



## General Position Information

**Job Title:** Resources Management Officer

**Position Number:** ICC01

**Position Grade:** GS-14

**Salary Range:** \$103,690 - \$159,286 (not applicable for detailees)

**Vacancy Open Period:** 11/18/2021 - 12/03/2021

**Position Type:** Cadre, Detailee

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

**Division:** ODNI/ICCIO

**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 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

Current GS employees at the same grade or one grade lower as 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 as 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.

## Component Mission

The Intelligence Community (IC) Chief Information Office is responsible for advancing the Intelligence Community's mission by driving secure collaboration, integration, and information sharing; identifying and addressing information enterprise risks; and providing strategic leadership and oversight of the Intelligence Community's enterprise architecture and enterprise information technology.

## Major Duties and Responsibilities (MDRs)

Plan, schedule and implement activities related to the performance planning process and results for assigned programs and/or mission objectives; advise, support, and ensure performance requirements, goals, measures and assigned activities are established, tracked, and reported.

Support budget formulation.

Develop spend plans and track spending.

Document financial commitments, obligations, and expenses.

Record and track interagency agreements for facilitating Economy Act and other financial transactions.

Produce budget reports to include funding and activity summary profiles.

Work with DNI and IC partners to ensure requirements are properly articulated and prioritized.

Conduct activities related to the development of IC performance goals, resource justifications, management actions, and legislative reviews; monitor and summarize Congressional budget actions, provide substantive input for appeals to Congressional budget markups.

Conduct reviews and provide substantive input to Congressional queries, Questions for the Record, Congressionally Directed Actions, and letters, memoranda and reports regarding program, budget and execution issues.



Provide functional advice and guidance in support of IC performance planning, resource management and/or budget justification process improvement efforts.

Oversee contractors performing IC CIO task management responsibilities to include creating, tracking, coordinating, completing, and responding to taskers and actions.

## **Mandatory and Educational Requirements**

Extensive knowledge of performance management, budget formulation, programming, and budget execution processes for IC programs, a defense agency, or a military service.

Demonstrated ability to apply analytic, diagnostic, and qualitative techniques, conduct independent research, filter and synthesize data sufficient to identify and evaluate alternatives and produce clear, logical, and concise products and recommendations to resolve complex, interrelated program and budgetary problems and issues.

Demonstrated superior organizational and interpersonal skills, specifically, the ability to plan strategically and manage competing priorities, the ability to negotiate, build consensus, and work effectively in a collaborative environment, and the ability to establish and maintain professional networks across all levels of management both internal and external. Demonstrated superior oral and written communication skills.

Extensive knowledge of the IC, Department of Defense (DoD), Office of Management and Budget, and Congressional budget processes and procedures.

Knowledge of Excel and other Microsoft products, and BASIS/COGNOS.

## **Desired Requirements**

Experience:

Demonstration of relevant work experience in Government Performance, Resource Management or Financial Management fields within the DoD, IC, other Government Agency or Private industry equivalent to a GS-13 in the normal line of progression.

Demonstrated knowledge of task management and control for correspondence within the IC.

Education:

Associate's Degree.

## **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.



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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

- 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.

**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](mailto:DNI-HR-HRM-TEAMB-Mailbox@cia.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto: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. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **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.
- e. **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](mailto:DNI-HR-HRM-TEAMB-Mailbox@cia.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system).



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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.

## 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](mailto:Recruitment_TeamB@dni.gov).

## Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

The Office of the Director of National Intelligence (ODNI) requires its employees to be fully vaccinated against COVID-19 pursuant to Executive Order 14043 of the President of the United States. As required, Federal employees must be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, etc), with exceptions only as required by law. If selected, you will be required to be vaccinated against COVID-19 and submit documentation of proof of vaccination by November 22, 2021 or before appointment or onboarding with ODNI, if after November 22, 2021. ODNI will provide additional information regarding what information or documentation will be needed and how you can request a legally required exception from this requirement. All employees requesting either a medical or religious exception, must follow the Guidelines from the Office of Personnel Management and/or Safer Federal Workforce Task Force.

**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 703-275-3900 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.**