



General Position Information

Job Title: 20734 – Director, IARPA Office of Collections - SNIS Executive Tier 1

Salary Range: None provided (not applicable for detailees)

Vacancy Open Period: 2/24/2020 – 4/20/2020

Position Type: Cadre, Detailee

Who May Apply: Internal and External Candidates, Detailees

Division: DNI/SE/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 A STAFF RESERVE TERM-LIMITED POSITION******

Staff reserve appointments are time-limited appointments made for a period of up to 3 years, with a possible extension of up to 2 additional years.

This is an opportunity for:

- An internal or external candidate to fill a SNIS Executive Tier 1 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

Only Senior Service (SNIS, SES, SIS, DISES, DISL) candidates 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. Only Senior Service (SNIS, SES, SIS, DISES, DISL) and highly qualified GS-15 candidates may apply.
- Candidates outside the Federal Government.
- For a detailee assignment:
 - Current Federal Government employees. Only Senior Service (SNIS, SES, SIS, DISES, DISL) and highly qualified GS-15 candidates 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 grade and salary.
- For a selected non-Federal Government candidate, salary will be established within the applicable salary range, 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 Office of the Deputy Director of National Intelligence for Strategy and Engagement (S&E) is responsible for aligning the Intelligence Community's current focus with future strategies to drive national security outcomes. S&E positions the IC to achieve the future vision by leading transformative initiatives and cutting-edge research and development; supporting and spurring innovations; re-imagining data management in the digital age; establishing clear policy direction; and actively engaging with senior policymakers and the public.

The Intelligence Advanced Research Projects Activity (IARPA) is an activity within SE. IARPA invests in high-risk/high-payoff research programs that have the potential to provide our nation with an overwhelming future intelligence advantage over adversaries. IARPA addresses cross-agency challenges, leverages expertise from across the IC, and works transition strategies and plans with other agency partners.

Role of the IARPA Office Director:

This key IARPA leadership position provides an exceptional opportunity for a highly motivated innovator who combines superior leadership characteristics, breadth and depth of technical credibility, strategic vision and strong collaborative skills. The successful candidate will exert enduring influence on the future of the Intelligence Community (IC) with impact that spans beyond the IC to other government agencies, academia, industry, and international partners. The Office Director (OD) recruits, leads and mentors a team of world-class program managers to conceptualize, design, and manage IARPA's high-risk/high-payoff research programs. The OD addresses cross-agency challenges, leverages expertise from across the IC, and works transition strategies and plans with government partners. This position is



term limited. The OD for the Office of Collections is responsible for research investment strategy, scientific rigor, acquisition integrity and mission relevance for programs in such disciplines as chemical, biological, nuclear and explosives (CBRNE) detection, signals processing, antennas, geolocation, power sources, high performance computing, microelectronics, supply chain management, logistics, data storage and access, and ground, airborne and space surveillance.

Major Duties and Responsibilities (MDRs)

- Cultivate and foster an environment for the IARPA Program Managers to be successful in the formulation and execution of high-risk/high-payoff research programs.
- Identify and recruit highly qualified Program Managers and mentor them through the interview process, which includes making the case for a new research program.
- Manage the portfolio of research programs and studies within the office, ensuring alignment and synchronization with IARPA's tactical and strategic goals.
- Foster collaboration with transition partners throughout the IC to mutually share knowledge and experience; leverage these relationships to help ensure IC relevance of the office's programs, and to effect transition of results of the programs.
- Maintain technical awareness of major technical and scientific developments in areas relevant to the office, both within and outside the IC.
- Oversee and lead all activities of the office, including budget and financial execution, management of government personnel, oversight of contractor teams, and general office operations.
- Represent IARPA in external settings, such as conferences.
- Lead a professional staff in successfully defining and managing complex programs and projects that may include ill-defined requirements, ambiguity, parallel tasks, multiple dependencies, high risks, and multiple interfaces; ensure timelines, costs, deliverables, and outcomes are achieved according to approved plans.
- Establish, guide, and oversee ODNI and IC working groups, boards, and committees, as needed, to support accomplishment of corporate and strategic goals.
- Represent the DNI or Office on-related fora and conduct ongoing collaboration and outreach with stakeholders and partners across the ODNI, IC, Department of Defense, United States Government, and oversight organizations (e.g., Congress and OMB), as needed, to meet mission objectives.
- Perform personnel management responsibilities with a focus on building a high performance workforce; promote team building and a collaborative work environment; ensure goals and performance objectives are understood; assess performance and provide timely feedback, recognition, and remediation.
- Provide leadership, guidance, and oversight of staff in order to elicit, analyze, and define customer/stakeholder requirements, support development of investment plans, and ensure



development of business cases spanning multiple Intelligence Community organizations in order to meet stakeholder requirements.

Technical Qualifications:

- Bachelor degree and demonstrated expertise in research and development in science and technology area(s) relevant to the IARPA Office of Collections mission is required. Advanced degree in the sciences or engineering is desired.
- Experience developing and executing research programs with metrics, milestones, testing, and evaluation leading to new capabilities.
- Demonstrated knowledge of contract administration, fiscal management, and budget execution for the purpose of program planning and administration.

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

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 Brookkl@dni.ic.gov (Karren 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.



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. An explanation 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:** 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 the www.intelligencecareers.gov. All attachments should be in Microsoft Word or Adobe PDF format.

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:

- 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. An explanation 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.



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- 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 Brookkl@dni.ic.gov (*Karren 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 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>



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- 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_COO_TM_EEOD_RA_WMA@cia.ic.gov, by unclassified email at DNI-EEOD_WMA@cia.ic.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. 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.**