



General Position Information

Job Title: HJ165- Program Analyst- GS-15

Salary Range: \$108,887 - \$160,300 (not applicable for detailees)

Vacancy Open Period: 09/20/2016-10/18/2016

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: SRA/PR

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: Permanent Change of Station (PCS) relocation expenses for detailees is authorized.

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, the ODNI hiring office will pay for travel by commercial carrier (economy class) or reimburse for privately owned vehicle (POV) mileage. If applicable, the candidate also will be reimbursed at a flat rate for commercial lodging and per diem.

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 cadre.
 - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)



- For a detailee assignment:
 - Current Federal Government employees.

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 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)

- Plan, guide, and conduct research in matters relating to Space Policy and Strategy to include, but not limited to, Resiliency, International and Commercial engagement, and Space Mission Assurance.
- Advise the ADNI/SRA and PDDNI/SRA on such matters and identify and clearly articulate IC and DoD equities
- Plan and produce IC resource strategies, strategic background papers, talking points, resource issue papers, and other analytic products applying extensive subject matter knowledge to support SRA senior leadership in making informed programmatic decisions.
- Provide independent analyses of IC capabilities and programs, presenting leadership with alternative courses of action, identifying cost and mission impacts and clarifying the advantages and disadvantages of each alternative.
- Develop briefing packages, action item responses, memorandums for record and other, formal correspondence for ODNI, DoD, and Executive Branch leadership and Congressional Staff.
- Develop products that are consistent with all parts of SRA including Requirements Analysis, Cost Analysis, and Studies and Evaluations
- Coordinate with IC Elements, DoD, and the Office of Management and Budget to support in-depth analyses of NIP policies, missions, plans, and capabilities.
- Represent the ODNI at Executive-level meetings regarding key intelligence program and budget issues and provide structured recommendations in accordance with organizational policies, procedures, and viewpoints.



Mandatory and Educational Requirements

- Expert knowledge of the IC and its components, missions, and interrelationships, including a superior ability to lead broad-based teams regarding key IC issues.
- Superior ability to apply quantitative and qualitative analytic techniques to lead teams evaluating and recommending appropriate alternatives to complex issues.
- Superior representational, oral and written communication skills, including a superior ability to produce clear, logical, and concise products.
- Ability to represent ODNI senior leadership at White House led IPC meetings with expert knowledge of Space Policy and Strategy issues to include Deterrence, Resiliency, International and Commercial engagement, and Space Control.
- Knowledge of DoD organizational priorities and ability to manage ODNI and DoD engagement on Space Strategy, while representing ODNI at DoD forums and processes to include the Defense Space Council, the DoD Strategic Portfolio Review process, and CAPE Space Issue Teams.
- Expert communications skills and knowledge of Congressional interest in IC and DoD Space capabilities and strategy, in order to effectively represent ODNI with Congressional staffers, and prepare ODNI leadership for Congressional hearings.
- Superior organizational and interpersonal skills, including and superior ability to establish and lead IC-wide teams, and effectively and independently coordinate and lead collaborative efforts.
- Expert knowledge of IC organizations' missions in order to develop the national-level strategies and policies necessary to support United States (U.S.) national security and foreign policy interests. Expert knowledge of the executive/legislative decision making process.
- Superior ability to work effectively with senior leadership to build consensus on contentious issues and to foster a collaborative work environment across the ODNI, IC, and mission partners.
- Desired Requirements
- Expert knowledge of and experience with any of the following: programmatic management, financial management, strategic planning, systems analysis, evaluation techniques, or performance management.
- Superior program management, analytic, and critical thinking skills, including superior ability to conduct program and management assessments, to identify needs and requirements, and to develop non-linear process improvement recommendations for implementation across the IC. Expert knowledge of and experience with the IC analytic organizations' structures, missions, priorities, and resources.
- Superior ability to identify emerging trends and strategic issues and incorporate these in developing strategic plans for the organization.
- Expert knowledge of intelligence production and analytical methodologies, including strategic gaming, employed in the strategic forecasting/futures domain.
- Superior ability to provide leadership, oversight, and guidance to the effective management of complex projects; superior ability to manage and mitigate risks, assess customer requirements, identify dependencies, and develop responsive project plans; superior ability to estimate costs and other resources using quantitative analysis to project requirements.
- Superior ability to think strategically, identify needs and requirements, and develop recommendations. Superior ability to develop and implement strategic plans, policies, and instructions.



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.

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.ic.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both mcpherc@dni.ic.gov (*Candace M.*) and joswicd@dni.ic.gov (*Daniel J.*) 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.
- c. **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.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.



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- 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.

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 mcpherc@dni.ic.gov (*Candace M.*) and joswicd@dni.ic.gov (*Daniel J.*) 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 703-275-3811.

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: 703-275-3811; 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-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for



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reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EOD 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.**