



General Position Information

Job Title: C0025 – Disability Program Manager - GS-14

Salary Range: \$102,663 to \$157,709 (not applicable for detailees)

Vacancy Open Period: 01/06/2021 – 01/21/2021

Position Type: Cadre, Detailee

Who May Apply: Internal Candidates, and Detailees

Division: COO/HRM

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 cadre candidate to fill a GS-14 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

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.

Current GS employees at the same grade as advertised or one level below may apply.

- **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 level 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.
- 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 Office of the Director of National Intelligence (ODNI), Chief Operating Officer (COO) has the responsibility and authority for supervising, coordinating, providing guidance, and administering the Director of National Intelligence's (DNI) direction to the ODNI, as well as providing guidance to the ODNI centers. This includes integrating and synchronizing policy, plans, positions, procedures, and cross-functional issues. The COO is responsible for synchronizing and integrating the ODNI staff to execute all missions and tasks designated by the DNI and the Principal Deputy Director of National Intelligence (PDDNI). In addition, the COO oversees the internal management of the ODNI.

Major Duties and Responsibilities

- Plan, develop, and manage complex diversity projects or programs that may include IC or ODNI Equal Employment Opportunity (EEO) Services.
- Encourage the procurement of assistive technologies and coordinate all associated procurement activities.
- Review, analyze, and evaluate internal policies, procedures, and practices in order to identify the existence of barriers affecting persons with disabilities in the ODNI.
- Coordinate and assist the ODNI Leadership, managers, and supervisors in their efforts to insure recruitment, hiring, and advancement of persons with disabilities particularly where under representation has been identified.
- Develop, coordinate, and implement activities designed to improve potential of employees with disabilities within the ODNI.
- Implement and manage the ODNI's Disability Program to include Reasonable Accommodations in accordance with all applicable laws, policies, and instructions.
- Develop and write reports, staff papers, and guidance statements as required.
- Support annual reporting requirements set by the White House, EEOC, and OPM.
- As needed, serve as member on various councils and groups to promote issues affecting people with disabilities.



- Assist in the counseling of people with disabilities about career opportunities and encourage them to participate in self-development and continuing education.
- Publicize objectives of the ODNI Disability Program to increase management's awareness of the economic advantages of fully utilizing the talents of all employees.
- Ensure that recruitment efforts include sources most likely to produce qualified people with disabilities.
- Maintain contacts with colleges, universities, groups, clubs, and professional organizations.
- Ensure that recruitment tools (brochures, materials, application processes and procedures, etc.) are 504 and 508 compliant.
- Reviews progress on the employment, promotion, and rewarding of individuals with disabilities and disabled veterans, and recommends corrective action and new strategies.
- Participate in commemorative programs for the employees with disabilities and represent the ODNI at meetings and conferences held by disability organizations.
- As needed, conduct training and/or provide training resources for disability-related workshops, seminars, and meetings.
- Assure that effective relationships are established and maintained with the ODNI and across the IC.
- Coordinate activities with other offices throughout the ODNI (i.e. Safety Office, EEO, Facilities, Security, and IT).
- Other duties as assigned.

Mandatory and Educational Requirements

- Demonstrated ability to work effectively across the ODNI and/or the IC with cross-IC diversity teams; build and sustain professional relationships and exert influence effectively at all levels within and across organizations; demonstrated ability to lead ODNI team initiatives and/or cross-IC team initiatives and encourage information sharing.
- Demonstrated ability to communicate, both verbally and in writing, complex information in a clear, concise manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives.
- Demonstrated ability to work effectively both independently and in a team or collaborative environment, mentor junior colleagues, and utilize strong organizational and interpersonal problem solving skills.
- Knowledge of the Americans with Disabilities Act of 1990 (ADA), the ADA Amendments Act of 2008 (ADAAA), and the Rehabilitation Act of 1973 as amended, administrative laws, policies, regulations, and precedents; and ability to translate basic federal legislation into program goals, actions and services for employees and visitors with disabilities.
- Knowledge of, and experience in processing reasonable accommodation requests;



- The knowledge to develop, implement and evaluate guidelines and standards as they relate to persons with disabilities, in accordance with agency program goals and objectives.
- Knowledge of physical and attitudinal barriers faced by persons with disabilities, and various ways that may be used to alleviate such barriers.
- The knowledge to plan, develop, schedule and carry out disability training programs for management and employees.
- An ability to effectively present complex ideas and options to a wide-range of audiences and to persuasively sell controversial changes and/or solutions.

Desired Requirements or qualifications:

Education:

- Bachelor's degree, or equivalent studies.

Certifications/Licenses:

- Must have Selective Certification or must be able to complete a Selective Certification within six months of hire.

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 in the cover letter 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: *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_HRM_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 mcreaz@dni.ic.gov (*Zina M.*) in lieu of the group address above.



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

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_COO_HRM_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 mcreaz@dni.ic.gov (Zina 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 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 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 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.