



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

Job Title: 16723 – Resource Manager - GS-14

Salary Range: \$86,335 - \$157,709 (not applicable for detailees)

Vacancy Open Period: 1/22/2020 – 1/21/2021

Position Type: Cadre, Detailee

Who May Apply: Internal and External Candidates, Detailees

Division: IC IG/MSD/PO

Duty Location: Reston, 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

*** 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 or external 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 up to two grades 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.



- Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
- Current Federal Government employees. (Current GS employees at the same grade or up to two grades lower than the advertised position grade may apply.)
- Candidates outside the Federal Government.
- For a detailee assignment:
 - Current Federal Government employees. (Current GS employees at the same grade or up to two grades lower than the advertised position grade 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.
- 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 Inspector General of the Intelligence Community (ICIG) was established within the Office of the Director of National Intelligence (ODNI) by the Intelligence Authorization Act for Fiscal Year 2010. The ICIG has the authority to initiate and conduct independent audits, inspections, investigations, and reviews of programs and activities within the responsibility and authority of the Director of National Intelligence (DNI). The ICIG's principal organizational divisions are Audit, Investigations, Inspections and Evaluations, and Management and Administration. The ICIG also operates a Center for Protected Disclosures.

Major Duties and Responsibilities (MDRs)

The Resource Manager is responsible for administering and managing the ICIG's budget and resources, and advising ICIG senior leadership on resource related matters. The ICIG is a relatively small-sized office with a large statutory mandate to provide independent and objective oversight of all programs and activities within the responsibility and authority of the DNI. We are very passionate about what we do – we believe in our intelligence oversight mission and our core values of integrity, independence, commitment, diversity, and transparency. We are looking for someone who shares these core values and will apply them to our mission enabling efforts. If you believe in the mission of effective and objective intelligence oversight, are committed to excellence, and are looking for an opportunity to have a positive and enduring impact on the United States Intelligence Community, this is the place for you.



We are looking for a Resource Manager to apply budget and fiscal-related laws, regulations, policies, precedents, methods, and techniques to the management of ICIG resources through all phases of the federal budgetary process; oversee all ICIG contract activities; and serve as the office's designated emergency relocation officer. You will communicate with the workforce and senior leaders across the Intelligence Community, other intelligence oversight professionals, and other interested stakeholders to plan, manage and coordinate resource requirements across the ICIG enterprise. Critical thinking, excellent technical skills, strong business acumen, and exceptional inter-personal skills are essential in this role. The ideal candidate for this position is well versed in the scope of laws, regulations, and policies that affect the organization's financial and accounting support systems, as well as contracts management. If you are also an outstanding communicator, detail oriented, and forward thinking, we would like to meet you.

The incumbent in this position will:

- Plan, prepare, justify, administer, analyze, forecast, schedule, and sequence timing of actions to effectively coordinate and monitor budgetary, financial, accounting, or auditing activities to ensure cost-effective ICIG operations.
- Plan, manage, coordinate, and integrate work activities, assignments, and projects with managers internal to the ODNI and across the Intelligence Community (IC) to ensure their understanding and the effective completion of initiatives and requirements.
- Interpret and assess impacts of new and revised Executive or Congressional language on planned or existing resources, programs, activities, and mission.
- Collect, research, and analyze comprehensive and substantive financial information that includes budget, financial, accounting, audit, and financial reporting information to develop testimony, briefings, and talking points for senior ICIG leadership, and provide guidance on the preparation of resource requests, reports, or the like to the DNI and Congress.
- Lead the development of financial analyses and provide expert advice and recommendations to ICIG senior leadership and the workforce regarding resource administration.
- Determine the impact of strategic and capital planning, lifecycle management, and policy enforcement throughout the fiscal life cycle (i.e., planning, programming, budgeting, execution, and evaluation) on ICIG activities.
- Monitor and evaluate the progress and outcomes of financial execution plans and identify potential threats or opportunities.
- Apply expert knowledge of strategic planning principles that incorporate the vision, mission, and strategic objectives of ICIG to modify long range resource plans in accordance with changes in Congressional and Presidential program goals.
- Liaise with Office of the Director of National Intelligence (ODNI) and Office of Management and Budget (OMB) representatives, or Congressional oversight committees on financial management issues; participate in IC-wide financial management meetings.



- Maintain ICIG's compliance with IPERIA by timely reviewing and validating invoices for services/materials received.
- Serve as a Contracting Officer Technical Representative (COTR) providing overall administration, performance oversight, and technical direction for ICIG contracts.
- Serve as the technical liaison between contractors and the ODNI Contracting Officer (CO).
- Monitor contract performance and delivery of the final products and/or services, and verify work performed meets qualitative and quantitative expectations.
- Initiate, review, and approve funding documents to support mission requirements.
- Coordinate security clearances for contracted employees.
- Maintain COTR files.
- Ensure ICIG compliance with emergency planning requirements.

Mandatory and Educational Requirements

- Extensive knowledge of the concepts, principles, practices, laws, and regulations of financial management, budgeting, accounting, or auditing sufficient to conduct difficult assignments involving interfaces and inter-relationships between and among programs, systems, functions, policies, and various issues and relationships between the IC and ODNI organizational elements, the Office of Management and Budget (OMB) and the Congress.
- 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.
- Proven ability to substantially assess enterprise-wide organizational processes and programs to provide financial advice and recommendations to customers within the context of operational requirements.
- Ability to make decisions and recommendations that address undefined issues that require analysis of immediate and long-range implications.
- Ability to consider and assess intent of financial or budgetary and program legislation and its effect on the achievement of ICIG strategic objectives.
- Ability to conduct accounting, and develop financial reporting information; extensive knowledge of financial principles, policies, methods, techniques, and systems.
- Extensive knowledge of departmental or agency financial management policy, regulations, and financial systems, and demonstrated ability to apply sound and independent judgment in order to resolve complex financial problems.



- Demonstrated oral and written communication skills to communicate effectively with key stakeholders throughout the IC and the United States Government.
- Demonstrated interpersonal, organizational, and problem-solving skills, including the demonstrated ability to develop working relationships and networks with internal and external managers and staff.
- Ability to develop consensus recommendations, solicit input from colleagues and peers, remain open-minded, and change opinions on the basis of new information and requirements.
- Knowledge of contract vehicles to include, independent contractor, commercial item acquisitions, firm fixed price, and indefinite delivery indefinite quantity, and cost reimbursement.

Desired Requirements

- Bachelor's Degree or equivalent relevant work experience. 24 hours of finance, accounting or other relevant business courses.
- Contracting Officer Technical Representative Certification (Level 1 or higher)
- Understanding of the business operations of Offices of Inspectors General or other oversight entities.

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_B_WMA@cia.ic.gov (classified email system) or Recruitment_TeamB@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 zackern@dni.ic.gov (Natalia Z.), majettm@dni.ic.gov (Maya M.), and gilesro@dni.ic.gov (Roderick G.) in lieu of the group address above.

External Candidates:

Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of an ODNI medical screening.



- A two-year trial period is required for all new permanent appointments to the ODNI.

A complete application must include:

- 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.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
- SF-50 (if applicable):** Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.

WHERE TO SUBMIT: *External Candidates must submit an application through www.intelligencecareers.gov.* All attachments should be in Microsoft Word or Adobe PDF format.

Current Federal Employees within the Intelligence Community (IC) 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 Applying for a Detail Assignment:

A complete application package must include:

- WRITTEN ENDORSEMENT** from the employing agency concurring with the detail
- 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.
- 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.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
- SF-50 (if applicable):** Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.

WHERE TO SUBMIT: Applicants from federal agencies outside the IC 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 zackern@dni.ic.gov (Natalia Z.), majettm@dni.ic.gov (Maya M.), and gilesro@dni.ic.gov (Roderick G.) 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 301-243-1318 or 703-275-2208

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: 301-243-1318 or 703-275-2208; Email: Recruitment_TeamB@dni.gov

Other Information

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



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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 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.**