



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

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## General Position Information

**Job Title:** Program Coordinator - Red

**Position Number:** 15725

**Position Grade:** GS-15

**Salary Range:** \$126,233 - \$176,300 (not applicable for detailees)

**Vacancy Open Period:** 06/24/2022 – 07/09/2022

**Position Type:** Cadre, Detailee

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

**Division:** DNI/NCSC

**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

This is an opportunity for:

- An internal 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 or one grade lower than the advertised position grade may apply.

- For a cadre assignment:
  - Current ODNI permanent cadre.
- For a detailee assignment:
  - Current Federal Government employees at the same grade or one grade lower than the advertised grade may apply.



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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 will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail assignment, will be assigned to the position at his or her current grade and salary.

## Component Mission

The mission of the National Counterintelligence & Security Center is to lead and support the U.S. Government's counterintelligence (CI) and security activities critical to protecting our nation; provide CI outreach to U.S. private sector entities at risk of foreign intelligence penetration; and issue public warnings regarding intelligence threats to the U.S.

## Major Duties and Responsibilities (MDRs)

Oversee planning, development, and compliance with plans and schedules for multiple projects and programs throughout the life of the projects.

Oversee and lead the definition and review of customer and stakeholder requirements; ensure requirements align with existing priorities, objectives, and mission requirements.

Oversee resolution of complex issues related to project plans and schedules based on a clear understanding of mission requirements, relevant laws and policies, and information on project cost, schedule, quality, and performance; Provide leadership and guidance to identify and mitigate program risks; conduct risk analysis to prioritize risks and impact against IC priorities and other dependencies; characterize threats and opportunities to identify mitigation strategies.

Provide oversight of cost and resource estimates; participate in budget planning activities and develop cost estimating strategies for future projects. Provide strategic leadership and/or oversight to the successful execution of group spend plans and assess variances from cost and schedule baselines; oversee reallocation of resources in response to changes while considering impact to project cost, schedule, and quality of deliverables.

Oversee project performance reviews, gather important information, and oversee development and maintenance of appropriate project documentation. Ensure policies and procedures are being followed, and communicate needs and requirements.

Develop and maintain deep working relationships with counterparts at all levels in ODNI and across the IC and partner organizations. Engage effectively with experts and partners in multiple disciplines, including the legal, policy, technology, and resources fields.

Initiate, cultivate, and conduct outreach with senior-level customers, including senior ODNI and IC leadership, to maintain awareness and transparency. Plan and prepare briefings, reports, and updates.

Oversee the work of group members and manage staff officers at different levels.

Evaluate the quality of analysis and ensure competitive and alternative analyses are conducted on topics related to assigned missions and requirements.

Other duties, as assigned.



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## **Mandatory and Educational Requirements**

Expert knowledge of IC information management, technology, and security guidelines, including document storage, retention, and classification requirements.

Expert knowledge of the IC and its components, missions, and interrelationships, including a superior ability to lead broad-based teams regarding key IC issues

Expert knowledge of and experience with the personnel and information-security missions, including challenges, capabilities, and strategic intent.

Superior analytical, critical thinking, and problem solving skills, including the superior ability to interpret complex information from multiple sources.

Strong organizational and problem-solving skills, including an excellent ability to manage changing and competing priorities under strict timelines while maintaining a high level of attention to detail.

Superior interpersonal skills and ability to establish effective professional and interpersonal relationships with stakeholders at all levels of seniority and subject-matter proficiency.

Excellent ability to work effectively with ODNI leaders in a highly active, fast-paced, and demanding organization.

Superior oral and written communication skills to communicate effectively with key stakeholders at different levels of subject matter depth throughout the IC and United States Government. Superior ability to deliver presentations to organizational leadership, senior policymakers, and senior U.S. Government officials in a manner that meets their requirements and to provide expert analysis and recommendations that ensure group objectives align with IC priorities.

## **Desired Requirements**

Strong experience with mission capability needs, ideally in the counterintelligence and personnel security, and demonstrated experience applying mission and policy knowledge to technology and/or information sharing capability needs.

Extensive knowledge of developing strategic and programmatic approaches to achieve priorities and objectives.

Program management skills and experience, including experience conducting program reviews and management assessments, identifying requirements, and developing process-improvement recommendations.

Extensive experience in providing leadership, oversight, and guidance to manage complex projects, mitigate risks, assess customer requirements, identify dependencies, and develop responsive project plans.

Demonstrated understanding of software management principles, including agile development and system accreditation and authorization processes.

Demonstrated ability to develop effective professional and interpersonal relationships with stakeholders at all levels of seniority and subject-matter proficiency in the Office of the Director of National Intelligence (ODNI), the IC, and U.S. Government and to earn their confidence and trust.

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



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## 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.

### 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:

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



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- 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:** *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.

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 703-275-3888

## **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.



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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.

**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](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) by unclassified email at [DNI\\_DRA@dni.gov](mailto:DNI_DRA@dni.gov), by telephone at 703-275-3900 or by FAX at 703-275-1277 . 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.**