



General Position Information

Job Title: 17592 – Policy Officer - GS-14

Salary Range: \$83,398 - \$152,352 (not applicable for detailees)

Vacancy Open Period: 10/23/2019 – 10/22/2020

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: SE/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 GS-14 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 two grades 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 two grades 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 two-week cut-off point, all compliant applications received to include applicants from previous submission cut-off points will be reviewed for consideration.***

Component Mission

The Office of the Deputy Director of National Intelligence for Strategy and Engagement (S&E) is responsible for aligning the Intelligence Community's current focus with future strategies to drive national security outcomes. S&E positions the IC to achieve the future vision by leading transformative initiatives and cutting-edge research and development; supporting and spurring innovations; re-imagining data management in the digital age; establishing clear policy direction; and actively engaging with senior policymakers and the public.

The Policy and Strategy component of S&E oversees the establishment of internal ODNI and Intelligence Community policy, the creation of the National Intelligence Strategy and associated progress assessments, and the formation, coordination, and dissemination of DNI national intelligence sharing guidance.

Major Duties and Responsibilities (MDRs)

- Plan, promote, produce and develop a broad range of policies, processes, and guidance on subject areas including counterintelligence (CI), counterterrorism (CT), counterproliferation (CP), Cyber, Information Sharing Environment (ISE), Information Technology (IT), Human Capital (HC), Security, or other enabling functions, and intelligence disciplines and communicate these policies, processes, and guidelines to community stakeholders.
- Plan and conduct 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 addressed and relevant concerns are resolved.
- Plan, develop, and provide substantive intelligence briefings, presentations, reports, and other materials to inform senior leadership and other stakeholders on policy issues.
- Plan, research, produce, and communicate trends and developments to organizational leadership, senior policymakers, and other senior U.S. Government officials.



- Plan, develop, and promote communications that increase stakeholders', consumers', IC colleagues', and U.S. Government executive agents' overall understanding of U.S. Government and IC policies and processes, and procedures to promote mission effectiveness.
- Plan and develop communications and reports that address Executive Branch taskings and Congressional hearings, to include the production and coordination of executive-level briefings; represent organizational equities to the IC, and other government agencies at meetings, conferences, and other public fora.
- Conduct substantive reviews of an extensive volume of written materials, and prepare or contribute to written and verbal products including congressional testimony or responses to inquiries, senior-level issue papers or briefings, and letters and memoranda.
- Initiate, cultivate, and maintain productive working relationships with colleagues, experts, IC members, and policy committees and use these relationships to share information of IC interest; attend internal and external training, seminars, or conferences on broad intelligence topics or more strategic subject areas.

Mandatory and Educational Requirements

- Extensive knowledge of IC and related U.S. Government policies, directives, and standard operating procedures and demonstrated ability to develop a broad range of IC-wide policies, processes, and guidelines.
 - Extensive 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; extensive understanding of the authorities, roles, and responsibilities of the organizations within the IC community.
 - Extensive knowledge of and demonstrated experience in the research, formulation, development, and coordination of national level policies and directives, including extensive knowledge of qualitative and/or quantitative methods for policy development and assessment
 - Demonstrated 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.
 - Demonstrated interpersonal, organizational, and problem-solving skills, including demonstrated ability to work independently and in a collaborative environment effectively with senior officials, management, teams, and colleagues.
 - Demonstrated written and oral communication skills with demonstrated 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.
 - Demonstrated ability to build and sustain professional networks and collaborate with both management and staff to continuously improve community relationships, products, and services.
 - Demonstrated 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.
- Desired Requirements**



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. **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_TM_HR_OPS_TEAM_A_WMA@cia.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants experiencing technical issues should contact the HR POC for guidance. Applicants submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov (Faith P.) and brookkl@dni.ic.gov (Karren B.) in lieu of the group address above.

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. **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.



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- d. **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.
- e. **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 (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 brookkl@dni.ic.gov (*Karren B.*) in lieu of the group address above.

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.

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.

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_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3799 or by FAX at 703-275-1217 . Your



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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.**