



General Position Information

Job Title: Diversity Outreach Program Manager

Position Number: 30801

Position Grade: GS13

Salary Range: \$87,198 – \$134,798 (not applicable for detailees)

Vacancy Open Period: 9/24/2021 – 10/09/2021

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: IC/DEI

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 candidates to fill a GS-13 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 up to one grade below 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 up to one grade 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 GS grade and salary.

Component Mission:

The IC Diversity, Equity, and Inclusion (DEI) Office reports directly to the Director of National Intelligence and is responsible for the overall strategic management of the IC's efforts to build a diverse and inclusive workforce and to ensure that equity is a core part of management and policy-making processes. The IC DEI Office will develop policies and programs, and provide guidance and consultation that impact the representation of women, minorities, and persons with disabilities.

Major Duties and Responsibilities:

Plan, develop, and present written and oral briefings to ODNI and/or senior-level customers on significant and complex diversity and inclusion programs that may require generating new concepts, principles, and methods to ensure their successful implementation within the IC.

Advise IC and ODNI leadership on the development, implementation, and management of complex diversity and inclusion programs, and ensure that the programs are aligned with and directly support the IC's strategic mission objectives.

Plan, develop, and present written and oral briefings on significant IC DEI topics; tailor and align written products and oral briefings with overall IC mission objectives and individual member needs.

Provide direction to ODNI and/or IC managers in program planning, design, development, and implementation in diversity and inclusion.

Plan and conduct formal analyses of the strengths and weaknesses of diversity and inclusion programs that require resolving critical problems or developing new concepts and methodologies for programs that are of major significance to IC leadership and mission success.

Serve as a liaison; listen to and understand the needs of the organizations and tailor IC DEI programs, methods, policies, and procedures to ensure they fully meet the organization's needs and overall mission requirements.

Develop strategic and tactical plans to support IC DEI program initiatives; plan, develop, implement, and evaluate diversity and inclusion programs in response to ODNI and IC directives and/or mission requirements.

Explain diversity and outreach programs and issues to non-expert customers to ensure understanding, and tailor programs, methods, and products to ensure alignment with customer needs, to include ODNI senior leadership and the workforce.



Deliver training, guidance, advice, and/or consultation to members of the ODNI workforce regarding diversity and inclusion.

Cultivate and maintain productive working relationships with colleagues, diversity and inclusion experts, and ODNI senior leadership to share information of interest, explain the specifics of diversity and inclusion programs, and when appropriate, present, justify, defend, negotiate, and/or settle matters involving significant or controversial issues.

Establish controls and develop processes to monitor dissemination of information, continually improving and maintaining suspense database systems; maintain records and manage information in compliance with regulations and sensitive compartmentation.

Plan, manage, coordinate, and integrate work activities, assignments, and projects with managers internal to ODNI and/or across the IC to ensure their understanding and the effective completion of initiatives and requirements.

Mandatory Requirements:

Bachelor's degree in fields that demonstrate critical thinking and communication skills, including, but not limited to Human Resources, Business Administration, Industrial and Organization Psychology, Training and Development, Workforce Analytics or other related disciplines.

Desired Requirements:

Outstanding interpersonal skills to include interfacing with military, government and non-government officials. Agile; ability to quickly adapt to new work and a fast-paced environment.

Knowledge of Federal, IC, and/or ODNI regulations, policies and unique authorities in order to address organizational/business issues and questions.

Basic Knowledge of project management concepts and principles; resource management experience a plus.

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-HR-HRM-TEAMB-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system).

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 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) or Recruitment_TeamB@dni.gov (unclassified email system).

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 301-243-1318.

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: 301-243-1318; Email: 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_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3900 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 EEOC 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.**