



## General Position Information

**Job Title:** Research, Development, and Integration Fund Acquisition Manager

**Position Number:** PC022

**Position Grade:** GS-14

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

**Vacancy Open Period:** 4/29/2021 – 5/14/2021

**Position Type:** Internal and Detailee

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

**Division:** NCPC/ACT

**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 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 as the advertised position or one grade below 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 as the advertised position or one grade 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 National Counterproliferation Center (NCPC) coordinates strategic planning with the Intelligence Community (IC) to enhance intelligence support to the United States (U.S.) efforts to stem proliferation of weapons of mass destruction and related delivery systems. It works with the IC to identify critical intelligence gaps or shortfalls in collection, analysis, or exploitation; and develop solutions to ameliorate or close these gaps. It also works with the IC to identify long-term proliferation threats and requirements and develop strategies to ensure the IC is positioned to address these threats and issues. NCPC reaches out to elements both inside and outside the IC and the U.S. Government (USG) to identify new methods or technologies that can enhance the capabilities of the IC to detect and defeat future proliferation threats.**

**The National Counterproliferation Center established an R&D fund to catalyze improvements to CP community capabilities. This flagship program provides resources through a competitive, annual call for proposals to Intelligence Community organizations, and their national laboratory and other partners to initiate development of innovative solutions to problems identified in the NCPC strategic plan. For more information on RDI, check out [https://intelshare.intelink.ic.gov/sites/ncpca/Pages/cp\\_funds.aspx](https://intelshare.intelink.ic.gov/sites/ncpca/Pages/cp_funds.aspx).**

## Major Duties and Responsibilities

- Manage NCPC efforts to develop, advance, and/or integrate technologies and enhancements across the counterproliferation (CP) community through the Research, Development and Integration (RDI) Fund investments.
- Plan, define and develop integrated strategies to facilitate timely commitment and obligation of RDI funds, and monitor and evaluate results, including managing necessary contract documentation and working with ODNI and community partners to resolve issues.
- Lead the scheduling, logistics, and conduct of RDI Quarterly Program Reviews, and provide timely feedback to performers and customers.
- Coordinate with the Chief, RDI Group, stakeholders, government task managers, project managers and customers to maximize program success via persistent accurate and precise communications through outreach, education, and coordination.
- Lead detailed cost and price analysis of contract requirements to provide expertise and guidance to top management. Provide the development of alternatives to produce best value supplies and services.
- Advise the Chief, RDIG by providing alternative approaches and strategies for IC programs, requirements, and budgets to establish priority objectives, address projected threats, estimate costs, risk and tradeoffs, and identify/minimize resource constraints.



- Advisor on matters pertaining to day-to-day operations and the full life-cycle of contracting from planning and execution to contract administration and support of core mission functions.
- Evaluate contractor performance for compliance with terms and conditions of contracts and grants.

## **Mandatory and Educational Requirements**

- o Excellent interpersonal, networking, and analytical skills required to effectively manage competing priorities while adhering to strict guidelines; and ability to work effectively, independently, and in a team or collaborative environment.
- o Demonstrated ability to flourish in an environment of continual change and innovation and work collaboratively across ODNI and the IC on issues requiring superior attention to detail.
- o COTR Level 1
- o Superior ability to devise creative and effective strategies to achieve desired mission outcomes while navigating uneven and disparate policies between partner agencies.
- o Knowledge of IC and U.S. Government contracting processes and practices -- especially in regard to assisted acquisitions that leverage Interagency Agreements established under the Economy Act.
- o Working knowledge of Federal Appropriations Law and the Economy Act.
- o Technical competencies associated with the use of automated acquisition software systems used to submit contract requests, track and approve invoices, and conduct close-out activities.
- o Experience in developing and implementing spend plans.
- o Demonstrated ability to communicate clearly and succinctly in both written and verbal formats.
- o Demonstrated ability to exercise independent judgment on time-sensitive issues, to perform multiple tasks and assignments, and to change focus quickly as demands change.

## **Desired Requirements**

- o Experience with Economy Act funding transactions.
- o Experience with one or more of the IC collaboration spaces (i-Space, R-Space, Q-Space, i4S, or SAGE).
- o COTR Level 2 or able to pursue Level 2 certification within 6 months of reporting to NCPC.
- o Five years of experience as a government COTR.
- o Technical or engineering expertise.
- o Ability to manage efforts to synchronize and coordinate research funding and execution.

## **Key Requirements and How To Apply**

### **Internal ODNI Cadre 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.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.



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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

**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-HR-HRM-TEAMD-MAILBOX@cia.ic.gov (classified email system) or Recruitment\_TeamD@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 johnlan@dni.ic.gov (*Lanette J.*) and aclaalb@dni.ic.gov (*Alex A.*) in lieu of the group address above.

## **Current Federal Employees within the Intelligence Community (IC) 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 Applying for a Detail Assignment:**

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.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **SF-50 (if applicable):** Current or former 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:** Applicants from federal agencies outside the IC should be sent to either DNI-HR-HRM-TEAMD-MAILBOX@cia.ic.gov (classified email system) or Recruitment\_TeamD@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both alexba1@dni.ic.gov (*Alex A.*) and lanetbj@dni.ic.gov (*Lanette J.*) in lieu of the group address above.

## **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.

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.

To verify receipt of your application package **ONLY**, you may call 703-275-3663.



## 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: 703-275-3663; Email: [Recruitment\\_TeamD@dni.gov](mailto:Recruitment_TeamD@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](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 703-275-3799 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.**