



General Position Information

Job Title: 15585 – Program Manager – GS-15

Salary Range: \$102,663.00 - \$170,800.00

Vacancy Open Period: 12/30/2019 – 12/30/2020

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: EC/SRA

Duty Location: Bethesda, MD

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

***** OPEN UNTIL FILLED: This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration.*****

This is an opportunity for:

- An internal candidate to fill a GS-15 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 two below 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.
- For a detailee assignment:



- Current Federal Government employees GS-14 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.

Component Mission

The Deputy Director of National Intelligence for Enterprise Capacity (DDNI/EC) is responsible to the DNI for all matters pertaining to IC resources, workforce, systems, technology and infrastructure, with five reporting components: Acquisition, Procurement and Facilities, IC Chief Financial Officer, IC Chief Human Capital Officer, IC Chief Information Officer, and Systems & Resource Analyses.

Major Duties and Responsibilities (MDRs)

- Contribute to leading the Intelligence Community (IC) programmatic and resource allocation process, including by developing strategic resource management plans and strategies, conducting program and systems analysis, and independently evaluating programs and resources related to the National Intelligence Program (NIP) and Military Intelligence Program (MIP).
- Advise the Director of National Intelligence (DNI) on matters pertaining to NIP and MIP resource management through independent analyses and program evaluation.
- Advise the DNI by providing alternative approaches and strategies for IC programs, requirements, and budgets to establish priority objectives, address projected threats and capability gaps, estimate costs, risk and tradeoffs, and identify/minimize resource constraints.
- Lead teams conducting in-depth analysis of NIP policies, missions, plans, and capabilities, ensuring linkage to the National Intelligence Strategy and other IC priorities.
- Lead, plan, and author IC resource strategies, analytical issue papers, strategic evaluations, background papers, talking points, resource issue papers, and/or other analytic products applying extensive subject matter knowledge to support the IC senior leadership in making informed programmatic decisions

Mandatory and Educational Requirements

- Expert knowledge of and experience with any of the following: programmatic management, financial management, strategic planning, systems analysis, evaluation techniques, or performance management.
- Superior ability to apply quantitative and qualitative analytic techniques and lead teams in evaluating complex issues and recommending appropriate alternatives.
- Superior oral and written communication skills, including a superior ability to produce clear, logical, and concise products targeted to and meets the needs of diverse audiences with different perspectives and objectives. and to represent your organization in meetings with senior leadership.
- Superior organizational, interpersonal, and problem-solving skills, including experience with establishing and leading broad-based teams, and independently coordinating and leading collaborative efforts.



- Superior program management, analytic, and critical thinking skills, including expert ability to conduct program and management assessments, to identify needs and requirements, and to develop non-linear process improvement recommendations for implementation across the IC. Expert knowledge of and experience with the IC analytic organizations' structures, missions, priorities, and resources.
- Superior ability to work effectively with senior leadership to build consensus on contentious issues and to foster a collaborative work environment across the ODNI, IC, and mission partners.
- Superior ability to observe, measure, and evaluate outcomes against goals and objectives and direct the development and implementation of solutions and/or organizational changes.

Desired Requirements

- Expert knowledge of the IC and its components, missions, and interrelationships, including a superior ability to lead broad-based teams addressing key IC issues.
- Superior ability to conceptualize, organize, and draw inferences from incomplete data and present a compelling analysis of findings and issues; superior ability to identify, articulate, document, and mitigate knowledge gaps or alternatives approaches.
- Expert knowledge of and experience with NIP/MIP budget formulation programming and budget execution
- Expert knowledge of the IC, Department of Defense, Office of Management and Budget, and Congressional budget processes and procedures.
- COTR Certification and experience as Contracting Officer Technical Representative (COTR).

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: 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 portifa@dni.ic.gov (Faith P.), majettm@dni.ic.gov (Maya M.), 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_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 portifa@dni.ic.gov (Faith P.), majetm@dni.ic.gov (Maya M.), 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.

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

Email: Recruitment_TeamB@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 703-275-3799 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.**