



General Position Information

Job Title: Group Chief

Position Number: 30809

Position Grade: GS15

Salary Range: \$144,128 - \$172,500 (not applicable for detailees)

Vacancy Open Period: 10/4/2021 - 10/26/2021

Position Type: Cadre, Detailee

Who May Apply: Internal and External Candidates, Detailees

Division: DNI/OLA/BOG

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 external candidate to fill a GS15 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 as 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 as the advertised position grade may apply.)



- Current Federal Government employees. (Current GS employees at the same grade as the advertised position grade may apply.)
- Candidates outside the Federal Government.
- For a detailee assignment:
 - Current Federal Government employees at the same grade as 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.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.

Component Mission

Legislative Affairs (LA) acts as the principal interface between the Office of the Director of National Intelligence (ODNI) (and the Intelligence Community [IC] on certain issues) and Congress. Responsibilities include, but are not limited to, facilitating the implementation of Section 502 of the National Security Act of 1947, which stipulates the heads of the IC agencies shall "keep the congressional intelligence committees fully and currently informed of all intelligence activities of the United States." In partnership with the IC, LA provides strategic-level coordination of national security and intelligence issues that require an integrated IC response. Liaison officers will serve in one of the following portfolios: budget & operations, mission support, functional intelligence, and regional intelligence. Liaison officers provide strategic-level advice to the DNI, Principal Deputy DNI, and other senior ODNI and IC officials regarding engagements with Congress.

Major Duties and Responsibilities (MDRs)

Lead a professional staff in successfully defining and managing complex programs and projects that may include ill-defined requirements, ambiguity, parallel tasks, multiple dependencies, high risks, and multiple interfaces; ensure timelines, costs, deliverables, and outcomes are achieved according to approved plans.

Represent the DNI or Office on-related fora and conduct ongoing collaboration and outreach with stakeholders and partners across the ODNI, IC, Department of Defense, United States Government, and oversight organizations (e.g., Congress and OMB), as needed, to meet mission objectives.

Perform personnel management responsibilities with a focus on building a high performance workforce; promote team building and a collaborative work environment; ensure goals and performance objectives are understood; assess performance and provide timely feedback, recognition, and remediation.



Provide leadership, guidance, and oversight of staff in order to elicit, analyze, and define customer/stakeholder requirements, support development of investment plans, and ensure development of business cases spanning multiple Intelligence Community organizations in order to meet stakeholder requirements.

Serve as a principal interface between Office of the Director of National Intelligence (ODNI) and the United States (US) Congress regarding plans, policies, procedures, and the evaluation of current and future budgetary and policy needs of the ODNI and the Intelligence Community (IC).

Oversee and lead the development of ODNI testimony, briefings, and reports to Congress; identify, review, evaluate, and develop information to be presented; and anticipate congressional reactions to ODNI briefings and testimony.

Oversee, coordinate, and lead the development and implementation of a comprehensive, proactive legislative strategy to facilitate ODNI's interactions with Congress; serve as a principal liaison in communicating ODNI intelligence programs and activities to members of Congress, congressional committees, and their staffs.

Oversee and lead the development and scheduling of congressional testimony, testimonies for hearings, and responses to Congressional Questions for the Record to keep the congressional intelligence committees fully informed of US intelligence activities.

Oversee and lead the development of responses to congressional requests for information dealing with ODNI strategic planning, budgetary issues, and other intelligence matters ensuring that complete and accurate information is provided to congressional requesters.

Lead, plan, and prepare written and oral briefings to senior ODNI leadership and other senior IC officials on current congressional developments and views of ODNI and IC programs and activities, as well as the thinking and rationale underlying requests for information from Congress and congressional committees.

Lead, initiate, cultivate, and maintain productive working relationships with congressional members, congressional committees, and their staffs and use these relationships to share information of interest, support a continuing dialog, and provide active insight into ongoing and planned ODNI activities.

Mandatory and Educational Requirements

Expert knowledge of the ODNI, IC, US Congress, congressional committees, and congressional liaison activities.

Expert knowledge of trends and developments in proposed and existing legislation with the potential to affect the ODNI and the IC relative to the intelligence mission; expert knowledge of the views of individual members of Congress and the agendas of congressional committees.

Superior ability to manage competing priorities under strict deadlines while maintaining a high level of attention to detail and the superior ability to work effectively with a team of senior officers in a high profile and demanding office.

Superior ability to develop and implement ODNI's congressional strategy to improve the effectiveness and responsiveness of ODNI and the IC in communicating with and informing Congress of its activities, issues, plans, and programs.

Superior analytical and critical thinking skills, including superior ability to think strategically.



Expert interpersonal, organizational, and problem solving skills with superior ability to interact with members of Congress and with senior IC and ODNI officials.

Expert oral and written communication skills including superior ability to tactfully convey complex information and ideas to members of Congress, congressional committees, and their staffs.

Desired Requirements

None.

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_COO_HRM_HR_OPS_TEAM_A_WMA@cia.ic.gov or DNI-HR-HRM-TEAMA-Mailbox@cia.ic.gov (classified email system). 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.

External Candidates:

Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of an ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.



A complete application 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.
- e. **SF-50:** 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.
- f. **APPLICANTS CURRENTLY EMPLOYED BY A COMPETITIVE SERVICE AGENCY:** Must provide a written statement that they understand that, if selected for a position with ODNI, they are leaving the competitive service voluntarily to accept an appointment in the excepted service.

WHERE TO SUBMIT: *External Candidates must submit an application through the www.intelligencecareers.gov.* All attachments should be in Microsoft Word or Adobe PDF format.

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_COO_HRM_HR_OPS_TEAM_A_WMA@cia.ic.gov or DNI-HR-HRM-TEAMA-Mailbox@cia.ic.gov (classified email system). 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 703-275-3799.

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: 703-275-3799; Email: Recruitment_TeamA@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.



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- 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>
- 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 EEOD 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.**