



## General Position Information

**Job Title:** 19813 - ODNI Watch Officer - 14

**Salary Range:** \$102,663 - \$157,709 (not applicable for detailees)

**Vacancy Open Period:** 3/16/2020 – 03/15/2021

**Position Type:** Cadre

**Who May Apply:** Internal ODNI Candidates

**Division:** DNI/COO/FO

**Duty Location:** McLean, Virginia

**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-14 cadre position.

## Who May Apply

Current GS employees at the same grade or up to one grade lower than the advertised position grade may apply.

For a cadre assignment:

- Current ODNI permanent cadre.

**\*\*\*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.\*\*\*

## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual.



**\*\*\*\$10,000/Year ODNI Cadre Retention Incentive:** This position involves continuous 12-hour rotating shift work on days, nights, weekends and holidays. ODNI permanent cadre and reserve cadre officers GS-15 and below serving rotating shift positions in the ODNI Watch may be eligible for a \$10,000 annual incentive payment-payable in two \$5,000 installments every six months-over base salary, including locality pay for the Washington/Baltimore area. Participants in the incentive payment program will be required to sign six-month continuing service agreements and must maintain a "Successful" rating on their Performance Evaluation Report(s). In addition to the incentive payment, this position may qualify for overtime, night, Sunday premium, and holiday shift differential pay. In sum, shift workers may make approximately 20 percent over base pay. Note, total compensation is subject to eligibility, Federal biweekly and annual pay caps. For more detailed information regarding the shift schedule, the incentive payment program and shift differential pay, please contact the Director of ODNI Watch through your HR representative.\*\*\*

## **Component Mission:**

The Office of the Director of National Intelligence (ODNI), Chief Operating Officer (COO) has the responsibility and authority for supervising, coordinating, providing guidance, and administering the Director of National Intelligence's (DNI) direction to the ODNI, as well as providing guidance to the ODNI centers. This includes integrating and synchronizing policy, plans, positions, procedures, and cross-functional issues. The COO is responsible for synchronizing and integrating the ODNI staff to execute all missions and tasks designated by the DNI and the Principal Deputy Director of National Intelligence (PDDNI). In addition, the COO oversees the internal management of the ODNI.

## **Major Duties and Responsibilities:**

Lead ODNI Watch Officer will be required to:

- Maintain and provide 24/7 global situational awareness information to ODNI and Intelligence Community (IC) leaders.
- Monitor, sort, prioritize, and analyze intelligence and operational message traffic.
- Perform community outreach and collaboration activities by planning and engaging in internal and external information sharing, fostering collaborative relationships with interagency partners, and communicating timely and relevant intelligence information.
- Participate in the preparation of reports to ensure substantive accuracy with global events; edit and provide quality control review of written products.
- Develop and deliver oral briefings and written reports to ODNI leadership on significant global events.

## **Mandatory Requirements:**

- Extensive knowledge of intelligence analysis and production.
- Demonstrated ability to develop complex written products, as well as the ability to brief counterparts and senior officials on those products, answer detailed questions, and provide supporting information.
- Demonstrated ability to maintain and develop effective working relationships with counterparts and more senior staff in the IC for the purpose of sharing information.
- Extensive knowledge of the ODNI and larger IC mission, operations, tradecraft, capabilities, and requirements.



- Demonstrated ability to make assessments of time-sensitive issues, adjust priorities, and change focus quickly as demands change.
- Demonstrated ability to work effectively both independently and in a team or collaborative environment, coupled with established and effective interpersonal, organizational, and problem-solving skills.
- Ability to work rotating shifts of 12.5 hours in a fast-paced demanding environment.
- Comprehensive knowledge of relationships and interrelationships in the IC and collection capabilities, including crisis/operations center with 24-hour/7-day responsibilities.
- Demonstrated knowledge of defense, domestic, and national IC collection issues and capabilities.
- Strong oral and written communication skills, including the ability to clearly convey complex information and technical data to all levels of management.
- Demonstrated ability to work collaboratively with senior defense, domestic, and national IC officials.
- Outstanding interpersonal and organization skills, including ability to manage competing priorities under strict guidelines while maintaining superior customer service

## 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.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

***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.



# 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

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

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.**