



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

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

## General Position Information

**Job Title:** 16896 – Senior IC-DoD Coordination Officer- GS-15

**Salary Range:** \$121,316 – \$170,800 (not applicable for detailees)

**Vacancy Open Period:** 1/23/2020 – 1/23/2021

**Position Type:** Cadre, Detailee

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

**Division:** DNI/NSP/IC DOD/DE

**Duty Location:** Washington, D.C.

**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 candidates 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-15 employees at the same grade or one 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-15 employees at the same grade or one 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.

**\*\*\*OPEN UNTIL FILLED: This announcement will be open until the position is filled. Cut-off points are scheduled in two-week intervals. After each cut-off point, all compliant applicants received during the previous two weeks will be reviewed for consideration.\*\*\***

## Component Mission:

National Security Partnerships synchronizes IC support and whole of government efforts with federal, state and local governments, the private sector and the Department of Defense, ensuring IC outreach is coordinated, timely and relevant. It also provides key leadership for activities in four domains that operate across national sectors – aviation, maritime, space and cyber -- bringing the IC's activities in these domains into alignment, and facilitating coordinated engagement internal to the ODNI, across the IC and with the rest of the federal government.

NSP/IC-DOD lead for strengthening strategic partnerships and collaborative opportunities with OUSDI. Identify emerging issues that relate to IC enterprise capability to support military operations.

## Major Duties and Responsibilities:

Manage the IC-DOD Working Group supporting ODNI's Partnership Board. Serve as the ODNI's lead Defense Engagement Officer for the Defense Intelligence and Security Integration Council (DISIC) forum, the Commonwealth Integration Working Group (CIWG), the Defense Intelligence Seniors Conference of the Commonwealth and U.S. (DISCCUS), and as the NSP's POC for the DMI/NIMC-hosted Foreign Relations Council and FVEY Integration Task Force.

Build and sustain strong partnerships across the ODNI and Centers to ensure early awareness and collaboration on the most pressing IC-DOD issues. Develop and maintain internal and external networks of subject matter experts. Convene working groups and coordinate across ODNI, as appropriate.

Provide substantive support for DNI and PDDNI engagements with U.S. military officials. Leverage appropriate ODNI, Center, and DOD staff to ensure these officials are fully prepared. Coordinate any after-actions stemming from engagements.

Prepare briefings, reports, and presentations to ODNI and Defense Intelligence Enterprise (DIE) leadership, senior policymakers, and senior U.S. Government officials to meet their specified requirements.

Participate in cross-organizational/interagency forums to strengthen understanding of the ODNI, IC, and DIE challenges and contribute to solving issues.

Implement coordination activities in accordance with the IC-DOD Coordination strategic plan, which identifies and synchronizes existing and future solutions for the most pressing IC readiness gaps to support Department of Defense priorities.

Guide, plan, direct, and orchestrate inter-agency and cross-directorate collaboration on programs and objectives, and evaluate and assess these efforts to ensure that they are successful.



## **Mandatory Requirements:**

Excellent understanding of National Security Strategy and its relationship to the NIS, NDS, and National Military Strategy.

Demonstrated ability to execute effective engagements involving the IC and DOD partners. Ability to unite stakeholders to action collaborative recommendations.

Proven experience negotiating and leveraging IC-DOD professional networks to tackle strategic problems. Experience in leading diverse teams tasked with solving complex intelligence challenges with significant DOD equities.

Significant experience in and familiarity with a range of IC and DOD challenges including National and Defense Intelligence Enterprise operations and relationships with allied military partners. Experience working IC-DOD issues with Pentagon (OUSDI, Joint Staff, and Service Staffs).

Leadership and management experience, particularly in situations dealing with complexity and necessitating a corporate approach.

Strong oral and written skills, particularly in synthesizing challenging, complex issues.

Superior interpersonal, organizational, and problem-solving skills, including demonstrated ability to work effectively both independently and in a team or collaborative environment.

## **Key Requirements and How to Apply**

***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\\_TM\\_HR\\_OPS\\_TEAM\\_A\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_HR_OPS_TEAM_A_WMA@cia.ic.gov) (classified email system) or [Recruitment\\_TeamA@dni.gov](mailto:Recruitment_TeamA@dni.gov) (unclassified email system).

Applicants experiencing technical issues may submit their application via email to either email system.

Applicants submitting via JWICS are requested to submit their materials to both [portifa@dni.ic.gov](mailto:portifa@dni.ic.gov) (*Faith P.*) and [bankssal@dni.ic.gov](mailto:bankssal@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\\_COO\\_TM\\_HR\\_OPS\\_TEAM\\_A\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_HR_OPS_TEAM_A_WMA@cia.ic.gov) (classified email system) or [Recruitment\\_TeamA@dni.gov](mailto:Recruitment_TeamA@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [portifa@dni.ic.gov](mailto:portifa@dni.ic.gov) (*Faith P.*) and [bankssa@dni.ic.gov](mailto: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**



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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

ODNI Recruitment; Phone: 703-275-3799; Email: [Recruitment\\_TeamA@dni.gov](mailto: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\\_Reasonable\\_Accommodation\\_WMA@cia.ic.gov](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) and [DNI\\_Diversity\\_WMA@cia.ic.gov](mailto:DNI_Diversity_WMA@cia.ic.gov), by unclassified email at [DNI\\_DRA@dni.gov](mailto: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.**