



# 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:** PE279 – Deputy Director Strategy Management Division – GS15

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

**Vacancy Open Period:** 1/7/2020 – 1/7/2021

**Position Type:** Cadre, Detailee

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

**Division:** DNI/SE/PS/SMD

**Duty Location:** McLean, Virginia

**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 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.

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 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.

**\*\*\*OPEN UNTIL FILLED: This announcement will be open until the position is filled. Cut-off points are scheduled in two-week intervals. After each cut-off point, all compliant applicants received during the previous two weeks will be reviewed for consideration.\*\*\***

## Component Mission:

The Office of the Deputy Director of National Intelligence for Strategy and Engagement (S&E) is responsible for aligning the Intelligence Community's current focus with future strategies to drive national security outcomes. S&E positions the IC to achieve the future vision by leading transformative initiatives and cutting-edge research and development; supporting and spurring innovations; re-imagining data management in the digital age; establishing clear policy direction; and actively engaging with senior policymakers and the public.

The Office of Policy and Strategy sets the strategy and policy framework to ensure current activities are aligned with future vision and is responsible for developing and coordinating ODNI and Intelligence Community (IC) policy, setting IC strategy, and advising the Director of National Intelligence (DNI) on initiatives. The mission of the Strategy Management Division (SMD) is to promote an integrated intelligence enterprise by developing the National Intelligence Strategy, evaluating the IC's strategic posture and progress, and enabling and integrating successful strategic planning, execution, and assessment efforts.

## Major Duties and Responsibilities:

- Assist in leading, overseeing, refining, and promoting effective approaches to improve the development and execution of IC strategies—including the National Intelligence Strategy (NIS)—to include facilitating senior-level strategic decisions, and providing expert recommendations to ODNI senior leadership.
- Advance ODNI's approach to developing, communicating, and evaluating strategic direction needed to lead the IC; ensure direction is value-added, clear, consistent, and outcome oriented; ensure efforts are focused on the most significant issues aligned to broader national security and organizational goals.
- Lead and oversee initiatives to promote improved leadership, direction, and communication for the broader IC strategic planning community of interest.
- Assist in leading, overseeing, and managing enterprise-level assessment of IC progress towards NIS goals, as well as identifying significant global threats and opportunities. Advise and ensure performance requirements, goals, measures, and assessment activities are established, met, tracked, and reported.
- Lead, initiate, cultivate, and maintain productive working relationships with senior policymakers across the IC in order to coordinate strategy development activities and evolving requirements and promote the implementation of mission and enterprise objectives.



- Advise and engage senior IC leadership on strategic priorities, opportunities, gaps, and interdependencies to link resources to strategy; lead and oversee the communication of emerging strategic issues and trends that impact IC strategies, plans, and posture, and make recommendations for improvements.
- Lead a team of professional staff and assess performance, collaborate and oversee goal setting, and provide feedback on personal development.
- Lead, plan, and oversee efforts to create a culture of strategic planning across ODNI and the IC by promoting best practices in strategy development, execution, and evaluation and communicating priorities, activities, and impact of the strategy to the IC to promote shared vision, values, and goals.
- Provide analysis and recommendations to ensure that ODNI and IC element plans and programs align with objectives of the National Intelligence Strategy.
- Lead and oversee the planning and completion of assessments to evaluate IC progress towards mission and enterprise objectives and determine how well the IC is postured for future environments.

## **Mandatory and Educational Requirements**

- Expert knowledge of IC organizations' missions in order to develop the national-level strategies and policies necessary to support U.S. national security and foreign policy interests.
- Expert leadership experience and analytic expertise to support strategy development, implementation, and evaluation efforts.
- Expert ability to evaluate strategic trends, strategy and implementation plans, results, and programmatic data, propose innovative solutions, and implement change.
- Superior ability to communicate clearly, both orally and in written reports, and to analyze logically, synthesize, and evaluate multiple sources of information for their inclusion in briefings and written documents.
- Expert organizational and interpersonal skills to facilitate diverse forums, manage competing priorities, and advocate new ideas/concepts/processes.
- Expert leadership experience and superior ability to prioritize and manage competing tasks with differing timelines.

## **Desired Requirements:**

- Superior ability to exercise independent judgment on time-sensitive issues and work collaboratively across the IC.

## **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\\_TM\\_HR\\_OPS\\_TEAM\\_A\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_HR_OPS_TEAM_A_WMA@cia.ic.gov) (classified email system) or [Recruitment\\_TeamA@dni.gov](mailto: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 Brookkl@dni.ic.gov (Karren B.) 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:**

- 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. **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\_TM\_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 Brookkl@dni.ic.gov (*Karren B.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.



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## 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](mailto: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](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 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.**