



General Position Information

Job Title: Investment Planning and Analysis Officer

Position Number: ICC09

Position Grade: GS-14

Salary Range: \$106,823 - \$164,102 (not applicable for detailees)

Vacancy Open Period: 05/02/2022 – 05/17/2022

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/ICCIO/MRG

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 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 employee at the same grade or one grade lower than the advertised 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 will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail assignment, 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)

Demonstrate a collaborative culture through building teams within the IC CIO, the ODNI, and the IC Information Technology (IT) community to coordinate and lead the development and implementation of the IC Information Technology Enterprise (IC ITE), IC Information Environment (IC IE), and related services of common concern (SoCCs).

Advise IC CIO leadership on issues affecting the IC IE, IC ITE, and related SoCCs, including resource and capability issues, products, and programs. Provide expert analyses and recommendations to support IC CIO leadership decision making.

Advise IC CIO leadership on the development of innovative approaches for fiscal oversight of, and to advance the IC ITE, IC IE, and related SoCCs.

Collaborate with IC CIO leadership to develop and implement comprehensive, proactive strategies in support of the IC ITE, IC IE, and related SoCCs.

Lead the IC program and resource allocation process, to include developing resource management strategies and plans, conducting program and systems analysis, and evaluating programs and resources related to National Intelligence Program (NIP) funding for the IC ITE, IC IE, and related SoCCs.

Lead and guide the evaluation of the IC ITE, IC IE, and related SoCCs project plans and schedules based on a clear understanding of customer requirements and information on project cost, schedule, performance, and risk.

Lead and direct the development of substantive briefings, presentations, reports, and other materials to inform senior leadership and other major stakeholders on initiatives affecting the IC ITE, IC IE, and related SoCCs.

In coordination with the IC Chief Financial Officer, develop IC-level investment strategies, and evaluate and champion proposals to ensure sufficient fiscal planning and resources for the IC ITE, IC IE, and related SoCCs.

Liaise with IC IT community officials to initiate outreach programs and ensure resources and priority attention is given to the IC ITE, IC IE, and related SoCCs.



Mandatory and Educational Requirements

Excellent oral and written communication skills and demonstrated ability to filter and synthesize data, and produce clear, logical, and concise products.

Excellent interpersonal, organizational, and management skills to conceptualize and effectively lead complex projects with limited supervision; superior ability to work with and represent the IC CIO to the community on complex issues.

Expert ability to evaluate strategic trends, strategy and implementation plans, results, and programmatic data, propose innovative solutions, and implement change.

IC experience demonstrating broad and deep insight into the IC's structure, roles and responsibilities, and intelligence capabilities.

Demonstrated ability to communicate organizational vision, mission, and plans.

Superior interpersonal, negotiation, leadership skills, and ability to exert influence and build consensus.

Desired Requirements

Expert knowledge of the IC ITE, IC IE, related SoCCs, and emerging IT trends.

Expert knowledge of issues, including the relationship and interdependencies of the IC ITE, IC IE, and related SoCCs.

Superior ability to identify emerging trends and strategic issues, and incorporate these into strategic plans.

Expert knowledge of IC organizations, mission posture, structures, capabilities, processes, and policy development.

Strong analytic and critical thinking skills, including superior ability to think strategically, to identify intelligence requirements, and to develop innovative recommendations and solutions.

Superior ability to exercise independent judgment on time-sensitive issues, and to work independently and collaboratively.

Program management experience, including experience drafting Statements of Work and monitoring expenditures to analyze cost-benefit against set priorities.

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.



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- c. **POSITION NUMBER:** Reference the position 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-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.

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 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. **POSITION NUMBER:** Reference the position 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 within the IC must submit an application through the classified IC Joint Duty Program website*. Applicants from federal agencies outside the IC should be sent to either DNI-COO-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@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.

To verify receipt of your application package ONLY, you may call 703-275-3888

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: 703-275-3888; Email: HRM-HR-OPS-VACANCY-TEAM@dni.gov.

Other Information

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

COVID-19 Vaccination Requirement: To ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the federal government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for federal employees. Therefore, to the extent a federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply.

Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

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 Reasonable Accommodation Office Representative by classified email at DNI_Reasonable_Accommodation_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.



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THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.