



## General Position Information

**Job Title:** HJ224 – Chief, Defense NIP Programs– GS-15

**Salary Range:** \$142,701 -170,800 (not applicable for detailees)

**Vacancy Open Period:** 12/30/2020 – 01/14/2021

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** DNI/ICCFO/RMG

**Duty Location:** McLean, Virginia

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**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-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 may apply.

- For a cadre assignment:
  - Current ODNI permanent cadre.
- For a detailee assignment:
  - Current Federal Government employees at the same 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.



## **Component Mission:**

The Office of the Chief Financial Officer (CFO) leads the development, negotiation, and presentation of the National Intelligence Program (NIP) budget to the President and the Congress. The CFO's three main responsibilities include resource management (budget analysis, formulation, justification, and execution), performance planning and evaluation, and financial management improvement.

## **Major Duties and Responsibilities:**

- Lead, manage and oversee efforts to analyze country, mission and intelligence capabilities and identify key intelligence program, mission, and resource issues, evaluate alternatives, and provide structured recommendations to IC leadership in accordance with IC policies and procedures, and viewpoints from key stakeholders.
- Initiate, cultivate, and maintain productive working relationships with peers across the ODNI staff, Defense IC program elements, and Office of Management and Budget (OMB), to collaborate and coordinate on IC strategic priorities, issues/opportunities, and inter-organizational dependencies. Ensure intelligence resources are aligned with national strategies.
- Lead and/or participate in IC-wide working groups, committees, and technical meetings as required and provide expert advice and resource guidance as appropriate.
- Lead and support performance assessments of the IC's progress against Community- wide priorities and strategic objectives to determine how well the IC is postured for future environments.
- Oversee the development of briefings, reports, and presentations to organizational leadership, senior policymakers, and senior U.S. Government officials and provide expert analysis and recommendations that ensure IC strategic plans and programs align with strategic objectives.
- Assist in the development and application of advanced analytic methods and techniques to improve data collection and data analysis across the spectrum of mission, country and capabilities.
- Identify, interpret and assess impacts of Executive or Congressional language on planned or existing resources affecting program activities and attainment of mission objectives.
- Participate actively in development of strategic guidance (e.g. National Intelligence Strategy, Consolidated Intelligence Guidance, fiscal guidance, etc.) for IC programs and activities.
- Lead and collaborate on the review and editing of IC element budget resource justification materials that IC CFO produces for Congress.
- Provide substantive input to, and lead as required, the development of Congressional budget testimony, responses to Congressional inquiries, Questions for the Record, Congressionally Directed Actions, and letters, memoranda and reports regarding program, budget and execution issues.
- Lead a team of professional staff, assess performance, collaborate and oversee goal setting, and provide feedback on personal and professional development.

## **Mandatory Requirements:**

- Demonstrated knowledge of the IC, Department of Defense (DOD) or Non-Defense Departments, OMB, and Congressional budget processes and procedures.



- Demonstrated ability to conduct independent research and synthesize data to analyze complex IC program, mission and capability issues, and produce clear, logical, and concise recommendations and products.
- Demonstrated leadership skills to include the ability to plan strategically and manage multiple tasks and projects under short deadlines.
- Strong interpersonal and superior oral and written communication skills to collaborate with internal and external stakeholders and make recommendations to ODNI senior leadership on current and future Non-Defense NIP resources.

## 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\_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 chinsab@dni.ic.gov (Sabrina C.) 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:**

- WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- 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.



- 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 chinsab@dni.ic.gov (*Sabrina C.*) 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 703-275-3900 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.**