



# 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:** 16904 - IC-DoD Defense Engagement Officer - GS-15

**Salary Range:** \$117,191 - \$166,500 (not applicable for detailees)

**Vacancy Open Period:** 7/9/2019 – 7/9/2020

**Position Type:** Cadre, Detailee

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

**Division:** CMO/CMO

**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 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 one grade lower than 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.
- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade or one grade lower than the advertised position 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.

**\*\*\*OPEN UNTIL FILLED: This announcement will be open until the position is filled. Cut-off points are scheduled in two-week increments. 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. The Office of the Assistant Director of National Intelligence for IC-DOD Coordination (ADNI/IC-DOD) serves as ODNI lead for identifying and addressing complex IC-DOD enterprise issues critical to U.S. and allied military readiness, planning and operations. It serves to synchronize and focus ODNI and IC engagement with the Department. Office focus is to achieve holistic IC-DOD solutions to current and future shortfalls in intelligence readiness to support modern warfare. The office extensively coordinates across the ODNI, the IC and the Department to meet its mission.

## Major Duties and Responsibilities (MDRs)

- Strengthen partnerships and engagement opportunities with the OUSDI, the Joint Staff J2, Combat Support Agencies, and the military services to identify emerging issues that relate to IC enterprise capability to support the Department.
- Build and sustain strong internal partnerships across the ODNI and Centers to ensure early awareness and collaboration on the most pressing IC-DOD issues. Develop and maintain a network of IC-DOD subject matter experts.
- Provide subject matter expertise to support DNI and PDDNI engagements with U.S. military officials. Leverage appropriate ODNI, Center and DOD expertise to augment subject matter expertise.
- Oversee, lead, and guide discussions to ensure ODNI senior leadership maintains a comprehensive awareness of modern warfare requirements. Facilitate DOD briefings that address defense strategic planning and priorities. Educate and enable coordinated, complementary IC-DOD efforts.



- 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.
- Provide oversight of and direction to the U.S. Military DNI Representatives and administer the U.S. Military DNI Representatives Program.
- Assist in the alignment of Representatives' responsibilities to those of the ODNI, and ensure the DNI Rep effectively leverages the collective expertise of the National Intelligence Agency Representatives at the Commands.
- Participate in the development/refinement and execution of the IC-DOD Coordination strategic engagement plan, which identifies and synchronizes existing and future engagements critical to addressing the most pressing IC enterprise readiness gaps relative to supporting the Department of Defense.
- Expand ODNI strategic outreach to those DOD organizations at the forefront of U.S. and Allied intelligence doctrine development, to include the military services and DOD War Colleges.
- Guide the planning, preparation, and presentation of briefing papers, meeting guidance, and other related information on partner information sharing issues, partner relationships, and policies for senior leaders.

## Mandatory and Educational Requirements

- 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.
- Demonstrated ability to develop effective plans for complex engagements involving the IC and DOD, taking into consideration a diverse range of options for IC and DOD decision makers.
- Solid experience negotiation and leveraging IC-DOD professional networks. Experience in effectively leading cross ODNI and IC teams tasked in solving complex intelligence challenges with significant DOD equities.
- 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.
- Strong interpersonal, organizational, and problem-solving skills, including the
- Ability to work independently or collaboratively on a team.
- Solid experience building and leveraging IC-DOD professional networks to achieve results.
- Demonstrated ability to develop options and recommendations for decision makers at the highest levels.
- Minimum Qualifications.



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- Experience: 12 years with a combination of assignments in both the IC and the DOD.
- Education: Bachelor's degree

## Desired Requirements

- Prior military experience and/or experience working in a DOD element such as the USDI, the Joint Staff, a Combatant Command, the Services, or a Combat Support Agency.

## 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.

**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 [mccreaz@dni.ic.gov](mailto:mccreaz@dni.ic.gov) (*Zina M.*) 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:

- WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.



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- 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 [mccreaz@dni.ic.gov](mailto:mccreaz@dni.ic.gov) (*Zina M.*) 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.**

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](mailto:Recruitment_TeamA@dni.gov)

## Other Information



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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 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.**