



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: 18968 – Deputy for Plans, Budget & Execution (PB&E) - GS-15

Salary Range: \$122,530.00 - \$172,500.00

Vacancy Open Period: 03/04/2021 – 04/02/2021

Position Type: Cadre, Detailee

Who May Apply: Internal and Detailees

Division: PC/IARPA

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.

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 in the grade of GS-15 or one grade lower may apply.)
- For a detailee assignment:



- Current Federal Government employees. (Current GS employees in the grade of GS-15 or one grade lower 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.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.
- 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 Policy and Capabilities Directorate is focused on ensuring the IC is best postured to meet the future challenges and threats confronting our nation.

The Intelligence Advanced Research Projects Activity (IARPA) is an independent activity within the Office of the Director of National Intelligence (ODNI) and is aligned with DDNI/PC. IARPA invests in high-risk, high-payoff research programs to tackle some of the most difficult challenges of the agencies and disciplines in the Intelligence Community (IC). The Plans, Budget and Execution (PB&E) team is part of the Operations Group within IARPA.

Major Duties and Responsibilities (MDRs)

- Identify and evaluate key intelligence program and budget issues, evaluate program alternatives, and develop program proposals for decision by ODNI senior management.

Mandatory and Educational Requirements

- Advise the IARPA Director and the Chief, PB&E on the development and implementation of strategic plans, programmatic funding, and budgetary activities.
- Identify and evaluate key intelligence program and budget issues, evaluate program alternatives, and develop program proposals for decision by ODNI senior management.
- Analyze budget requests and budget execution data for accuracy and ensure consistency with Intelligence Community (IC) priorities.
- Identify and evaluate budget trends for consideration by management and manage the development of strategies for the preparation, presentation, and defense of the IARPA budget activities.
- Monitor and assess IARPA budget spend rates and advise senior management of anomalies and corrective action plans, including operating year budget reports and reprogramming requests.
- Establish controls and provide extensive technical analyses, budgetary advice, and guidance regarding the development and implementation of resource allocations and plans in order to defend budget activities.
- Communicate budget trends and issues to the Director of National Intelligence (DNI), Chief Financial Executive (CFE), IARPA Director, Chief, PB&E and ODNI stakeholders.



- Develop the IARPA response for Office of Management and Budget (OMB), Congressional, and ODNI program data calls and Question for the Record.
- Approve input to the Congressional Budget Justification Books (CJB), Intelligence Program Budget Submission/ Intelligence Program Objective Memorandum (IPBS/IPOM), Intelligence Budget Estimate Submission, financial plans, 5-year basis of estimate documentation, and other program financial documents and ensure submissions reflect IARPA's priorities and objectives.
- Review and assess the impact of Federal laws and regulations governing the use of appropriated (Research and Development) funds as they pertain to IARPA.
- Review, monitor, and summarize Congressional budget actions, such as budget marks and other relevant legislation as they pertain to IARPA.
- Deputy to the Chief, PB&E to lead, manage, and direct a professional level staff, evaluate performance, collaborate on goal setting, and provide feedback and guidance regarding personal and professional development opportunities.
- A Bachelor's degree in Finance, Accounting, Business Management or related field.

Desired Requirements

- Excellent knowledge of and experience with budget formulation, programming, and budget execution processes in an IC environment.
- Expert knowledge of the IC, Department of Defense, OMB, and Congressional budget processes and procedures.
- Master ability to apply analytic, diagnostic, and qualitative techniques sufficient to identify, evaluate, and recommend appropriate solutions to resolve complex, interrelated program and budgetary problems and issues.
- Excellent oral and written communication skills and demonstrated ability to conduct independent research, filter and synthesize data, and produce clear, logical, and concise products.
- Ability to plan strategically, analyze and assess programmatic initiatives, and report trends impacting mission objectives.
- Demonstrated ability to work cooperatively on a senior staff and to manage competing priorities.
- Expert leadership and managerial capabilities, including the ability to effectively direct taskings, assess and manage performance, and support personal and professional development of all levels of personnel.

Key Requirements and How to Apply

Internal ODNI Candidates:

A complete application package 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 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.



- 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](#).*

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-HR-HRM-TEAMB-Mailbox@cia.ic.gov (classified email system). Applicants experiencing technical issues should contact the HR POC for guidance. 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.



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 Team B; Phone: 301-243-1318

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 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.**