



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

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

General Position Information

Job Title: Plans and Procurement Analyst

Position Number: PC944

Position Grade: GS-14

Salary Range: \$122,530 - \$159,286 (not applicable for detailees)

Vacancy Open Period: 3/15/2021 – 3/31/2021

Position Type: Cadre, Detailee

Who May Apply: Internal and External Candidates, Detailees

Division: MI/RM

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 or external 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.

This position is not available for telework.

Who May Apply

Current GS employees at the same grade 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 as the advertised position grade may apply.)
- Candidates outside the Federal Government.

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.

- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.
- 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 Office of the Director of National Intelligence (ODNI) Deputy Director of Mission Integration (MI) serves as the Director of National Intelligence's (DNI) senior leader for intelligence integration across the IC enterprise. MI is responsible for ensuring customer outcomes by leading advances in collection and analysis that ensure the quality, timeliness, and utility of insights for the nation's decision-makers. Additionally, MI is responsible for increasing expertise and improving tradecraft at all levels through specialization, integration, and collaboration. MI is responsible for the strategic vision, direction, and planning to deliver a more integrated IC reflecting the collective wisdom of our collection and analytic components to advance, in support of the National Intelligence Managers, the Unifying Intelligence Strategies (UIS).

Major Duties and Responsibilities (MDRs)

- Plan, prepare, justify, administer, analyze, forecast, and monitor directorate contract budget/financial information to ensure cost-effective support of Intelligence Community (IC) organizations and programs; oversee collection and analysis of budget/financial execution data to assess effective and government compliant funding utilization by applying financial best practices, policies, methods, techniques, and systems.
- Monitor, consolidate, and establish standards on comprehensive and substantive contract financial information and reporting formats across the directorate including budget, accounting, and financial data to efficiently summarize data for senior DNI leadership in support of informed resource decisions, key briefings, and congressional budget testimony. Develop guidance on requests for DNI, directorate, or Congressional major staffing or funding realignments and reprogramming actions.
- Provide sound expert contract funding and implementation advice and recommendations to senior IC leaders supported by objective financial data analyses and driven by mission performance results.
- Oversee and manage the implications of strategic and capital/lifecycle/infrastructure planning, investment control, policy enforcement, and financial management throughout the National Intelligence Program planning, programming, budgeting, execution, and evaluation processes within the directorate and with supporting IC organizations. Monitor the development, improvement, and implementation of financial management policies, guidelines, and procedures across the directorate to support the smooth execution and integration of directorate contract resources across the IC.
- Manage the development of financial management programs, practices, processes, and activities by applying expert knowledge of strategic planning principles that incorporate the vision, mission, and strategic objectives of IC organizations. Monitor and evaluate the progress and outcomes of contract performance plans and identify potential gaps or opportunities
- Liaise with the Office of the Director of National Intelligence (ODNI) leadership, Office of Management and Budget (OMB), and Congressional oversight committees on financial management issues; participate in and, as required, oversee IC-wide financial management working groups, committees, and meetings.
- Provide expert on the job training and advice to other contract, financial, or budget points of contact throughout the directorate and ODNI on contract and resource processes, procedures and policies that involve the above duties and responsibilities.

Mandatory and Educational Requirements

- Extensive knowledge of the principles, concepts, laws, and regulations of financial administration, budgeting, accounting, or auditing sufficient to generate new concepts and methodologies or to theorize, plan, and direct

entire financial, budgeting, accounting, or auditing systems for broad, emerging, or similarly critical large-scale ODNI-wide programs of national or international scope.

- Demonstrated ability to plan, prepare, justify, administer, analyze, forecast, and monitor contract or other budget/financial information and performance to ensure cost-effective support of organizations and programs, including conducting budget/financial data analysis and assessing financial execution status by applying standard principles, policies, methods, techniques, and systems.
- Extensive knowledge of departmental or agency financial and contract management policy, regulations, and financial systems. Superior ability to apply sound and independent judgment in order to resolve complex financial and contractual problems. Knowledge and experience with government resource planning, programming, budgeting, execution, and/or evaluation processes.

Desired Requirements

- Demonstrated representational, oral, and written communication skills, including the ability to produce clear, logical, and concise products.
- Demonstrated organizational and interpersonal skills, and demonstrated ability to negotiate, build consensus, and work effectively and independently in a team or collaborative environment.
- COTR or the ability to become a COTR within 90 days of accepting assignment.

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.

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.

External Candidates:

Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of an ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

A complete application 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.
- VACANCY NUMBER:** Reference the vacancy number on each document submitted.

- 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. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
- e. **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: *External Candidates must submit an application through www.intelligencecareers.gov.* All attachments should be in PDF format.

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

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.

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.

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.

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 EEOD 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.**

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfeds.com>
- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered): <http://www.opm.gov/retire/index.asp> If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependent Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules