



General Position Information

Job Title: 15878 - Executive Officer – GS-14

Salary Range: \$102,663 - \$157,709

Vacancy Open Period: 3/25/2020 – 4/22/2020

Position Type: Cadre

Who May Apply: Internal ODNI Candidates

Division: MI/MPAC

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-14 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.

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.



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 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 (MDRs)

- Plan, prepare, justify, schedule and execute budget actions; coordinate and monitor budgetary, financial, accounting, or auditing activities to ensure cost-effective support of activities conducted or overseen by MPAC; analyze and assess financial conditions by applying financial principles, policies, methods, techniques, and systems.
- Assist the Chief of Staff in managing and overseeing programmatic initiatives and the daily operations of the organization and collaborate with office leadership to ensure strategic alignment with the mission, goals, and objectives of the ODNI; maintain the component's strategic work plan.
- Execute and monitor internal and external taskings, ensure collaboration and coordination on responses, ensure quality and completeness of responses, prepare for meetings, briefings, and special events, schedule meetings, prepare read ahead materials, and maintain records of proceedings as required.
- Assist the Chief of Staff in overseeing corporate communications ensuring workforce awareness of IC, ODNI, and organizational programs, initiatives, requirements, training, and other opportunities; facilitate two-way communications between workforce and leadership.
- Plan and manage the senior executive's calendar and evaluate email and correspondence to determine and prioritize action items and coordinate responses within established deadlines.
- Evaluate information from staff meetings and weekly reports to determine those that require action; plan, develop, and maintain a system to generate reminders for completion deadlines.
- Serve as an MPAC Front Office Contracting Officer Technical Representative (COTR) responsible for a full range of contracting activities across the component, including acquisition planning and contract initiation, modification, and performance. Prepare, review, and edit Statements of Work and Government Cost Estimates; draft and submit BASIS Contract Requests (BCRs); monitor execution rates, approve vendor invoices.



- Interpret and assess impacts of new and revised Executive or Congressional language on planned or existing resources, programs, activities, and mission; assessing effects of actions on program viability and attainment of objectives.

Mandatory and Educational Requirements

- Demonstrated ability to manage competing priorities while maintaining a high level of attention to detail; demonstrated ability to work effectively with ODNI's leaders in a highly active, fast-paced, and demanding organization.
- Demonstrated organizational and interpersonal skills, and demonstrated ability to develop working relationships and networks with internal and external managers and staff and to work effectively and independently in a team or collaborative environment.
- Demonstrated ability to solicit input from colleagues and peers and to negotiate and develop consensus recommendations; demonstrated ability to remain open-minded and change opinions on the basis of new information and requirements.
- Extensive knowledge and skill in English grammar, spelling, punctuation, and proofreading, as well as oral and written communication skills sufficient to compose, edit, and deliver responses to customers.
- Demonstrated analytical and critical thinking skills, including demonstrated ability to interpret complex information from multiple sources.

Desired Requirements

- Demonstrated ability to plan, prepare, justify, administer, analyze, forecast, and monitor budget/financial information to ensure cost-effective support of organizations and programs, including conducting budget/financial data analysis and assessing financial conditions by applying financial principles, policies, methods, techniques, and systems.
- COTR Level I certification
- Extensive knowledge of office management and administrative functions involving logistics, facilities, budget, finance, contracts, travel, security and HR procedures and systems.

Key Requirements and How To Apply

Internal ODNI Cadre 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. **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_TM_HR_OPS_TEAM_D_WMA@cia.ic.gov (classified email system) or Recruitment_TeamD@dni.gov (unclassified email system). Applicants experiencing technical issues should contact the HR POC for guidance. Applicants submitting via JWICS are requested to submit their materials to both kurtjen@dni.ic.gov (*Jen K.*) and aclaale@dni.ic.gov (*Alex A.*) in lieu of the group address above.

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.

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.

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

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 EEOC EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION AS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**