



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

General Position Information

Job Title: 29260 - Program and Business Manager, Space Threat Assessment Cell – GS-15

Salary Range: \$102,316 – \$170,800

Vacancy Open Period: 2/21/2020 – 2/21/2021

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/NSP/DOMAINS/SD/STAC

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

This is an opportunity for:

- An internal candidate to fill a GS-15 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 two grades 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 at the same grade or one below 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.

*****Duty location for this position may be filled in one of the three locations:** Reston, VA., Dayton, OH or Huntsville, Ala***

*****OPEN UNTIL FILLED: This announcement will be open until the position is filled. Cut-off points are scheduled in two-week intervals. After each cut-off point, all compliant applicants received during the previous two weeks will be reviewed for consideration.*****

Component Mission:

National Security Partnerships synchronizes IC support and whole of government efforts with federal, state and local governments, the private sector and the Department of Defense, ensuring IC outreach is coordinated, timely and relevant. It also provides key leadership for activities in four domains that operate across national sectors – aviation, maritime, space and cyber -- bringing the IC's activities in these domains into alignment, and facilitating coordinated engagement internal to the ODNI, across the IC and with the rest of the federal government.

Major Duties and Responsibilities:

Provide expert guidance and assistance to Director, Space Threat Assessment Cell (STAC) regarding resource planning, programming, budgeting, financial execution, and contract planning, management and execution in support of the STAC's mission.

Enable and support STAC's comprehensive, long-term space threat assessment strategy in support of U.S. space security requirements, in collaboration with IC and DoD partners and customers. Directly influence the planning, execution, production, publication and dissemination of detailed technical assessments of future foreign space and counterspace capabilities that go beyond the intelligence record.

Coordinate and guide the planning, programming and budgeting activities for the STAC, to include budget justification activities, Congressionally Directed Actions and responses; advise STAC leadership on budgetary and other resource issues.

Lead, plan and author resource strategies, resource analytic papers, background papers, talking points, resource issues papers and/or other products to support the senior leadership in making informed programmatic decisions. Continually modify long-range plans in accordance with changes in D/STAC, NIM S&TI, NSP, ODNI, and Congressional direction.

Lead assessments to leverage best practices and lessons learned.

Execute the STAC's annual operating budget. Plan, prepare, analyze, forecast, schedule, administer and sequence funding actions to ensure cost-effective STAC operations, responsible financial management and effective audit readiness.



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

Serve as a Contracting Officer Technical Representative (COTR) providing overall administration, performance oversight, and technical direction for STAC contracts, service-level agreements and other interagency agreements.

Serve as the technical liaison between the CO and contractor; Monitor contract performance and delivery of the final products and/or services, and verify work performed meets qualitative and quantitative expectations.

Prepare and coordinate key acquisition documents (Statements of Work (SOW), Cost Estimates, Acquisition Plans, Evaluation Criteria, Memorandums of Agreement, etc.) in support of new and on-going STAC efforts.

Collaborate with Other Government Agencies and IC mission partners to ensure Service Level Agreements, Interagency Agreements and intergovernmental financial transactions are approved and executed appropriately and efficiently.

Oversee and execute the payment of funds for work performed through the invoice payment process.

Manage ongoing working relationships and expectations with customers, stakeholders, users, and decision authorities to meet STAC leadership objectives and goals.

Mandatory Requirements:

Expert knowledge of IC organizations; IC mission posture, structures, capabilities, processes and policy development.

Extensive knowledge of the concepts, principles, practices, laws, and regulations of financial management, budgeting, accounting, acquisition and procurement and auditing sufficient to oversee and guide a complex set of projects, contracts, manpower and resources in support of the STAC mission.

Demonstrated ability to plan, prepare, justify, administer, analyze, forecast, and monitor budget/financial information to ensure cost-effective support of organizations and programs.

Demonstrated experience and credentials as a Contracting Officer's Technical Representative (COTR) or Contracting Officer's Representative (COR); Ability and willingness to train and certify as an active ODNI COTR, if formal COTR/COR certifications and experience were gained in legacy assignments.

Proven ability to assess organizational processes and programs to provide financial advice and recommendations within the context of operational requirements; Ability to consider and assess the intent of financial or budgetary and program legislation and its effect on the achievement of STAC strategic objectives.

Extensive knowledge of financial management policy, regulations, and financial systems, and demonstrated ability to apply sound and independent judgment in order to resolve complex financial issues.

Demonstrated expert oral and written communication skills necessary to communicate effectively with key stakeholders at all levels within ODNI and with IC, other USG and a broad range of external mission partners; ability to give effective oral presentations, and to otherwise represent the ODNI, NSP, NIM S&TI and D/STAC in interagency meetings and other fora

Creative problem-solving skills and superior ability to provide leadership in carrying out mission responsibilities.

Expert situational judgment and interpersonal and networking skills to work collaboratively, and build strong relationships across occupations, organizations and geographic boundaries.



Desired Qualifications

Contracting Officer Technical Representative (COTR) Level II certification or the willingness to achieve COTR Level II certification.

Program Management Certification or the willingness to achieve formal Program Management certification.

Prior experience working in a complex Compartmented Access and/or Special Access Program environment.

Experience working in a geographically-separated environment.

Knowledge of the Space Protection mission.

Prior Military Experience and/or civilian experience working in a DoD element such as a Combat Support Agency, the Joint Staff, USDI, or a Combatant Command.

Key Requirements and How to Apply

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 bankssa@dni.ic.gov (*Sandra 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.

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.



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

- 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_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 bankssa@dni.ic.gov (*Sandra 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 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



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

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 EEO 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.**