



## General Position Information

**Job Title:** Diversity & Inclusion Officer

**Position Number:** NC089

**Position Grade:** GS-15

**Salary Range:** \$126,233 - \$176,300 (not applicable for detailees)

**Vacancy Open Period:** 05/02/2022– 05/17/2022

**Position Type:** Cadre, Detailee

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

**Division:** DNI/NCTC

**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-15 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.

- For a cadre assignment:
  - Current ODNI permanent cadre.
- For a detailee assignment:
  - Current Federal Government employees at the same grade or one grade lower than the advertised 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 will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail assignment, will be assigned to the position at his or her current grade and salary.

## Component Mission

The National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government (USG) for analyzing and integrating all intelligence possessed or acquired by the USG pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. In addition, NCTC conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the Federal Government.

## Major Duties and Responsibilities (MDRs)

The newly created NCTC Diversity, Equity, Inclusion & Accessibility (DEIA) Advocate will report to the Group Chief, NCTC Office of Enterprise Services.

Leads the development and implementation of NCTC's diversity, equity, inclusion and accessibility (DEIA) initiatives in support of the NCTC Director's strategy cascade, NCTC recruitment, and workforce initiatives.

Advises NCTC senior leadership on DEIA issues.

Develops policies, action plans, and initiatives, and implements programs that promote, create, and maintain a diverse workforce, cultivates an inclusive environment, advocates for an accessible workplace; and ensures accountability and DEIA commitment and leadership.

Develops and tracks internal performance metrics to assess progress on DEIA initiatives and identifies risk areas/diversity/accessibility problems, prioritizes initiatives, sets targets and other program goals.

Develops resource justifications to support DEIA program needs as part of NCTC-wide resource requests and annual spend plans.

Facilitates the development of NCTC-wide workforce diversity goals and reports on the causes for success or barriers in meeting those goals.

Leads NCTC Diversity Committee and supports other DEIA related teams within.

Cultivates and maintains productive partnerships with NCTC stakeholders, NCTC senior leadership, ODNI COO, other ODNI counterparts, IC and USG counterparts and DEIA experts; participates in interagency DEIA related working groups; collaborates with ODNI, IC, and USG partners on DEIA events.

Coordinates and collaborates with ODNI/COO and D/C/O counterparts to advance ODNI-wide DEIA initiatives.



Stays current on government and industry DEIA policies and best practices in order to inform ODNI and NCTC recommendations, goals, and initiatives.

Other duties, as assigned.

## **Mandatory and Educational Requirements**

Ability to serve as an advisor to NCTC senior leadership and provide advice on the development, implementation, and management of complex diversity programs and activities aimed at increasing diversity & inclusion efforts within NCTC in coordination with ODNI.

Experience providing authoritative advice and guidance to upper management on policy, administrative management issues and mission critical programs and activities.

Strong interest in championing diversity, equity, inclusion and accessibility issues; and willingness to seek training in DEIA issues as appropriate.

Experience utilizing quantitative and qualitative assessment tools.

Superior ability to work effectively across the ODNI and/or the IC with cross-IC diversity teams; build and sustain professional relationships; and exert influence effectively at all levels within and across organizations.

Proven track record of managing and coordinating strategic and tactical projects, planning and executing action taskings associated with assigned projects, and providing project status and reporting.

Ability to thoughtfully establish controls to track and monitor benchmarks of performance for diversity efforts, continually improving the associated data and analytics; and to manage information in compliance with regulations.

Superior oral and written communication skills, including superior ability to draft and edit written reports of varying length and complexity, and to communicate effectively with audiences of varying seniority and expertise.

## **Desired Requirements**

Expert knowledge of IC and ODNI administrative policies, procedures, and authorities.

Experience with diversity, equity, inclusion, and accessibility principles and practices (e.g. Equal Employment Opportunity)

Experience participating in an ODNI or IC Employee Resource

Knowledge of Federal Diversity laws, regulations, polices, and practices as well as a demonstrated understanding of US Government Diversity and Management Directives (MD-110, and MD-715) and diversity best practices;

Experience overseeing, developing, and managing complex diversity & inclusion projects or programs, such as diversity policy development, diversity outreach, diversity strategy development, and diversity analysis and metrics.

Demonstrated ability to research and interpret legislation and guidance affecting diversity & inclusion in the ODNI.



Expert program management and analytic skills, including demonstrated ability to conduct program assessments, identify needs and requirements, and develop recommendations for the successful implementation of diversity and inclusion programs.

## 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. **POSITION NUMBER:** Reference the position 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-COO-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@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.

### 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.



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- 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. **POSITION NUMBER:** Reference the position 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-COO-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@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 703-275-3888

## **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: 703-275-3888; Email: HRM-HR-OPS-VACANCY-TEAM@dni.gov.

## **Other Information**

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

**COVID-19 Vaccination Requirement:** To ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the federal government will



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take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for federal employees. Therefore, to the extent a federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply.

Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

**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) 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.

**THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**