



General Position Information

Job Title: Policy Officer

Position Number: HJ088

Position Grade: GS - 15

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

Vacancy Open Period: 11/8/2021 – 11/23/2021

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/PC/PS

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 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 below 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. (Current GS employees at the same grade or up to 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.

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.

Major Duties and Responsibilities:

Lead the formulation, development, negotiation, 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 ODNI and Intelligence Community stakeholders.

Lead, initiate, cultivate, and sustain productive working relationships with ODNI and IC peers, substantive experts, IC points of contact and policy committees; use these relationships in furtherance of the DNI/COO IC/ODNI policy agenda and policy development; continuously share information with IPAG members and key IC/ODNI policy stakeholders.

Lead development of ODNI policy, supporting Chief/Policy Group interaction with COO and the policy development and coordination process across Directorates/Centers/Offices, including accountable officials, subject matter experts, and the IMB.

Lead, oversee, and perform the review and analysis of policies, processes, and guidelines that are contained in United States Government (U.S.) Government and Intelligence Community (IC) Directives, Policy Guidance, Standards, plans, and memoranda to ensure equities are captured and relevant concerns are resolved.

Lead, foster, and promote communications that increase stakeholders', consumers', IC colleagues', and U.S. Government executive agents' overall understanding of USG, IC, and ODNI policies, processes, and guidance to promote mission effectiveness.

Lead, develop, and conduct substantive intelligence briefings, presentations, reports, and other materials to inform senior leadership and other major stakeholders on policy issues.

Lead, produce, and communicate trends and developments to organizational leadership, senior policymakers, and other senior U.S. Government officials.

Lead, plan, and prepare communications and reports that address Executive Branch taskings and Congressional hearings; produce and coordinate executive-level briefings; represent organizational equities to the IC and other government agencies at meetings, conferences, and other public fora.



Mandatory Requirements:

Expert knowledge of ODNI, IC, and related U.S. Government policies, directives, and standard operating procedures and superior ability to develop a broad range of IC-wide policies, processes, and guidelines.

Expert knowledge of the U.S. Government and its IC components, missions, and interrelationships and experience working either with or in a major U.S. Government or IC organization; superior understanding of the authorities, roles, and responsibilities of the organizations within the IC community.

Superior interpersonal, organizational, and problem-solving skills, including superior ability to work independently and in a collaborative environment effectively with senior officials, management, teams, and colleagues.

Expert knowledge of and superior experience in the research, formulation, development, and coordination of national level policies and directives, including expert knowledge of qualitative and/or quantitative methods for policy development and assessment

Expert ability to apply knowledge of ODNI and IC organizations and relevant customer organizations or operations (e.g., intelligence disciplines, military, policymakers, and law enforcement) in order to effectively address their national intelligence requirements and provide appropriate policy responses to meet IC needs.

Superior written and oral communication skills with expert ability to articulate complex intelligence issues to a wide audience, including the ability to write policy or analytic products for the senior U.S. Government officials and the IC workforce.

Expert ability to build and sustain professional networks and collaborate with both management and staff to continuously improve community relationships, products, and services.

Expert project leadership capabilities, including the ability to effectively coordinate business processes, deliver within time constraints, manage competing priorities, and adjust quickly to deal with time sensitive requirements.

Superior ability to formulate objectives and priorities, and implements plans consistent with the long-term interests of the Intelligence Community. Capitalizes on opportunities and manages risk.

Desired Requirements:

N/A

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_TM_TEAMB-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamB@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.
- 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.



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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: *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_TM_TEAMB-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamB@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.

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.

The Office of the Director of National Intelligence (ODNI) requires its employees to be fully vaccinated against COVID-19 pursuant to Executive Order 14043 of the President of the United States. As required, Federal employees must be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, etc), with exceptions only as required by law. If selected, you will be required to be vaccinated against COVID-19 and submit documentation of proof of vaccination by November 22, 2021 or before appointment or onboarding with ODNI, if after November 22, 2021. ODNI will provide additional information regarding what information or documentation will be needed and how you can request a legally required exception from this requirement. All employees requesting either a medical or religious exception, must follow the Guidelines from the Office of Personnel Management and/or Safer Federal Workforce Task Force.

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.