



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: 16059 - General Counsel to the Intelligence Community Inspector General - SNIS Professional

Salary Range: None provided (not applicable for detailees)

Vacancy Open Period: 05/29/2019 – 07/11/2019

Position Type: Cadre, Detailee

Who May Apply: Internal and External Candidates, Detailees

Division: IC IG/COUN

Duty Location: Reston, 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, the ODNI hiring office will pay for travel by commercial carrier (economy class) or reimburse for privately owned vehicle (POV) mileage. If applicable, the candidate also will be reimbursed at a flat rate for commercial lodging and per diem.

Position Information

This is an opportunity for:

- An internal or external candidate to fill a SNIS Professional 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. Highly qualified GS-15s 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.)



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- Current Federal Government employees. Only Senior Service (SNIS, SES, SIS, DISES, DISEL) candidates may apply. Highly qualified GS-15s may apply.
- Candidates outside the Federal Government.
- For a detailee assignment:
 - Current Federal Government employees. Only Senior Service (SNIS, SES, SIS, DISES, DISEL) candidates may apply. Highly qualified GS-15s 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 the Inspector General of the Intelligence Community (ICIG) was established within the Office of the Director of National Intelligence (ODNI) by the Intelligence Authorization Act for Fiscal Year 2010. The ICIG has the authority to initiate and conduct independent audits, inspections, investigations, and reviews of programs and activities within the responsibility and authority of the Director of National Intelligence (DNI). The ICIG's principal organizational divisions are Audit, Investigations, Inspections and Evaluations, and Management and Administration. The ICIG also operates a Center for Protected Disclosures.

Major Duties and Responsibilities (MDRs)

- Serve as the General Counsel providing legal and policy advice to the Inspector General of the Intelligence Community (IC IG), the Deputy IC IG, Assistant Inspectors General (AIG), officers, and staff supporting the Office of the IC IG.
- Serve as the General Counsel providing legal and policy advice to the Inspector General of the Intelligence Community (IC IG), the Deputy IC IG, Assistant Inspectors General (AIG), officers, and staff supporting the Office of the IC IG.
- Manage the IC IG Counsel's Office and the legal staff supporting the Office of the ICIG in providing expert legal advice and guidance in support of the ICIG's statutory mission to promote economy and efficiency and to prevent fraud, waste, abuse, and mismanagement in the ODNI and the IC.
- Provide verbal and written direction as to the overall policies, practices, and procedures for providing legal advice and counsel to the Office of the ICIG.



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- Lead, manage, and direct the staff assigned to the ICIG Counsel's office, develop strategic performance objectives, collaborate and oversee goal setting, provide feedback on personnel development, and conduct all necessary performance appraisals.
- Provide expert, authoritative advice to the IC IG and senior IC IG leadership and staff on extremely complex, difficult, and novel legal issues affecting the responsibilities of the IC IG, the DNI and other Inspectors General within the IC as they relate to statutes, Presidential directives, Executive Orders, and other related laws and policies; render definitive legal opinions and associated oral advice on a myriad of issues.
- Provide authoritative support for the activities of the ICIG's statutory responsibility to audit, investigate, inspect, and review independently the programs and activities within the responsibility and authority of the DNI.
- Provide expert legal advice and counsel to the IC IG, AIGs, the Office of the ICIG staff, and ODNI leaders on a wide range of complex legal issues involving areas of law affecting the ICIG's and the ODNI's duties and responsibilities under the National Security Act, Presidential directives, Executive Orders, and other related laws, regulations and policies, including civil, criminal, and administrative procedure; fraud; appropriations; procurement; grants; federal disclosure statutes; conflicts of interest; ethics; employee standards of conduct; and discipline.
- Render definitive legal opinions on ICIG matters as well as assure legal sufficiency of all documents requiring the ICIG's approval or concurrence within the Office of the ICIG.
- Establish and maintain effective relations with other counsels to Offices of Inspectors General; ODNI components including the Office of General Counsel; Office of Legislative Affairs; and Civil Liberties and Protection Office; and with the Congressional Intelligence Oversight Committees.
- Lead the IC IG Council of Counsels, which provides legal and policy support to the statutory IC IG Forum that serve as a mechanism to promote the work of all Inspectors General within the Intelligence Community.

Mandatory and Educational Requirements

- Expert legal knowledge obtained through the completion of a Doctorate of Jurisprudence or Bachelor of Laws degree from an American Bar Association-accredited law school, and active membership of the Bar of the highest court of a US State, Territory, Commonwealth, or the District of Columbia.
- Demonstrated expertise in four or more of the following IC Inspector General practice areas: 1) Inspector General Act of 1978, as amended; 2) National Security Act of 1947, as amended; 3) IC Whistleblower protections, 4) administrative law and investigations; 5) intelligence oversight matters, 6) privacy and civil liberties issues, 7) federal employee ethics, 8) Equal Employment Opportunity law, 9) acquisition and appropriations law; and 10) civil and/or criminal litigation.
- In-depth knowledge of the mission and legal issues affecting the IC.
- Superior communications skills including the ability to routinely communicate, orally and in writing, complex concepts and issues in a manner well matched to the audience, and to consistently make sound, timely decisions in complex, ambiguous or ill-defined situations.



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- Strong interpersonal, leadership and managerial capabilities, including the ability to effectively direct taskings, assess and manage performance measurements, support personal and professional development of all levels of personnel, maintain confidentiality, promote and uphold integrity standards, and adhere to the highest discretionary standards.
- Superior and recognized ability to resolve complex legal problems, to think creatively to solve complex and novel legal and policy issues, and to gain consensus among disparate organizations on legal and/or IG issues of common concern.
- In-depth knowledge of the mission and legal issues affecting the IC.

Desired Requirements

- None

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- 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.
- 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.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- 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_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 both joswida@dni.ic.gov (Daniel J.), mitchsl@dni.ic.gov (Stephanie M.), and gilesro@dni.ic.gov (Roderick G.) 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.



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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:

- 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.
- 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.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
- 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 either 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 both joswida@dni.ic.gov (Daniel J.), mitchsl@dni.ic.gov (Stephanie M.), and gilesro@dni.ic.gov (Roderick G.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

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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](#).**



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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_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 both joswida@dni.ic.gov (Daniel J.), mitchsl@dni.ic.gov (Stephanie M.), and gilesro@dni.ic.gov (Roderick G.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

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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 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.



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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 703-275-3799 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.**