



General Position Information

Job Title: 29573 – Publications Officer - GS-14

Salary Range: \$121,316 - \$157,709

Vacancy Open Period: 03/16/2020 – 04/07/2020

Position Type: Cadre

Who May Apply: Internal ODNI Candidates

Division: DNI/CTIIC/FO

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-14 cadre position.

Who May Apply

Only current GS employees at the same grade as 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.

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.

Component Mission

The Director of National Intelligence (DNI) serves as the head of the Intelligence Community (IC). The DNI also acts as the principal advisor to the President, the National Security Council and the Homeland Security Council for intelligence matters related to the national security; and oversees and directs the implementation of the National Intelligence Program. The DNI leads intelligence integration and forges an intelligence community that delivers the most insightful intelligence possible. The Cyber Threat Intelligence Integration Center (CTIIC) builds understanding of foreign cyber threats to US national interests to inform decision-making by federal cyber centers, departments and agencies, and policymakers. CTIIC works with its partners to integrate threat intelligence and related information from the network defense, intelligence, and law enforcement communities; facilitate information-sharing; lead community analysis of cyber threat; and support interagency planning to develop whole-of-government approaches against cyber adversaries.



Major Duties and Responsibilities (MDRs)

- The candidate edits, formats, and publishes daily and periodic intelligence products for senior IC and law enforcement officials, using a variety of software applications and dissemination platforms. Position requires periodic evening hours.
- Applies corporate writing standards, critical thinking skills, and expertise in grammar, punctuation, and copy editing to identify and resolve editorial issues and inconsistencies in complex text and graphics.
- Reviews product sources to ensure the material is accurately represented and classified in the product.
- Manages multiple projects concurrently and efficiently; adheres to production timelines; ensures the delivery of high-quality products on or before deadline.
- Briefs team, senior management, and customers on the status of production, anticipates and negotiates scheduling issues, facilitates senior review, incorporates reviewers' comments, and finalizes product for publication.
- Monitors and updates production databases; revises corporate style guidance as necessary.
- Conducts research to develop ideas for presenting content and product layouts; analyzes multiple complex options and approaches for executing a project and effectively selects optimal tools and strategies that ensure timely and efficient completion.
- Applies detailed knowledge of publishing tradecraft, principles, and practices to conceptualize, develop, and format complex layouts that facilitate the rapid comprehension of complex substantive issues.
- Apply publishing tradecraft, principles, practices, and software applications to conceptualized and produce layouts for a variety of intelligence publications and/or interactive websites.
- Produce and disseminate finished products via hardcopy and/or electronic means and archive digital files after delivery of products; analyze, verify, and manipulate data to maintain unit's databases.

The candidate may need to:

- Support the expanded distribution of CTIIC intelligence products to the IC, Congress, Cyber Partners, NSC, policymakers and Private Sector Entities by obtaining ORCON permissions.
- Review, analyze, edit and sanitize intelligence products to expedite expanded dissemination, classification downgrades and declassification of requested data.
- Perform quality control reviews of CTIIC products, ensuring accuracy and timeliness.
- Maintains a relationship with counterparts across the IC, Cyber Centers and Law Enforcement to facilitate information sharing.
- Maintain Domestic Disclosure expertise by keeping abreast of changing IC policies and updates.
- Works independently with minimal supervision.

Mandatory and Educational Requirements

- Demonstrated editorial and grammatical skills, editing and proofreading expertise, and an understanding of corporate writing standards, including classification regulations.
- Ability to write logically, clearly, and concisely.
- Experience reviewing sources for prepublication fact checking, classifications, and dissemination restrictions to determine who is cleared to receive publications; experience downgrading publications to expand readership.
- Demonstrated ability to perform research, use creative problem solving, and apply analytical thinking skills to identify and develop effective solutions for routine and complex publishing problems.
- Ability to create custom products for various project requirements.



- Experience with production methodologies for publishing and disseminating products in hardcopy and electronic formats.
- Ability to manage multiple complex publication projects and to work effectively and efficiently within a diverse, fast-paced team environment.
- Communication and negotiation skills for eliciting and sharing information and for briefing team members, customers, and management at all levels regarding project requirements and status.
- Demonstrated interpersonal skills to interact effectively with customers, senior management, technical staff, and project team members.

Desired Requirements

- Experience: Four years of professional experience as a publications officer or in a closely related field.
- Education: Bachelor's degree in journalism, English, communications or equivalent experience as an analyst or editor.

Key Requirements and How To Apply Internal ODNI Cadre 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_D_WMA@cia.ic.gov (classified email system) or Recruitment_TeamD@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 micheao@dni.ic.gov (*Michelle O.*) and zackern@dni.ic.gov (*Natalia Z.*) 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.



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

To verify receipt of your application package ONLY, you may call 703-275-3663.

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: 703-275-3663; Email: Recruitment_TeamD@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 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.**