



General Position Information

Job Title: Division Chief Communication

Position Number: CFO06

Position Grade: GS-15

Salary Range: \$144,128 - \$172,500

Vacancy Open Period: 10/06/2021 – 10/14/2021

Position Type: Cadre

Who May Apply: Internal ODNI Candidates

Division: DNI/IC CFO

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.

Who May Apply

- For a cadre assignment:
 - Current ODNI permanent cadre.

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.



Component Mission

The Office of the Chief Financial Officer (CFO) leads the development, negotiation, and presentation of the National Intelligence Program (NIP) budget to the President and the Congress. The CFO's three main responsibilities include resource management (budget analysis, formulation, justification, and execution), performance planning and evaluation, and financial management improvement.

Major Duties and Responsibilities (MDRs)

This position also serves as the Deputy Chief, IC CFO Operations Group.

This position will also serve as the Deputy Director for ICCFO. Lead the performance planning process and results for assigned programs and/or mission objectives; advise, support, and ensure performance requirements, goals, measures and assigned activities are established, tracked, and reported.

Lead budget justification planning and production processes; provide programmatic guidance and advice to IC agencies to ensure budget justification materials are produced and delivered to Congress. Lead budget justification planning and production processes; provide programmatic guidance and advice to IC agencies to ensure budget justification materials are produced and delivered to Congress.

Lead the development of IC performance efforts, resource justifications, management actions, and legislative reviews; monitor and summarize Congressional budget actions, provide substantive input for appeals to Congressional budget markups.

Lead the review and development of Congressional budget testimony, responses to Congressional queries, Questions for the Record, Congressionally Directed Actions, and letters, memoranda and reports regarding program, budget and execution issues.

Provide expert advice and guidance in support of IC performance planning, resource management and/or budget justification process improvement efforts.

Lead critical reviews of Program-specific Assessment measures or resource alternatives for assigned Programs and/or mission objectives, and make recommendations.

Interface and collaborate with the National Intelligence Strategy (NIS) mission owners, National Intelligence Managers, and/or IC functional oversight offices to develop, define, and monitor performance information and resource needs to satisfy priority requirements.

Examine, analyze, develop and present a variety of performance results, resource adjustment recommendations, briefings, and other pertinent communications.

Mandatory and Educational Requirements

Expert knowledge of performance management, budget formulation, programming, and budget execution processes for IC programs, a defense agency, or a military service.



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

Superior ability to apply analytic, diagnostic, and qualitative techniques, conduct independent research, filter and synthesize data sufficient to identify and evaluate alternatives and produce clear, logical, and concise products and recommendations to resolve complex, interrelated program and budgetary problems and issues.



Demonstrated superior organizational and interpersonal skills, specifically, the superior ability to plan strategically and manage competing priorities, the ability to negotiate, build consensus, and work effectively in a collaborative environment, and the superior ability to establish and maintain professional networks across all levels of management both internal and external. Possess superior oral and written communication skills.

Expert knowledge of the IC, Department of Defense (DoD), Office of Management and Budget, and Congressional budget processes and procedures.

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: *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_HR_OPS_TEAM_A_WMA@cia.ic.gov (classified email system) or Recruitment_TeamA@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.

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 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 703-275-3900 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 EEOC 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.**