



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: Associate Counsel

Position Number: 28685

Position Grade: GS-15

Salary Range: \$148,484 - \$176,300 (not applicable for detailees)

Vacancy Open Period: 05/02/2022 – 05/24/2022

Position Type: Cadre, Detailee

Who May Apply: Internal and External Candidates, Detailees

Division: DNI/IG

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, 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 – 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 as 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 Federal Government employees. (Current GS employees at the same grade as the advertised position grade may apply.)
- Candidates outside the Federal Government.
- Current ODNI Staff Reserve employees. (A staff reserve employee who currently occupies this position may not apply.)
- For a detailee assignment:
 - Current Federal Government employees. (Current GS employees at the same grade as 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.
- 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 Intelligence Authorization Act for Fiscal Year 2010 established the Office of the Inspector General of the Intelligence Community (IC IG) within the Office of the Director of National Intelligence (ODNI). The IC IG 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 IC IG's organizational divisions include Audit, Investigations, Inspections and Evaluations, Mission Support, the Center for Protected Disclosures, and Counsel to the Inspector General.

The Counsel Team ensures that the Inspector General and other members of the IC IG receive independent, confidential legal advice and policy counsel. The Counsel Team's legal support and guidance is designed to meet the unique needs of each IC IG division. For example: To support Investigations Division, the Counsel Team highlights and provides advice on potential legal issues that may require additional or redirected investigative efforts throughout the investigative process. To support the Audit Division and the Inspections and Evaluations Division, the Counsel Team identifies and interprets key policy, contract, and legal provisions relevant to reported observations, findings, and recommendations. In support of the IC IG's whistleblower program, the Counsel Team assists the Center for Protected Disclosures in developing policies and procedures, evaluating whistleblower disclosures, and providing legal advice for External Review Panels. The Counsel Team also provides enterprise-wide legal and policy guidance and reviews matters related to IC IG personnel, administration, training, ethics, independence, and budgetary functions. Attorneys from the Counsel Team also participate in the Intelligence Community Inspector General Forum (the Forum), the Forum's Counsels Committee, and working groups of the Five Eyes Intelligence Oversight and Review Council. In addition to its legal support role, the Counsel Team serves as the IC IG's congressional liaison.



Major Duties and Responsibilities (MDRs)

Expertly interpret and explain laws, regulations, policies, and other legal authorities related to the IC IG and authority of the Director of National Intelligence.

Provide expert oral and written legal advice and guidance addressing novel or complex legal issues, with appropriate input from supervisors and colleagues.

Develop innovative and legally sound advice and guidance outlining possible courses of action and assessing risk.

Expertly prepare complex, high profile, and persuasive legal documents on complex legal issues for a variety of internal and external recipients.

Expertly review IC IG documents for legal sufficiency.

Adroitly coordinate on legal matters with internal and external organizations, including the Office of the Director of National Intelligence (ODNI), the IC, and the Executive Branch. In doing so, expertly mediate, negotiate, and resolve intra- and inter-agency disputes covering a wide range of topics across legal practice areas. Consistently demonstrate "strategic lawyering" practices that anticipate or prevent legal problems.

Expertly conduct, or direct the conduct of, legal research and analysis on extremely complex or sensitive legal issues that have a significant impact on IC IG equities.

Respond to requests from IC elements and other federal agencies.

Expertly analyze laws, bills, reports, and Congressional records, as well as proposed Executive Branch orders, directives, regulations, and policy statements, to determine their effect on IC IG equities. Provide authoritative advice and counsel to IC IG senior management on relevant legislative proposals and congressionally directed actions.

Prepare IC IG senior officials for written or oral testimony, briefings, or other engagements before the congressional intelligence committees, and perform other congressional engagement coordination functions as needed.

Foster and maintain cordial, professional, and productive relationships with counterparts within the ODNI, the public, other Offices of Inspectors General, congressional intelligence committees, Intelligence Community elements, the Council of the Inspectors General on Integrity and Efficiency, and other entities.

Counsel clients, including executive-level government officials, on the most complex legal issues and provide innovative and highly effective guidance on possible courses of action; expertly prepare complex, high profile, and persuasive legal documents on the most complex legal issues for a variety of internal and external recipients.



Mandatory and Educational Requirements

Expert level knowledge of one or more of the general or specialized areas of IC IG's law practice, including: the Inspector General Act, National Security Act of 1947, as amended, administrative and criminal investigations, administrative law, federal employee ethics, intelligence oversight, acquisition law, appropriations law, and privacy and civil liberties.

Broad knowledge of the mission, organization, and functions of the IC IG, ODNI, and IC.

Expert ability to interpret laws, regulations, judicial decisions, Executive orders, and statutes involving complex concepts and issues, as well as expert-level research, analytical, and organizational skills.

Superior ability to quickly integrate and synthesize the facts and law to make legally sound decisions and recommendations pertaining to the most complex situations, or in the context of ambiguous or ill-defined situations.

Expert ability to prepare and edit logical, concise, and accurate written materials on the most complex topics, in ways that are easy to understand, persuasive, and grammatically correct.

Expert ability to communicate the most complex concepts and issues in a manner well-matched to the audience.

Demonstrated ability to consistently make sound, timely decisions in complex situations.

Ability to foster trust within the IC IG and with colleagues, partners, and stakeholders.

Demonstrated ability to exemplify IC IG core values of Integrity, Independence, Accountability, Diversity, and Transparency.

Demonstrated commitment to public service.

Strong interpersonal skills in establishing and maintaining effective and collaborative working relationships with others.

Superior ability to quickly integrate and synthesize the facts and law to make legally sound decisions pertaining to the most complex situations, or in the context of ambiguous or ill-defined situations.

Experience:

At least five years of relevant or readily transferrable post Juris Doctor (J.D.) legal experience.

Education:

Bachelor's degree from an accredited university.

J.D. or equivalent from an American Bar Association accredited university.



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

Active membership in good standing of the Bar of the highest court of a U.S. State, Territory, Commonwealth, or the District of Columbia.

Other:

U.S. citizenship.

Ability to obtain and maintain a Top Secret/SCI (with CI polygraph) security clearance.

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. **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.

External Candidates:

Key Requirements:

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



- Successful completion of an 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.
- POSITION NUMBER:** Reference the position 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.
- APPLICANTS CURRENTLY EMPLOYED BY A COMPETITIVE SERVICE AGENCY:** Must provide a written statement that they understand that, if selected for a position with ODNI, they are leaving the competitive service voluntarily to accept an appointment in the excepted service.

WHERE TO SUBMIT: *External Candidates must submit an application through the www.intelligencecareers.gov.* All attachments should be in Microsoft Word or Adobe PDF format.

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:

WRITTEN ENDORSEMENT from the employing agency concurring with the detail.

- 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.
- POSITION NUMBER:** Reference the position number in the subject line of the email and on each document submitted.



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

- d. **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.
- e. **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.

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 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.



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

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 by unclassified email at 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.

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