



## General Position Information

**Job Title:** Graphic Designer

**Position Number:** MI911

**Position Grade:** GS-13

**Salary Range:** \$89,834 - \$138,868 (not applicable for detailees)

**Vacancy Open Period:** 01/11/2022 – 01/26/2022

**Position Type:** Cadre, Detailee

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

**Division:** DNI/MI

**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-13 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

- 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 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 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).

The Office of the Cyber Executive (OCX) is the DNI's Intelligence Community (IC) lead for cyber intelligence issues, and is responsible for the integration of IC collection and analysis on cyber intelligence issues, as well as for the coordination and support to the IC in providing accurate, timely, comprehensive support to national policy and decision makers. We also coordinate and monitor the Presidentially-mandated Comprehensive National Cybersecurity Initiative, among other duties.

OCX is building a design lab focused on visually presenting complex cyber threat information in new and creative ways. Graphic designers, cartographers, and interactive media professionals will collaborate with analysts to frame the cyber threat picture for US policymakers, IC partners, and senior executives charged with national security responsibilities.

## Major Duties and Responsibilities (MDRs)

Develop highly engaging, innovative visual concepts and templates that clarify complex cyber threat-related information for IC counterparts and senior policymakers.

Advise on or design complex publication products, such as books, brochures, newsletters, corporate identity, logos, and environmental graphics.

Serve as a technical/creative resource for assigned team projects, provide alternative approaches and mediums for consideration, review concepts and final artwork, and recommend or incorporate revisions for team projects to ensure adherence to technical production and quality control standards.

Advise on or design complex briefing products, such as info-graphics, presentations, data visualizations, illustrations, and technical drawings.



Communicate with customers to determine their requirements and strategies and coordinate with customers to plan projects; work closely with customers and planners, assess work order parameters on complex projects, collect information, discuss production schedules, provide necessary services, and resolve procedural and production problems that may arise.

Lead and participate in visual facilitation sessions with clients to better understand their needs, enhance and drive visual strategies, and deliver high quality media products and services.

Participate in brainstorming sessions to share new design perspectives and ideas.

Keep apprised of advancements in graphic design techniques, technologies, and trends to deliver cutting edge work.

Apply principles and theories of graphic design, data visualization, layout, and typography, and ensure alignment with visual tradecraft standards to implement design ideas that effectively communicate the intelligence story.

Proactively seek out and implement feedback to deliver quality visuals.

Build and leverage diverse collaborative networks within the ODNI and across the IC.

Participate in relevant IC groups that correspond to the production of visuals in finished intelligence.

## **Mandatory and Educational Requirements**

A highly-skilled, driven GS-13 or high-performing GS-12 with at least 5 years of professional experience in graphic design and visual analysis, strong critical thinking and presentation skills, and a desire to develop your skill-set.

Strong interpersonal and communication skills with an ability to communicate complex information clearly, concisely, and in a manner that is targeted to and meets the needs of both technical and non-technical audiences.

Self-starter with the ability to work independently and collaborate with a team to solve an array of challenges through visual design.

A collaborative, solution-seeking attitude with a high degree of personality and a desire to learn new skills and grow professionally.

Demonstrated ability in the use of a broad range of graphic tools and approaches to present data, including the Adobe Creative Suite (InDesign, Illustrator, Photoshop, Acrobat); expert knowledge of appropriate and efficient file formats and structure for printing, electronic dissemination, and archival purposes.

Experience leading conceptualization sessions and advising authors on how to most effectively communicate the analytical story in a visual.

Demonstrated knowledge of corporate policy and guidelines for publications and multimedia production; demonstrated knowledge of formats, standards, and production resources for print and electronic media.

Familiarity of and adherence to copyright laws and accessibility guidelines.

Strong portfolio of no more than five products that demonstrate strong aesthetic judgement, creativity, and innovation in distilling complex information into effective and easily digestible formats.



## Desired Requirements

Superior ability to remain open-minded and willing to change opinions on the basis of new information and/or requirements.

Superior oral and written communication skills and expert ability to conduct independent research, filter and synthesize data, and produce clear, logical, and concise products.

Superior analytical and critical thinking skills, including the superior ability to think strategically and identify needs, requirements, and develop recommendations.

Demonstrate a high degree of honesty, integrity, and analytic objectivity.

## 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.
- 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. **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:** *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-HR-HRM-TEAMD-Mailbox@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.

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.



# 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

## 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.

**WHERE TO SUBMIT:** *Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).* Applicants from federal agencies outside the IC should be sent to either DNI-HR-HRM-TEAMD-Mailbox@cia.ic.gov (classified email system) or Recruitment\_TeamD@dni.gov (unclassified email system).

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.

### 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 703-275-3663.

### 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](mailto:Recruitment_TeamD@dni.gov)

## Other Information

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.

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 Reasonable Accommodation 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 703-275-3900 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.**