



## General Position Information

**Job Title:** AK096 – Domestic DNI Rep Program Manager – GS-15

**Salary Range:** \$117,191 – \$166,600 (Not applicable for Detailees)

**Vacancy Open Period:** 12/04/2019 – 12/04/2020

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal and Detailees

**Division:** DNI/NSP

**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.

**\*\*\* 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

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 (MDRs)

Serve as the ODNI lead for the Domestic DNI Representative (DDNIR) program, including management of the annual Domestic DNI Representative Program conference and other matters consistent with the DDNIR Program Memorandum of Understanding.

Serve as the ODNI subject matter expert and senior advisor regarding DDNIR Program missions, capabilities, and goals. Represent ODNI policies and equities to partners, and establish and maintain clear roles and responsibilities for IC support to customers.

Facilitate integration and effective coordination between and among the 12 FBI Program Coordinators of the Domestic DNI Representative program and the FBI Headquarters and ODNI DDNIR Program Management teams.

Facilitate intelligence integration and effective coordination of the FBI Headquarters DDNIR Program Management Team and Field DDNIR Program Coordinators with the ODNI, across the IC, and with other government agencies focused on domestic partner engagement.

Participate in monthly secure conference calls with the FBI Headquarters Program Management Team and Field Program Coordinators of the Domestic DNI Representative program to ensure team cohesion, share activities and accomplishments across regions, relay program activities and updates, relay DNI/PDDNI Travel to regions, etc.

Oversee and implement the development, application, and communication of policies, guidelines, and procedures that support information sharing with the DDNIR Program, and between the FBI Headquarters and the ODNI DDNIR Program management teams.



Guide the planning, preparation, and presentation of talking points, executive summaries, briefings, and other ODNI communication vehicles, and actively lead in the definition, development, growth, and execution of key support services for DDNIR partners.

Serve as the senior liaison between ODNI/NSP and the FBI/OPE, as well as primary point of contact for NSP engagements and coordination with the FBI.

Support development of agendas for and attend DDNIR Program meetings and participate in domestic travel with ODNI executive leadership, as appropriate.

Develop, coordinate, and implement strategic planning, engagement, and communication initiatives for the DDNIR Program, to include producing the DDNIR newsletter and providing recommendations on the strategic direction of the DDNIR program for DNI and FBI leadership.

Engage and facilitate collaborative activities with partners and other government agencies; as requested, represent the ODNI in interagency working groups, and in doing so, effectively recognize, build, and leverage diverse and collaborative networks.

Plan, lead, and coordinate a wide range of IC activities and projects related to national intelligence support for the DDNIR Program to ensure partner intelligence requirements are met.

Lead the identification of domestic U.S. IC liaison issues and, in collaboration with Domestic DNI Representatives, recommend and implement strategies and procedures that are designed to resolve any gaps.

Lead, plan, and oversee all aspects of DDNIR engagement with ODNI senior leadership, to include advancing coordination with partners, developing meeting agendas, preparing leadership for meetings, developing Memorandum for Records, and monitoring the completion of follow-on actions.

Promote information sharing and knowledge management of Domestic DNI Representative program activities within ODNI, across the IC, and with other government agencies.

## **Mandatory and Educational Requirements**

Expert knowledge and leadership experience in the US Intelligence Community; excellent knowledge of the ODNI and IC structure, mission, functions, products, and services.

Extensive professional knowledge of policy and strategic planning functions; exceptional ability to develop, plan, and implement strategic intelligence policy. Superior ability to develop effective plans for complex interagency projects, taking into account a diverse range of considerations and ensuring that the activities can be successfully completed.

Superior oral and written communication skills, demonstrated ability to produce clear, logical, and concise products, and demonstrated ability to clearly convey complex information to all levels of management.

Superior interpersonal, organizational, and problem-solving skills; ability to work effectively both independently and in a team or collaborative environment and to manage competing priorities and work under short operating deadlines; ability to build and sustain professional networks across organizational boundaries.



Strong analytical and critical thinking skills, including the ability to think strategically and identify requirements and develop recommendations.

Superior ability to apply resource management concepts, budgetary processes, principles, and practices while dealing with a variety of time-sensitive technical and administrative procedures.

Significant government experience in one of the following areas: United States Government (USG) intelligence agencies, law enforcement, homeland security, and/or federal policy process in support of the intelligence needs of policymakers, scientific, or domestic civil agencies.

Experience in establishing effective working relationships with domestic liaison (IC agencies, military, federal/state/local law enforcement, etc.).

Demonstrated commitment to diversity and inclusion through the integration of diverse perspectives and strategies.

Superior ability to communicate complex information clearly, concisely, and in a manner that meets the needs of diverse audiences

## **Desired Requirements**

Experience working with Domestic DNI Representatives, who are the FBI Assistant Directors/Special Agents in Charge of FBI Field Offices, and in maintaining effective working relationships with key FBI divisions, field offices, and components thereof.

Exceptional ability to work effectively within an interagency environment on complex issues requiring negotiation and consensus-building.

Experience in working with state or local Fusion Centers, Federal Intelligence Coordination Offices, or similar intelligence coordination entities.

Significant operational/field experience involving intelligence support to the Intelligence Community's federal, state, local, or tribal partners.

## **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 in the cover letter 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:

*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.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## Current Federal Employees within the Intelligence Community (IC) 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 Applying for a Detail Assignment:

A complete application package must include:

- 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:** Applicants from federal agencies outside the IC 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 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>
- Flexible Spending Accounts for Health Care and Dependent Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays



# 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

- 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\\_Reasonable\\_Accommodation\\_WMA@cia.ic.gov](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) and [DNI\\_Diversity\\_WMA@cia.ic.gov](mailto:DNI_Diversity_WMA@cia.ic.gov), by unclassified email at [DNI\\_DRA@dni.gov](mailto: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 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.**