



General Position Information

Job Title: Senior Cost Analyst

Position Number: PF281

Position Grade: GS - 14

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

Vacancy Open Period: 11/15/2021 – 11/30/2021

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/PC/RCE

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 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 up to 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 or up to 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.

Component Mission:

The Policy and Capabilities Directorate is focused on ensuring the IC is best postured to meet the future challenges and threats confronting our nation.

Requirements, Cost, and Effectiveness (RC&E) informs decision making by delivering insight on the future intelligence environment and fact-based analysis on strategic issues, capabilities, cost, and effectiveness. The group within RC&E is responsible for leading the IC in independent cost analyses through consistent, defensible cost estimates supported by in-depth analysis and innovative methods that facilitate strategic-level decision-making on IC resources.

Major Duties and Responsibilities:

Apply the principles of operations research, engineering and statistics to develop cost estimates and risk analyses of major systems acquisitions.

Forecast the future costs of systems, projects/programs, resources, to support independent studies, key strategic programs, investment decisions, and various management reviews (e.g. milestone reviews, budget reviews).

Develop and research statistical tools and estimating methodologies based on historical systems acquisition costs schedules, and technical and programmatic data. Document, communicate, and defend/negotiate cost estimating products to decision makers and senior leaders.

Lead and support cost estimating activities for major system acquisitions and coordinate those activities with the Intelligence Community (IC) cost groups, IC agencies and industry partners.

Lead cost estimating efforts for major issue teams and conduct in-depth affordability assessments, alternative analysis and trade studies to support program budget builds. Support and conduct research projects leading to improved analytical concepts, methods, and techniques.

Develop new cost estimating methods, tools and techniques, and research and collect historical cost data on IC programs to support cost estimates and affordability assessments.

Provide technical expertise to evaluate program cost estimates and extended budget projections, and identify and quantify budgetary, cost, schedule, technical, and programmatic risk factors related to programs. Participate with technical and financial boards and committees and review the development of standards and techniques for evaluating adequacy of cost activities and capabilities.



Enforce and implement cost estimating guidance and policies and ensure portfolio programs are adhering to these standards.

Brief senior leadership and other major stakeholders as necessary on strategic budget, resource, acquisition and investment planning issues.

Mandatory Requirements:

Demonstrated knowledge of and experience in estimating the cost of overhead IC collection systems including space, ground and tasking, processing, exploitation, and dissemination programs.

Demonstrated knowledge and experience in applying the principles, theories and methods of cost analysis, operations research, engineering, economic analysis and resource management to acquisition issues.

Demonstrated knowledge of analytic tools and data development, organization and analysis for use in studies and analyses. Superior ability to analyze data and use quantitative financial analysis; identify financial issues and present results to senior managers.

Demonstrated knowledge of IC acquisition processes, including planning, programming and budgeting.

Experience in designing and performing innovative cost analyses in support of trade studies, analysis of alternatives, affordability assessments, long term strategic planning and program development activities.

Strong oral and written communication skills that display the ability to tailor explanations and presentations to various audiences who have different values, cultures, and backgrounds.

Ability to work effectively with various levels of leadership within Office of the Director of National Intelligence (ODNI) and IC.

Demonstrated knowledge of IC resource and acquisition management processes.

Desired Requirements:

Demonstrated ability to develop life cycle cost estimates and analysis methods and tools, evaluate cost estimates, and conduct cost research.

Ability to conduct cross-cutting resource affordability analyses to assess future funding issues.

Strong knowledge of budget formulation, programming, budget execution, and financial management in the IC, defense agency, or a military service.

Ability to apply analytic, diagnostic, and qualitative techniques sufficient to identify, evaluate, and recommend appropriate solutions to resolve the most complex, cost estimating and budgetary problems.

Demonstrated leadership and managerial capabilities, including the ability to effectively direct tasking, assess and manage performance, and support personal and professional development of all levels of personnel.

Demonstrated ability to evaluate and apply a broad range of techniques in the areas of mathematics, statistical analysis, operations research and economic analysis to analyze complex issues



Strong briefing and communication skills with the ability to effectively communicate complex issues, analytical results and recommendations in a clear and concise manner to senior leadership.

Experience: Five years of progressively responsible professional cost estimating, quantitative analysis or operations research experience comparable to work functions performed a Full Performance Cost Estimator performance level.

Certifications/Licenses: Professional certification in cost estimating or related field highly desired including Department of Defense Level III Cost Estimating, Society of Cost Estimating and Analysis, International Society of Parametric Analysis or similar certification programs. Desired profession or DAWIA Level III certification in Cost estimating.

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.
- 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.

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_TM_TEAMB-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamB@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.



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- 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: *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_TM_TEAMB-Mailbox@cia.ic.gov (classified email system) or 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.

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

Other Information

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



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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 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 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.**