



General Position Information

Job Title: 17085 - Program Manager, FSLT-IS - GS-15

Salary Range: \$117,191 - \$166,500 (not applicable for detailees)

Vacancy Open Period: 09/25/2019 - 09/24/2020

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: CMO/CMO

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-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.

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. . (Current GS employees at the same grade or one grade 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.

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

Component Mission

National Security Partnerships synchronizes IC support and whole of government efforts with federal, state and local governments, the private sector and the Department of Defense, ensuring IC outreach is coordinated, timely and relevant. It also provides key leadership for activities in four domains that operate across national sectors – aviation, maritime, space and cyber -- bringing the IC's activities in these domains into alignment, and facilitating coordinated engagement internal to the ODNI, across the IC and with the rest of the federal government.

Major Duties and Responsibilities (MDRs)

- Serve as the Program Manager for the Federal Partners team Engagement Management Division within the Office of the Federal, State, Local and Tribal-Information Sharing (FSLT-IS) office.
- Ensure Non-Title 50 (NT-50) Departments and Agencies are able to leverage the resources of the US Intelligence Community (IC) as required to accomplish their missions.
- Plan, lead, and coordinate a wide range of IC activities and projects related to national intelligence support for NT-50 partners to ensure partner intelligence requirements are met.
- Manage ongoing implementation of ICD 404, Executive Branch Intelligence Customers to include the coordinating selection of new Federal Senior Intelligence Coordinators (FSICs) as required.
- Serve as the subject matter expert and senior advisor regarding NT-50 partners' missions, capabilities, and organizational goals, represent ODNI policies and equities to partners, and establish and maintain clear roles and responsibilities for IC support.
- Lead the ODNI to engagement with NT-50 federal partners to promote information sharing and intelligence integration.



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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

- Represent ODNI in NT-50 interagency working groups to recognize, value, build, and leverage collaborative working relationships and networks. Pilot new mechanisms for information sharing as feasible.
- Plan, develop, and communicate policies, guidelines, and procedures that support NT-50 intelligence requirements and provide a framework for managing the relationships between federal partners, the ODNI, and IC elements.
- Synchronize the ODNI and IC approach to outreach and engagement with NT-50 departments and agencies.
- Ensure IC is able to access and leverage NT-50 expertise as required to accomplish specific missions.
- Establish and maintain collaborative tools such as the NT-50 Events Calendar, the Federal Intelligence Coordination Office (FICO) Phonebook and the FSIC contact list.
- Lead, plan and manage all aspects of federal partner visits with ODNI leadership, to include advance coordination with partners, developing meeting agendas, preparing ODNI leadership for meetings, and monitoring the completion of any follow-on actions.
- Prioritize and manage staff actions and ODNI internal and external tasking pertaining to federal partner relationships; plan and participate in partner meetings, interagency fora, and special events, and address ODNI leadership questions concerning partner relations.
- Facilitate dialogue between the ODNI and leaders of NT-50 partners on the adequacy and responsiveness of the IC to their needs, regarding customer requirements and in assessing performance. Provide senior leadership with substantive advice to facilitate a situational understanding of the organizational relationships and issues between the IC and NT-50 partners.
- Lead and promote communication and training initiatives to enhance mutual understanding between the ODNI, IC, and non-Title 50 partners.
- Lead, manage and organize IC and ODNI working groups, meetings, boards, and other fora to facilitate dialogue between the ODNI and intelligence leaders of NT-50 partner agencies to exchange information, develop recommendations, resolve issues, and implement specific ODNI policies regarding partner relations issues.
- Lead, manage, and organize U.S. Government working groups, meeting, boards, and other forums to exchange information, develop recommendations, resolve issues, and implement specific policies regarding partner relations issues.



- Guide the planning, preparation, and presentation of talking points, executive summaries, briefings, and other communication vehicles, and actively lead in the definition, development, growth, and execution of key support services for NT-50 partners.
- Guide the planning, preparation, and presentation of briefing papers, meeting guidance, and other related information on partner information sharing issues, partner relationships, and policies for senior leaders.

Mandatory and Educational Requirements

- Demonstrated expertise experience and expert knowledge of the ODNI, IC, and federal, state, and local entities to build and sustain effective working relationships and promote the sharing of information with partner organizations.
- Superior ability to develop effective plans for complex interagency projects, taking into account a diverse range of considerations and ensuring that the activities can be successfully completed.
- Extensive knowledge and proven ability in consistently demonstrating key attributes of effective staff officers, to include anticipating requirements, displaying initiative, and seeking and following additional guidance and perspective.
- Superior interpersonal, organizational, and problem-solving skills, including demonstrated ability to work effectively both independently and in a team or collaborative environment.
- Strong oral and written communication skills; demonstrated ability to communicate complex information clearly, concisely, and in a manner that is targeted to and meets the needs of audiences with different missions, perspectives and objectives.
- Demonstrated superior ability to develop collaborative solutions for issues of common concern with partner organizations; demonstrated ability to manage sensitive matters and/or complex problems, make key contributions to group efforts, and exercise appropriate leadership and initiative.
- Superior ability to listen to, clarify, and convey understanding of others' ideas, comments, and questions as well as demonstrated ability to integrate and build upon diverse opinions in a manner that encourages the development of integrated solutions and way-ahead strategies

Desired Requirements

- Experience in working with the intelligence team of a NT-50 department or agency.
- Strong ability to work effectively in an interagency environment on complex issues requiring negotiation and consensus building.



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:

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_A_WMA@cia.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). 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 portifa@dni.ic.gov (*Faith P.*) and BANKSSA@ni.ic.gov (*Sandra B.*) in lieu of the group address above.

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_A_WMA@cia.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov (*Faith P.*) and BANKSSA@dni.ic.gov (Sandra B.) 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 703-275-3799.

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: 703-275-3799; Email: Recruitment_TeamA@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 VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**