



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

Job Title: EE004 – Strategy and Communications Management Officer - GS-14

Salary Range: \$102,663 - \$157,709

Vacancy Open Period: 12/06/2019 - 12/05/2020

Position Type: Cadre, Detailee

Who May Apply: Internal and External Candidates, Detailees

Division: EEOD/ODIR

Duty Location: Bethesda, MD

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

*** OPEN UNTIL FILLED: This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration.***

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



- 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 Intelligence Community Equal Employment Opportunity and Diversity (IC EEOD) reports directly to the Director of National Intelligence and is responsible for the overall strategic management of the IC's efforts to build a more diverse and inclusive workforce. IC EEOD oversees compliance with federal laws, policies, procedures, and requirements relating to EEO. IC EEOD also develops initiatives, policies and programs, and provides guidance and consultation to diverse stakeholders. The Office of IC EEOD collects, analyzes and reports on workforce demographics and trends across multiple aspects of workforce diversity, including, but not limited to women, minorities, and persons with disabilities.

Major Duties and Responsibilities (MDRs)

- Plan, develop, and evaluate the related strategic planning documents in support of IC EEOD programs and activities for building a more diverse and inclusive workforce.
- Plan and complete assessments of the IC EEOD's progress towards mission and enterprise strategic objectives and determine how well the IC is postured for future environments.
- Engage senior IC leadership on strategic priorities, opportunities, gaps, and interdependencies to link resources to strategy; plan and communicate emerging strategic issues and trends, evaluate them in context of U.S. Government plans, and make recommendations for improvements.
- Plan and facilitate development of strategic guidance for IC EEOD programs and activities.
- Plan and develop efforts to create a culture of strategic planning across the IC by promoting best practices in strategy development, execution, and evaluation and by communicating to IC elements priorities, activities, and impact in order to promote shared vision, values, and goals.
- Establish, sustain and advance outreach activities within and beyond the IC to ensure long term strategy development of building a more diverse and inclusive workforce is informed by best practices from the U.S. Government, industry, and foreign partners.



- Plan and prepare briefings, reports, and presentations to organizational leadership, senior policymakers, and senior U.S. Government officials in a manner that meets their specified requirements and provide expert analysis and recommendations that ensure IC EEOD strategic plans and programs align with IC strategic objectives.
- Initiate, cultivate, and maintain productive working relationships with peers and senior leaders across the IC in order to coordinate strategy development activities and evolving requirements and promote the implementation of mission and enterprise objective.

Mandatory and Educational Requirements

- Extensive knowledge of strategy development and planning, and a demonstrated ability to identify emerging trends and strategic issues and incorporate these into organizational strategic plans.
- Extensive knowledge of IC organizations' missions in order to develop the national-level strategies and policies necessary to support IC EEOD mission and enterprise strategic objectives.
- Extensive understanding of performance management principles and superior ability to advise organizations on the application of evaluation methods.
- Demonstrated ability to conceptualize, organize, and draw inferences from incomplete data and present a compelling analysis of findings and issues; demonstrated ability to identify, articulate, document, and mitigate knowledge gaps or alternatives approaches.
- Demonstrated ability to communicate clearly, both orally and in written reports, and to logically analyze, synthesize, and evaluate multiple sources of information for their inclusion in briefings and written documents.
- Demonstrated ability to lead research teams and working groups comprised of government and contract personnel.
- Demonstrated organizational and interpersonal skills to facilitate diverse fora, manage competing priorities, and advocate new ideas/concepts/processes; demonstrated ability to exercise independent judgment on time-sensitive issues and work collaboratively across the IC.
- Demonstrated ability to develop effective professional and interpersonal relationships with peers and colleagues in the Office of the Director of National Intelligence (ODNI), the IC, and U.S. Government and to earn their confidence and trust.

Desired Requirements

- Six years of experience leading strategic planning, managing, and directing the successful efforts of a government or private organization.
- Bachelor's degree or equivalent experience as determined by mission specialty area.
- TS/SCI clearance.



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_B_WMA@cia.ic.gov (classified email system) or Recruitment_TeamB@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 portifa@dni.ic.gov (Faith P.), majettm@dni.ic.gov (Maya M.), and gilesro@dni.ic.gov (Roderick G.) in lieu of the group address above.

External Candidates:

Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of an ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

A complete application 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 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.
- d. **SF-50 (if applicable):** Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.

WHERE TO SUBMIT: *External Candidates must submit an application through www.intelligencecareers.gov.* All attachments should be in Microsoft Word or Adobe PDF format.

Current Federal Employees within the Intelligence Community (IC) 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 Applying for a Detail Assignment:

A complete application package must include:

- 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. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
- f. **SF-50 (if applicable): Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.**

WHERE TO SUBMIT: Applicants from federal agencies outside the IC should be sent to either [DNI COO TM HR OPS TEAM B WMA@cia.ic.gov](mailto:DNI_COO_TM_HR_OPS_TEAM_B_WMA@cia.ic.gov) (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to portifa@dni.ic.gov (Faith P.), majettm@dni.ic.gov (Maya M.), and gilesro@dni.ic.gov (Roderick G.) 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 301-243-1318.

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: 301-243-1318; Email: Recruitment_TeamB@dni.gov



Other Information

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfeds.com>
- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered): <http://www.opm.gov/retire/index.asp> If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependent Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules

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 703-275-3900 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.**