program, to include producing the DDNIR newsletter and providing recommendations on the strategic direction of the DDNIR program for DNI and FBI leadership.
- Engage and facilitate collaborative activities with partners and other government agencies; as requested, represent the ODNI in interagency working groups, and in doing so, effectively recognize, build, and leverage diverse and collaborative networks.
- Plan, lead, and coordinate a wide range of IC activities and projects related to national intelligence support for the DDNIR Program to ensure partner intelligence requirements are met.
- Lead the identification of domestic U.S. IC liaison issues and, in collaboration with Domestic DNI Representatives, recommend and implement strategies and procedures that are designed to resolve any gaps.
- Lead, plan, and oversee all aspects of DDNIR engagement with ODNI senior leadership, to include advancing coordination with partners, developing meeting agendas, preparing leadership for meetings, developing Memorandum for Records, and monitoring the completion of follow-on actions.
- Promote information sharing and knowledge management of Domestic DNI Representative Program activities within ODNI, across the IC, and with other government agencies.

Mandatory Requirements

- Strong knowledge and leadership experience in the US Intelligence Community; excellent knowledge of the ODNI and IC structure, mission, functions, products, and services.
- Professional knowledge of policy and strategic planning functions; strong ability to develop, plan, and implement strategic intelligence policy.
- Strong ability to develop effective plans for complex interagency projects, taking into account a diverse range of considerations and ensuring that the activities can be successfully completed.
- Strong oral and written communication skills, demonstrated ability to produce clear, logical, and concise products, and demonstrated ability to clearly convey complex information to all levels of management.
- Excellent interpersonal, organizational, and problem-solving skills; ability to work effectively both independently and in a team or collaborative environment and to manage competing priorities and work under short operating deadlines; ability to build and sustain professional networks across organizational boundaries.
- Strong analytical and critical thinking skills, including the ability to think strategically and identify requirements and develop recommendations.



- Strong ability to apply resource management concepts, budgetary processes, principles, and practices while dealing with a variety of time-sensitive technical and administrative procedures.
- Government experience in one of the following areas: United States Government (USG) intelligence agencies, law enforcement, homeland security, and/or federal policy process in support of the intelligence needs of policymakers, scientific, or domestic civil agencies.
- Experience in establishing effective working relationships with domestic liaison (IC agencies, military, federal/state/local law enforcement, etc.).
- Demonstrated commitment to diversity and inclusion through the integration of diverse perspectives and strategies.
- Excellent ability to communicate complex information clearly, concisely, and in a manner that meets the needs of diverse audiences.

Desired Requirements

- Experience working with Domestic DNI Representatives, who are the FBI Assistant Directors/Special Agents in Charge of FBI Field Offices, and in maintaining effective working relationships with key FBI divisions, field offices, and components thereof.
- Excellent ability to work effectively within an interagency environment on complex issues requiring negotiation and consensus-building.
- Experience in working with state or local Fusion Centers, Federal Intelligence Coordination Offices, or similar intelligence coordination entities.
- Significant operational/field experience involving intelligence support to the Intelligence Community's federal, state, local, or tribal partners.
- An active FBI Net (SIPRNet equivalent) account.
- FBI Field and/or Headquarters experience participating in and/or leading strategic planning, managing, and engagement between FBI and IC elements.
- Experience working in the FBI's Intelligence Program.
- Bachelor's degree or equivalent experience as determined by mission specialty area.

Key Requirements and How to Apply

Internal ODNI Candidates:

A complete application package must include:

- 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.
- 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.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.



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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

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_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 both majettm@dni.ic.gov (*Maya M.*) and ZACKERN@dni.ic.gov (*Natalia Z.*) in lieu of the group address above.

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 within the IC must submit an application through the classified IC Joint Duty Program website.**

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.
- 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: applications should be sent to either DNI_COO_HRM_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 both majettm@dni.ic.gov (*Maya M.*) and ZACKERN@dni.ic.gov (*Natalia Z.*) 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.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.



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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

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.

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; Email: Recruitment_TeamB@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 703-275-3799 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.**