



General Position Information

Job Title: 21388 - Program Manager - GS-15

Salary Range: \$114,590 - \$164,200 (not applicable for detailees)

Vacancy Open Period: **11/13/2018-** 11/13/2019

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: APF/ACQ

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.

Component Mission

The Assistant Director of National Intelligence for Acquisition, Technology, and Facilities (ADNI/AT&F) ensures U.S. intelligence superiority by enabling the identification, development, and timely fielding of breakthrough capabilities, innovatively applying advanced technologies and acquisition excellence. DDNI/AT&F is the Intelligence Community (IC) catalyst for technical innovation, responsive stewardship, and acquisition excellence addressing the key intelligence challenges by leading advanced research and development focusing on disruptive technology leaps, integrating the IC Science and Technology (S&T) enterprise, developing and evaluating an IC-wide, end-to-end collection architecture to promote innovation and responsible financial stewardship, and establishing and maintaining an agile and transparent best-practice environment that promotes IC acquisition success.

Major Duties and Responsibilities (MDRs)

- Ensure recognition of identified/proposed program needs to inform and begin the ODNI processes for Community requirements validation, Independent Cost Estimation, and compliance with IC acquisition process for major systems.
- Lead and integrate functional teams to analyze potential program requirements for cost, schedule and performance and the statutory oversight thereof.
- Review advanced acquisition planning and programming and associated acquisition and investment strategy, to ensure the program plan is consistent with the Agency contracting processes (e.g., contracting milestones, solicitation, source selection, award, negotiation, and administration).
- Oversee the submissions, justifications, and/or administration of budgets and monitor expenditures for program areas to ensure they align with community-validated requirements and approved Program Management Plan.
- Lead, plan, and organize staff that will monitor specific acquisition programs to ensure they meet cost, schedule, and performance requirements throughout the life cycle and maintain accurate and credible cost, schedule, and performance reporting.
- Manage ongoing working relationships and expectations with customers, stakeholders, users, and decision authorities throughout the program life cycle. Ensure end-to-end mission capability across multiple IC elements is appropriately addressed to avoid architectural gaps.
- Ensure mission assurance (e.g. quality, maintainability, affordability, supportability, and training) is appropriate for products and/or services throughout the life cycle.

Mandatory and Educational Requirements

- Demonstrated ability to work effectively as a member and leader of a diverse, crosscutting team.
- Ability to recognize the unique role of oversight as detached from the defining, designing, and executing the program directly.
- Expert understanding of roles and missions of the enterprise (e.g., agency, department, IC) and other external factors. Superior ability to perceive organizational and political reality and expert understanding of how actions by one entity affect others to identify practical solutions for enterprise mission accomplishment.
- Solid understanding of the organization's financial processes. Superior ability to oversee acquisitions to achieve desired results; monitor expenditures and analyze cost-benefits to set priorities.
- Superior ability to develop collaborative information and expert knowledge of sharing networks and building alliances with colleagues and counterparts within and/or across the organization, the IC, other government/private organizations, or professional/technical disciplines to achieve organizational outcomes.



- Superior ability to build consensus and gain cooperation from others to obtain information and accomplish goals.
- Superior ability to develop and maintain effective working relationships, especially in difficult situations (e.g. when defending or analyzing a position). Superior ability to demonstrate and foster respect, understanding, courtesy, tact, and empathy.
- Superior ability to develop new insights into situations and apply innovative solutions to problems and to improve processes.
- Expert understanding of the interrelationships among organizations and components of the IC.
- Superior ability to dissect problems into meaningful parts and uses logic and judgment to determine accuracy and relevance of data. Superior ability to identify and reconcile gaps, uncertainties, and key assumptions of data. Superior ability to integrate evidence/information, evaluate and prioritize alternatives, and assess similarities and differences in data to develop findings and conclusions.
- Expert ability to identify, interpret, comply, and with and stay current on relevant regulations, guidelines, laws, and directives.
- Previous end-to-end (E2E) and IT acquisitions and/or systems engineering or STEM experience with IC programs.
- Project/Program Management Advanced/Expert Level certification or equivalent.

Desired Requirements

- COTR level 1 or the ability to become level 1 certified within 90 days.

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 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.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to joswida@dni.ic.gov (Daniel J.); and mitchsl@cia.ic.gov (Stephanie M.) 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.



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 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.
- 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-MSD-HR-RR-Team B WMA@dni.ic.gov](#) (classified email system) or [Recruitment TeamB@dni.gov](#) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to [joswida@dni.ic.gov](#) (Daniel J.); and [mitchsl@cia.ic.gov](#) (Stephanie M.) 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 301-243-9043.

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: 301-243-9043; Email: [Recruitment TeamB@dni.gov](#)

Other Information



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

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.**