



General Position Information

Job Title: PC935 - Director of National Policy & Engagement - SNIS Professional Tier 1

Salary Range: N/A

Vacancy Open Period: 02/04/2019 to 02/19/2019

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: PS/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 candidate to fill a SNIS Professional Tier 1 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

Only Senior Service (SNIS, SES, SIS, DISES, DISEL) candidates may apply. Highly qualified GS-15 employees 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. Only Senior Service (SNIS, SES, SIS, DISES, DISEL) candidates may apply. Highly qualified GS-15 employees 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 Assistant Director of National Intelligence for Policy and Strategy (OADNI/P&S) is responsible for developing and coordinating Intelligence Community (IC)-wide policy; setting IC strategy; overseeing and promoting responsible information sharing and safeguarding; managing the execution of the DNI's controlled access program responsibilities; and advising the Director of National Intelligence (DNI) on initiatives. P&S' overriding aim is to build a more integrated, collaborative, and secure community.

The Director of National Intelligence (DNI) serves as the head of the Intelligence Community (IC). The DNI also acts as the principal advisor to the President, the National Security Council and the Homeland Security Council for Intelligence matters related to the national security; and oversees and directs the implementation of the National Intelligence Program.

The DNI leads intelligence integration and forges an intelligence community that delivers the most insightful intelligence possible. Strategy and Engagement aligns the IC's current focus with our future strategy to drive national security outcomes. We position the IC to achieve our future vision by leading transformative initiatives and cutting-edge research and development; supporting and spurring innovation; re-imagining data management in the digital age; establishing clear policy and direction; and actively engaging with our overseers and the public.

The Policy and Strategy (P&S) Office sets the strategy and policy framework, enabling the IC's ability to deliver timely, accurate, relevant intelligence, support and capabilities to stay ahead of opportunities and risks in our complex global and technological environment.

Major Duties and Responsibilities (MDRs)

- Lead and align ODNI and IC engagement on a range of policy matters at the national level, ensuring a coordinated voice and consistent approach.
- Create and maintain effective working relationships across the ODNI and IC and with other government agencies to address policy issues that span multiple mission or program areas.
- Direct and oversee national intelligence issues related to the area of responsibility, and coordinate internal and external initiatives to ensure alignment with key intelligence priorities.
- Advise the ADNI and Deputy ADNI for P&S on the full-range of these issues.
- Develop, evaluate, and analyze project proposals and action plans; determine impact on current resources, and forecast and manage resourcing of needs, including budget, contractor support, and government staffing.



- Develop and implement operating concept and construct for integrating Hostage, Detainee, and National Policy coordination function into a coherent organizational entity, to include associated coordination and staffing functions and roles
- Lead a professional staff, evaluate performance, collaborate on goal setting, and provide feedback and guidance on personal and professional development.

Mandatory and Educational Requirements

- Expert knowledge of and experience in the history, authorities, policy issues, and practical challenges facing the ODNI and IC, as well as ODNI and IC support to the National Security Council.
- Demonstrated innovative and results-oriented leadership within the IC, effecting transformation and intelligence integration.
- Expert negotiation, influencing, and conflict management skills; ability to resolve complex, cross-component and cross-program issues; superior project leadership skills.
- Superior oral and written communication skills and demonstrated ability to conduct independent research, filter and synthesize data, and produce clear, logical, and concise products.
- Strong analytical and critical thinking skills, including the ability to think strategically in identifying mission opportunities and requirements and developing cogent and achievable recommendations.
- Outstanding interpersonal skills and the ability to build consensus, work effectively and independently, and influence key stakeholders to build coalitions; proven ability to work with senior officials and to build and sustain professional networks in a diverse, fast-paced, multi-task environment, and to manage competing priorities.
- Comprehensive knowledge of the National Security Act of 1947, Executive Order (EO) 12333, and national policies on classification, hostages, and detainees.
- Superior knowledge of IC policies and procedures governing foreign disclosure and release, and information sharing and safeguarding and experience implementing them.

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: Applications should be sent to either DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both Portifaa@dni.ic.gov (*Faith P.*) and bankssa@dni.ic.gov (*Sandra B.*) 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.

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-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov (*Faith P.*) and bankssa@dni.ic.gov (*Sandra B.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

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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 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_COO_TM_EEOD_RA_WMA@cia.ic.gov, by unclassified email at DNI-EEOD_WMA@cia.ic.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. 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.**