



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: 17176 – Technical Editor and Written Products Quality Assurance Program Manager - GS-14

Salary Range: \$102,663 - \$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/MS/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 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.



- 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 one grade 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 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.
- 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 Quality Assurance Program Manager administers the ICIG's quality assurance program to ensure that work performed in the ICIG adheres to established policies and procedures, meets established standards of performance, and is carried out economically, efficiently, and effectively. 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.



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

We are looking for a Quality Assurance Program Manager to provide editorial support and quality control for ICIG products in support of our mission to provide effective and objective intelligence oversight across the Intelligence Community. You will collaborate with stakeholders to ensure consistency, accuracy, and timely processing for ICIG products from inception through the full records management lifecycle. 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 an outstanding writer with a demonstrated ability to evaluate the big picture as well as the fine details, and handle multiple projects while delivering high-quality content in a fast paced environment. If you are also an outstanding communicator, detail oriented, forward thinking, and an effective negotiator, we would like to meet you.

The incumbent in this position will:

- Serve as the Office of the Inspector General of the Intelligence Community's (ICIG) editorial expert and advise ICIG personnel on all written products, ensuring quality meets organizational standards.
- Create, implement, and maintain easily adaptable and applicable writing templates, style manuals, and guidelines to streamline and enhance the writing process.
- Develop and administer quality assurance review guidelines, and efficiently control processes to deliver accurate, timely, and consistent ICIG products.
- Closely coordinate with Assistant Inspectors General and division staff to provide writing and editorial support to produce high quality ICIG products.
- Apply expert knowledge of grammar, punctuation, writing standards, and format preferences to develop products that facilitate rapid comprehension of complex, substantive issues in a variety of ICIG publications.
- Lead the ICIG's Executive Secretariat function and serve as the ICIG's liaison to the Office of the Director of National Intelligence Executive Secretariat and other stakeholders to prepare and route official reports and correspondence to the Office of the Director of National Intelligence (ODNI) Front Office, and provide fully vetted, accurate, and timely responses to ODNI tasking's.
- Manage and preserve information to and from the ICIG ensuring correspondence, emails, memoranda, other communications and documents requiring clearance and approval are processed efficiently and accurately.
- Oversee the ICIG Records Management program ensuring the efficient and systematic control of ICIG records throughout the full lifecycle, including the creation, receipt, maintenance, use, and disposition of records in accordance with National Archive and Records Administration (NARA) standards and guidelines.
- Oversee intake and processing of Freedom of Information Act requests involving ICIG equities ensuring timely and accurate response.
- Plan, manage, and coordinate strategic and tactical projects, plan and execute action taskings associated with assigned projects, and provide project status and reporting.



Mandatory and Educational Requirements

- Excellent written and verbal communication skills, ability to manage priorities, and a proactive approach to resolving problems and delivering results.
- Proven ability to write and edit complex content so that it is easy to understand.
- Superior interpersonal, organizational, and problem-solving skills, including a demonstrated ability to work effectively both independently and in a team or collaborative environment, and to lead and mentor colleagues.
- Exceptional time management skills, ability to effectively prioritize tasks with competing deadlines, and superior ability to work under tight deadlines.
- Superior ability to listen to, clarify, and convey understanding of others' ideas, comments, and questions as well as to integrate and build upon diverse opinions in a manner that encourages the formation of integrated solutions and positions.
- Demonstrated oral and written communication skills to communicate effectively with key stakeholders throughout the IC and United States Government.
- Bachelor's degree.
- Minimum three years of editing or technical writing experience, or similar experience.

Desired Requirements

- Bachelor's or Graduate degree in English, journalism, or other similar field with a heavy emphasis on writing.
- Understanding of the business operations of Offices of Inspectors General.

This job is ideal for someone who is:

- Achievement and purpose oriented;
- Team oriented;
- An excellent communicator;
- Intellectually curious;
- Detail oriented;
- A self-starter; and
- Actively and personally involved



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:

- 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 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.
- d. **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:

- 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. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
- f. **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

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 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.**