



## General Position Information

**Job Title:** 21521 - Requirements Analyst - GS-15

**Salary Range:** \$114,590 - \$164,200

**Vacancy Open Period:** 12/28/2018 – 12/28/2019

**Position Type:** Cadre

**Who May Apply:** Internal ODNI Candidates

**Division:** SRA/PR

**Duty Location:** McLean, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

## Position Information

This is an opportunity for:

- An internal candidate to fill a GS-15 cadre position.

### Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

- For a cadre assignment:
  - Current ODNI permanent cadre.

### 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.

**\*\*\* 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.\*\*\***

## Component Mission

The Assistant Director of National Intelligence for Systems and Resource Analyses (ADNI/SRA) is the principle staff assistant and advisor to the Director of National Intelligence (DNI) on matters pertaining to program analyses, evaluation, and resource allocation through independent analyses and advice relevant to the National Intelligence Program (NIP) and the Military Intelligence Program. As the principle advisor to the DNI on these matters, the ADNI/SRA



analyzes, evaluates, and provides alternative plans, programs, and budgets for DNI priority objectives, projected threats, estimated costs, and resource constraints.

## Major Duties and Responsibilities (MDRs)

- Direct development and proposed Statements of Capabilities, Analytic Issue Papers, and Capability Requirements Policy and Instructions.
- Oversee maintenance of policy interfaces and relationships with Department of Defense (DoD) Joint Capability Integration and Development System, Intelligence Community Acquisition Model, Independent Cost Estimate Policy and Intelligence Planning, Programming, Budgeting and Evaluation.
- Lead, plan, direct, orchestrate, assess and evaluate the quality of analysis and ensure competitive and alternative analyses are conducted on topics related to capability requirements and non-material solutions.
- Lead the development and presentation of findings, conclusions, options, and recommendations to Office of Director of National Intelligence (ODNI) and IC senior management.
- Lead independent analyses of IC capabilities and programs, presenting the DNI with alternative courses of action, identifying cost and mission impacts and clarifying the advantages and disadvantages of each alternative.
- Direct assessment, documentation, validation and approval for NIP funded capability requirements.

## Mandatory and Educational Requirements

- Expert knowledge and work experience in intelligence operations providing needs, capability gaps and capability requirements support to policy, planning, and/or operations strategy and development for a variety of disciplines (e.g. Geospatial Intelligence, Signals Intelligence, Measurements and Signatures Intelligence, and Communication Systems).
- Expert knowledge of and experience with any of the following: programmatic management, strategic planning, systems analysis, evaluation techniques, or requirement and performance management.
- Superior organizational and interpersonal skills, including an superior ability to establish and lead IC-wide teams, and effectively and independently coordinate and lead collaborative efforts, and to lead and mentor junior colleagues.
- Superior ability to initiate, cultivate, and maintain productive working relationships with IC and other DoD/ United States Government elements in order to study and identify new and innovative ways of generating and depicting needs and capability gaps that more directly capture utility.
- Superior ability to communicate, both orally and in written products, complex information in a clear, concise manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives.
- 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.
- Expert knowledge of and experience in IC DoD regulations, policy and procedures as they apply to Capability Requirements and Major Systems Acquisition oversight and reporting.



## 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 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:** 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 both joswida@dni.ic.gov (*Daniel J.*) and mitchsl@dni.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](mailto:Recruitment_TeamB@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\_COO\_TM\_EEOD\_RA\_WMA@cia.ic.gov, by unclassified email at DNI-



# 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

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.**