



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: 20154 - National Security Council Liaison - GS-15

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

Vacancy Open Period: 4/9/2019 – 4/24/2019

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: PS/FO

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.

Component Mission

The Office of Policy and Strategy (P&S) works closely with every ODNI component and IC element on a daily basis to build a more effective Community. Collaboration is essential to sound strategies, policies, and processes. Our workforce has the opportunity to work on many of the challenges and opportunities of the day, balancing diverse and sometimes competing interests to develop solutions that are sound, broadly acceptable, and consistent with the DNI's intent and authorities.

Major Duties and Responsibilities (MDRs)

This position is the National Security Council Liaison, in the National Policy and Engagement Division (NP&E) of the Office of Policy and Strategy. NP&E leads and aligns ODNI and IC policy engagement at the national level. The National Security Council Liaison, a new position, will be responsible for working collaboratively across the ODNI and the IC to ensure that our outreach on national-level policy issues is coordinated and consistent. This responsibility is expected to entail frequent engagement with the National Security Council (NSC) staff and incumbent will need to have an understanding of the ODNI and NSC Staff, experience with their activities and processes, and the established ability to build productive working relationships with multiple senior stakeholders.

- Develop business practices that lead, foster, and promote communications that increase internal ODNI coordination on national policy issues and promote mission effectiveness.
- Establish and maintain situational awareness of ODNI participation in National Security Council-led meetings and other engagements (e.g., Policy Coordination Committee) through partnerships with ODNI components.
- Lead, develop, and conduct substantive briefings, presentations, reports, and other materials to inform senior leadership and other major stakeholders on policy issues.
- Develop and maintain best practice guides, training, and approaches to NSC engagement in partnership with ODNI components.
- Lead, oversee, produce, and communicate trends and developments to organizational leadership, senior policymakers, and other senior U.S. Government officials.
- Lead, initiate, cultivate, and maintain productive working relationships with colleagues, experts, IC members, and policy committees, and use these relationships to share information of interest.
- Lead, oversee, and perform 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 captured and relevant concerns are resolved.



Mandatory and Educational Requirements

- Expert understanding of National Security Council policymaking processes, governing documents, and ODNI equities.
- Superior interpersonal, organizational, and problem-solving skills, including superior ability to work independently and in a collaborative environment effectively with senior officials, management, teams, and colleagues.
- Superior written and oral communication skills with expert ability to articulate complex intelligence issues to a wide audience, including the ability to write policy products for the senior U.S. Government officials and the IC workforce.
- Expert ability to build and sustain professional networks and collaborate with both management and staff to improve continuously community relationships, products, and services.
- Expert 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

- Experience with facilitation and leading internal DNI and interagency groups to consensus.

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 (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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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

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.

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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.



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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

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.**