



## General Position Information:

**Job Title:** Group Chief

**Position Number:** 30737

**Position Grade:** SNIS Professional Tier 1

**Salary Range:** None provided (not applicable for detailees)

**Vacancy Open Period:** 01/14/2022 – 01/29/2022

**Position Type:** Cadre, Detailee

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

**Division:** DNI/MI/NIMC

**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 a SNIS Professional Tier 1 cadre position in the ODNI.

- An internal candidate to fill a SNIS Professional Tier 1 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

Senior Service (SNIS, SES, SIS, DISES, DISL) employees. GS employees may not 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 Internal ODNI cadre.
- For a detailee assignment:
  - Current Federal Government employees. (Current Senior Service employees at the same 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 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 the Director of National Intelligence (ODNI) Deputy Director of Mission Integration (MI) serves as the Director of National Intelligence's (DNI) senior leader for intelligence integration across the IC enterprise. MI is responsible for ensuring customer outcomes by leading advances in collection and analysis that ensure the quality, timeliness, and utility of insights for the nation's decision-makers. Additionally, MI is responsible for increasing expertise and improving tradecraft at all levels through specialization, integration, and collaboration. MI is responsible for the strategic vision, direction, and planning to deliver a more integrated IC reflecting the collective wisdom of our collection and analytic components to advance, in support of the National Intelligence Managers, the Unifying Intelligence Strategies (UIS).

## Major Duties and Responsibilities (MDRs)

Lead a group of senior foreign engagement officers in staffing Office of the Director of National Intelligence (ODNI) participation in liaison-focused intelligence activities in partnership with the IC, U.S. Government agencies, and foreign partners to leverage existing information sharing and collaborative efforts, and align policies, standards, systems, and information.

Co-chair and manage the DNI's Foreign Relations Committee – the senior-level U.S. IC fora for discussion and coordination of foreign intelligence relationships-related matters.

Support and advise the Chair and Vice Chair of the NIM Council (NIMC) on a myriad of complex intelligence issues, and on foreign intelligence relationships-related matters and other issues, as directed.

Direct and oversee national intelligence issues related to the area of responsibility, set collection, analysis and Intelligence operations priorities that has an impact on IC, ODNI, directorates or components, or external partners.

Develop and manage a high performing team with the personnel, resources, experience and skills necessary to complete complex staff tasks in support of ODNI foreign engagements.



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Work closely with Director's area components, as well as the National Intelligence Managers (NIMs) and other NIMC staff to support DNI and PDDNI foreign travel and visits with foreign interlocutors. Assist the Executive Secretariat in leading quarterly strategic planning sessions for DNI and PDDNI foreign travel.

Oversee NIMC support to foreign partner visits with ODNI leadership, to include coordination with IC/ODNI/foreign partners, development of meeting-related documentation, and process monitoring to include completion of follow-on actions.

Contribute to cultivating and maintaining productive working relationships with peers and partners across the ODNI and IC. Promote increased trust and collaboration among ODNI directorates and components with respect to staffing processes for DNI and PDDNI foreign visits and travel.

Assist NIMC leadership in developing and implementing a strategic framework to assess the effectiveness and potential of key foreign intelligence partnerships. Assist in developing best practices for the regional NIMs vis-à-vis foreign partner engagement strategies.

Help guide ODNI engagement with overseas DNI Representatives to facilitate understanding of their role and to ensure ODNI benefits from their expertise and counsel on critical foreign issues.

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:**

Superior interpersonal, organizational, and problem-solving skills, including demonstrated ability to work effectively both independently and in a collaborative environment.

Experience working with overseas DNI representatives and in maintaining effective working relationships with key IC mission centers and components. Familiarity with official policy pertaining to foreign intelligence relationships.

Superior ability to communicate complex information clearly and concisely to diverse audiences.

Experience leading a high performing team and overseeing interagency collaboration on complex projects.

## **Desired Requirements:**

Experience in establishing effective working relationships with foreign liaison (intelligence services, military, ministries, law enforcement).

Familiarity and experience with the development and implementation of intelligence policy.

## **Key Requirements and How To Apply:**

### **Internal ODNI Cadre Candidates:**



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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\\_hrm\\_semo\\_wma@cia.ic.gov](mailto:dni_coo_hrm_semo_wma@cia.ic.gov) (classified email system) or [DNI\\_CMO\\_HC\\_SEMO@dni.gov](mailto:DNI_CMO_HC_SEMO@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 [moreype@dni.ic.gov](mailto:moreype@dni.ic.gov) (*Peter M.*) and [howarad@dni.ic.gov](mailto:howarad@dni.ic.gov) (*Andrea H.*) in lieu of the group address above.

## **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.

## **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 703-275-3300.

## **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: 703-275-3300; Email: [DNI\\_CMO\\_HC\\_SEMO@dni.gov](mailto:DNI_CMO_HC_SEMO@dni.gov)

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

## Executive Order 14043

The Office of the Director of National Intelligence (ODNI) requires its employees to be fully vaccinated against COVID-19 pursuant to Executive Order 14043 of the President of the United States. As required, Federal employees must be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, etc), with exceptions only as required by law. If selected, you will be required to be vaccinated against COVID-19 and submit documentation of proof of vaccination by November 22, 2021 or before appointment or onboarding with ODNI, if after November 22, 2021. ODNI will provide additional information regarding what information or documentation will be needed and how you can request a legally required exception from this requirement. All employees requesting either a medical or religious exception, must follow the Guidelines from the Office of Personnel Management and/or Safer Federal Workforce Task Force.

**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.**