



## General Position Information

**Job Title:** Program Director, Global Transnational Crime

Position Number: PE268

Position Grade: GS-15

**Salary Range:** \$122,530 - \$172,500 (not applicable for detailees)

**Vacancy Open Period:** 04/26/2021 – 05/11/2021

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal Candidates, Detailees

**Division:** MI/NIMC

**Duty Location:** McLean, Virginia

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees or detailees, 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 candidates 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 or up to one grade below 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.



- Candidates outside the Federal Government.
- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade or up to one grade below 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.

## **Component Mission:**

The Office of the Director of National Intelligence (ODNI) Deputy Director of Mission Integration (MI) serves as the Director of National Intelligence's (DNI) senior leader for intelligence integration across the IC enterprise. MI is responsible for ensuring customer outcomes by leading advances in collection and analysis that ensure the quality, timeliness, and utility of insights for the nation's decision-makers. Additionally, MI is responsible for increasing expertise and improving tradecraft at all levels through specialization, integration, and collaboration. MI is responsible for the strategic vision, direction, and planning to deliver a more integrated IC reflecting the collective wisdom of our collection and analytic components to advance, in support of the National Intelligence Managers, the Unifying Intelligence Strategies (UIS).

## **Major Duties and Responsibilities:**

- Support the National Intelligence Manager in efforts to coordinate and facilitate enterprise-wide integration of the Intelligence Community's analytic, collection, counterintelligence, and supporting capabilities related to the global transnational crime mission.
- Foster and cultivate strategic alliances and professional networks with interagency partners and other community elements to facilitate priority attention on transnational crime elements of the National Intelligence Strategy, Unifying Intelligence Strategy, Consolidated Intelligence Guidance, and National Intelligence Priorities Framework.
- Maintain situational awareness of significant issues in general, transnational crime in particular, and the broader community to alert senior ODNI/DNI staff regarding emerging issues that affect the mission.
- Oversee, guide, and monitor the governance structures to ensure decisions are made through the appropriate fora and disputes are resolved expeditiously.
- Lead the development and preparation of internal and external memoranda, tasking responses, and other correspondence, to include policy analysis documents in response to tasking from policymakers.



- Engage counterparts across IC, Law Enforcement, Military, Regulatory, Diplomatic, and Policy communities to ensure effective implementation of flagship collaboration initiatives.
- Lead IC resource prioritization, engagement and execution for NIM's mission/strategy/UIS with ODNI and agencies mission, enabling, and finance personnel.
- Oversee ranking and prioritizing of competing requirements for additional capabilities through a transparent and accountable methodology.
- Support briefings to senior IC officials and other major stakeholders on collaboration progress, issues and challenges.

## **Mandatory Requirements:**

- Expert knowledge of IC organizations as well as IC mission posture, structures, capabilities, processes, and policy development.
- Superior interpersonal skills and superior ability to work effectively in both independent and in a team or collaborative environment.
- Superior oral and written communication skills, including superior ability to draft and edit written reports of varying length and complexity, and to communicate effectively with audiences of varying seniority and expertise.
- Superior analytical and critical thinking skills, including the superior ability to think strategically, identify needs and requirements, develop recommendations, and evaluate outcomes against goals and objectives

## **Desired:**

- Superior leadership skills and ability to lead interagency working groups, build coalitions with IC elements to achieve common goals.
- Expert knowledge of and experience with any of the following: programmatic management, financial management, strategic planning, systems analysis, evaluation techniques, or performance management.
- Demonstrated knowledge of the Intelligence Planning, Programming, Budget, and Evaluation (IPPBE) process and experience developing inputs for each phase.

## **Key Requirements and How to Apply**

***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\_TM\_HR\_OPS\_TEAM\_D\_WMA@cia.ic.gov (classified email system) or Recruitment\_Teamd@dni.gov (unclassified email system).



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Applicants experiencing technical issues may submit their application via email to either email system.

Applicants submitting via JWICS are requested to submit their materials to both *sandmaj@dni.ic.gov* (Jonathan S.) and *aclaalb@dni.ic.gov* (Alex A.) 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\_D\_WMA@cia.ic.gov* (classified email system) or *Recruitment\_Teamd@dni.gov* (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both *sandmaj@dni.ic.gov* (Jonathan S.) and *aclaalb@dni.ic.gov* (Alex A.) 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 703-275-3663.

## 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: 703-275-3663; Email: [Recruitment\\_TeamD@dni.gov](mailto:Recruitment_TeamD@dni.gov)

## Other Information

The ODNI is an excepted service agency, therefore because this position is in the excepted service, it may not be filled by competitive appointment, and acceptance of the proposed appointment will take applicants in competitive service positions outside the competitive service while occupying the excepted service position.

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



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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](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) and [DNI\\_Diversity\\_WMA@cia.ic.gov](mailto:DNI_Diversity_WMA@cia.ic.gov), by unclassified email at [DNI\\_DRA@dni.gov](mailto: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 EOD 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.**