



# 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

## General Position Information

**Job Title:** 29760- Attorney

**Salary Range:** \$92,145 - \$141,555

**Vacancy Open Period:** 6/16/16 – 7/14/16

**Position Type:** Cadre

**Who May Apply:** Internal and External Candidates

**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 GS-14 cadre position.

## Who May Apply

For a cadre assignment:

- Current ODNI cadre.
- Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
- Current Federal Government employees.
- Candidates outside the Federal Government.

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.



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## 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.

## Component Mission

The Inspector General (IG) conducts, supervises, and coordinates inspections, audits, investigations, and reviews relating to the programs and operations over which the Director of National Intelligence has authority and responsibility.

## Major Duties and Responsibilities (MDRs)

- This position requires the incumbent possess extensive knowledge of legal theory, the interrelationships among the courts, Congress, the Executive Branch, laws, legal codes, practices, precedents, court procedures, executive orders, government organization/functions, and the democratic process; facilitates the Office of the Inspector General of the Intelligence Community (IC IG) mission by providing legal and policy guidance. The incumbent shall:
- Liaise with IG legal officers across the Intelligence Community (IC) to coordinate the development of legal mechanisms to facilitate IG missions and compliance with applicable law.
- Provide legal advice and guidance to IC IG senior leadership on complex areas of law affecting IC IG's duties and responsibilities under the National Security Act, Presidential directives, Executive Orders, and other related laws and policies.
- Provide legal counsel to support the development, review, and preparation of United States (US) Government-wide and IC-wide policies, procedures, guidelines, rules, and standards.
- Counsel clients, including IC IG leadership, on legal issues and provide highly effective guidance on possible courses of action; prepare high profile and persuasive legal documents on legal issues for a variety of internal and external recipients.
- Conduct or direct legal research and analysis on complex or sensitive legal issues as well as on laws, regulations, and policies that have an impact on IC IG and IG interests and brief IC IG leadership on issues and findings.
- Provide reviews of planned IC IG activities for compliance with the US Constitution and laws of the US, Executive Orders, and other applicable regulations and policies affecting IC IG and brief IC IG leadership on potential legal and policy issues, and develop solutions to address such issues having potential high-level impact on the IC IG's mission or activities.
- Analyze statutes, bills, reports and Congressional materials, as well as proposed Executive Branch orders, directives, regulations and policies, to determine their effect on IC IG independence.
- Provide briefings to support IC IG views on particular matters to Executive Branch entities, Congress, and private sector entities; cogently brief senior IC IG leadership on legal issues that relate to or effect IC IG activities.
- Maintain productive working relationships with ODNI elements, IC colleagues, executive agencies, congressional personnel and members, congressional



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committees, and use these relationships to discuss IC IG positions, support a continuing dialog, and provide insight into ongoing and planned IC IG activities.

## Mandatory Requirements

- Demonstrated multi-disciplinary legal skills and experience dealing with complex legal issues, as well as a proven ability to interpret laws, regulations, judicial decisions, Executive Orders, and statutes involving complex concepts and issues.
- Extensive knowledge of one or more of the general or specialized areas of law practice, such as: intelligence oversight, privacy and civil liberties, federal employee ethics, National Security Law, Inspector General Authorities, Freedom of Information Act, Privacy Act, Whistleblower Protections, acquisition and appropriations, administrative law, and litigation.
- Demonstrated research abilities, including the ability to quickly integrate and synthesize the facts and law to make legally sound decisions, and recommendations pertaining to complex situations, or in the context of ambiguous or ill-defined situations.
- Demonstrated ability to routinely communicate, orally and in writing, complex concepts and issues in a manner well matched to the audience being addressed, and to consistently make sound, timely decisions in complex, ambiguous or ill-defined situations.
- Demonstrated interpersonal, organizational and problem solving skills, including the ability to work effectively both independently and in a collaborative environment and demonstrated creative problem solving skills.

## Desired Requirements

- **Education:** Completion of a Doctorate of Jurisprudence or Bachelor of Laws degree from an American Bar Association-accredited law school.
- **Certifications/Licenses:** Active membership of the Bar of the highest court of a US State, Territory, Commonwealth, or the District of Columbia.

## 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 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.



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**WHERE TO SUBMIT:** Applications should be sent to either [DNI-MSD-HR-RR-Team\\_B\\_WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [mcpherc@dni.ic.gov](mailto:mcpherc@dni.ic.gov) (*Candace M.*) and [joswicd@dni.ic.gov](mailto: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.

## **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 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\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [mcpherc@dni.ic.gov](mailto:mcpherc@dni.ic.gov) (*Candace M.*) and [joswicd@dni.ic.gov](mailto:joswicd@dni.ic.gov) (*Daniel J.*) 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 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](mailto: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



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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.**