



General Position Information

Job Title: HJ066- Deputy Director, Legislative Affairs- SNIS Executive Tier 1

Salary Range: None provided (not applicable for detailees)

Vacancy Open Period: 09/27/2016-10/26/2016

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: OLA/LA

Duty Location: Washington, D.C.

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: Permanent Change of Station (PCS) relocation expenses for detailees is authorized.

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 SNIS Executive 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

Only Senior Service (SNIS, SES, SIS, DISES, DISEL) candidates may apply. 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 ODNI cadre.
 - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)



- For a detailee assignment:
 - Current Federal Government employees.

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 Legislative Affairs (OLA) acts as the principal interface between the Office of the Director of National Intelligence (ODNI) (and the Intelligence Community [IC] on certain issues) and Congress. Its charge is to facilitate the implementation of those sections of the National Security Act of 1947, which stipulate that the heads of the IC agencies shall “keep the congressional intelligence committees fully and currently informed of all intelligence activities of the United States.” OLA officers provide strategic-level advice to the DNI, Principal Deputy DNI, and other senior ODNI and IC officials regarding engagements with Congress. Also, in partnership with the IC, OLA provides strategic-level coordination of those national security and intelligence issues and initiatives that require an integrated IC policy, position, or action.

Major Duties and Responsibilities (MDRs)

- Share fully with the Director, OLA in all aspects of managing a fast-paced, complex liaison operation; act for the Director, OLA in his/her absence.
- Develop and implement a comprehensive, proactive strategy that provides optimal advantage for ODNI mission, policies and programs with Congressional Members, staff and Congressional elements on intelligence matters, and by developing and fostering relationships, and creating opportunities and situations to advance the DNI’s goals and objectives.
- Ensure ODNI elements are abreast of community wide legislative issues, concerns, and activities that may impact or counter the overall forward progress of the DNI and its relationship with Congress.
- Respond to requests for ad hoc congressionally initiated requirements to include support to limited-term committees and working groups.
- Ensure the integration of various activities of the IC elements as they relate to the ODNI in its dealings with Congress.
- Keep ODNI senior management informed of the IC legislative affairs community activities that may impact DNI initiatives.
- Manage IC-wide congressional support to White House/National Security Council working groups and legislative strategies, to acquire congressional commitment for the Administration, ODNI and IC policies, programs, and initiatives, and work to resolve the most difficult issues and internal conflicts.
- Monitor significant events as it pertains to intelligence trends, budgets, and other aspects of relevant information and data, and ensure requests for information are appropriately and responsively provided to Congress.



- Ensure that ODNI staff members are aware of all relevant facts when tasked to respond to Congressional requirements and the products provided by ODNI staff are complete and represent the coordinated views of the ODNI and/or IC, as appropriate.
- Ensure that Congress is kept fully and currently informed of significant intelligence issues, as directed by law, while also advocating the ODNI's positions/priorities.
- Provide insight and advice to senior ODNI and IC officials on events, trends, and developments in Congress.
- Manage the most sensitive and complex Congressional issues to ensure Executive and Legislative Branch needs are met.
- Foster a positive work environment to motivate, mentor and develop subordinates, ensuring that they receive the feedback, job experiences, training, and other opportunities needed to develop requisite skills and knowledge.

Mandatory and Educational Requirements

- Expert knowledge of the organization and processes of the Congress and the executive/legislative decision-making process.
- Expert ability to provide strategic and tactical planning that pertain to OLA policies, regulations, and the development and execution of the best business practice methodologies.
- Experience and expertise in managing a complex organization, addressing and resolving complex managerial challenges.
- Expert analytic, diagnostic, and qualitative skills and techniques sufficient to identify, evaluate, and recommend appropriate solutions to resolve complex, interrelated program, budgetary, and resource management issues.
- Excellent oral and written communication skills and demonstrated ability to conduct independent research, filter and synthesize data, and produce clear, logical, and concise products.
- Extensive analytical and critical thinking skills, including the ability to think strategically and identify needs, requirements, and develop recommendations.
- Outstanding interpersonal skills, and the ability to negotiate, build consensus, work effectively and independently in a team or collaborative environment.
- Proven ability to work with senior officials, to build and sustain professional networks in a diverse, fast-paced, multi-task environment, and to manage competing priorities.
- Expert leadership and managerial capabilities, including the ability to effectively direct taskings, assess and manage performance, and support personal and professional development of all levels of personnel.

Key Requirements and How To Apply

Internal ODNI 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.



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- 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. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **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-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both mcpherc@dni.ic.gov (*Candace M.*) and joswicd@dni.ic.gov (*Daniel J.*) 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.

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 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.
- f. **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-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both mcpherc@dni.ic.gov (*Candace M.*) and



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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.

To verify receipt of your application package ONLY, you may call 703-275-3811.

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: 703-275-3811; Email: Recruitment_TeamB@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-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. 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.**