General Position Information

Job Title: PC924 - Legislative Liaison Officer - GS-14

Salary Range: $99,172 - $152,352 (not applicable for detailees)

Vacancy Open Period: 9/12/2019 – 10/12/2019

Position Type: Cadre, Detailee

Who May Apply: Internal and External Candidates, Detailees

Division: OLA/LA

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 or external 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 ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)

  - Current Federal Government employees. (Current GS employees at the same grade or one grade lower than the advertised position grade may apply.)
  - Candidates outside the Federal Government.

- 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.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.
- 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)

- Liaise between the Office of the Director of National Intelligence (ODNI) and the United States (U.S.) Congress regarding plans, policies, procedures, and the evaluation of current and future budgetary and policy needs of the ODNI and the Intelligence Community (IC).
- Execute the development of ODNI testimony, briefings, and reports to Congress; identify, review, evaluate, and develop information for presentation; and anticipate congressional reactions to ODNI briefings and testimony.
- Coordinate, and evaluate the development and implementation of a comprehensive, proactive legislative strategy to facilitate ODNI's interactions with Congress; serve as a liaison in communicating ODNI intelligence programs and activities to members of Congress, congressional committees, and their staffs.

- Coordinate the development and scheduling of congressional testimony, testimonies for hearings, and responses to Congressional Questions for the Record to keep the congressional intelligence committees fully informed of US intelligence activities.
- Communicate the development of responses to congressional requests for information dealing with ODNI strategic planning, budgetary issues, and other intelligence matters ensuring that complete and accurate information is provided to congressional requesters.
- Plan and prepare written and oral briefings to senior ODNI leadership and other senior IC officials on current congressional developments and views of ODNI and IC programs and activities, as well as the thinking and rationale underlying requests for information from Congress and congressional committees.
- Cultivate and maintain productive working relationships with congressional members, congressional committees, and their staffs and use these relationships to share information of interests, support a continuing dialog, and provide active insight into ongoing and planned ODNI activities.

Mandatory and Educational Requirements

- Knowledge of ODNI, IC, U.S. Congress, congressional committees, and congressional liaison activities.
- Knowledge of trends and developments of proposed and existing legislation with the potential to affect the ODNI and the IC relative to the intelligence mission, extensive knowledge of the views of individual members of Congress and the agenda of congressional committees.
- Demonstrated ability to manage competing priorities under strict deadlines while maintaining a high level of attention to detail and the demonstrated ability to work effectively with a team of senior officers in a high profile and demanding office.
- Demonstrated ability to develop and implement ODNI's congressional strategy to improve the effectiveness and responsiveness of ODNI and the IC in communicating with and informing Congress of its activities, issues, plans and programs.
- Analytical and critical thinking skills including demonstrated ability to think strategically.
- Interpersonal organizational and problem solving skills with demonstrated ability to interact with members of Congress and with senior IC and ODNI officials.
- Oral and written communication skills including demonstrated ability tactfully to convey complex information and ideas to members of Congress, congressional committees, and their staffs.

Desired Requirements

- None.

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: Applications should be sent to either DNI_COO_TM_HR_OPS_TEAM_A_WMA@cia.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov *(Faith P.)* and mccreaz@dni.ic.gov *(Zina M.)* 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.

External Candidates:

Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of a 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 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.

e. **SF-50:** 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: Applications should be sent to Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov *(Faith P.)* and mccreaz@dni.ic.gov *(Zina M.)* 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 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: Applications should be sent to either DNI_COO_TM_HR_OPS_TEAM_A_WMA@cia.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov *(Faith P.)* and mccreaz@dni.ic.gov *(Zina M.)* 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.

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 703-275-3799.

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: 703-275-3799; Email: Recruitment_TeamA@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 703-275-3799 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 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.**