



General Position Information

Job Title: Program Manager

Position Number: SC007

Position Grade: GS-15

Salary Range: \$126,233 - \$176,300 (not applicable for detailees)

Vacancy Open Period: 06/01/2022 – 06/23/2022

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/NCSC

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 GS15 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.

- For a cadre assignment:
 - Current ODNI permanent cadre.
- For a detailee assignment:
 - Current Federal Government employees 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 mission of the National Counterintelligence & Security Center is to lead and support the U.S. Government's counterintelligence (CI) and security activities critical to protecting our nation; provide CI outreach to U.S. private sector entities at risk of foreign intelligence penetration; and issue public warnings regarding intelligence threats to the U.S.

The Center for Security Evaluation (CSE) office provides Intelligence Community (IC) advice and requirements to the Department of State (DoS) to assist in carrying out the Secretary's statutory responsibility to develop and implement policies and programs for the protection of US posts abroad, their personnel, and national security information.

The Center for Security Evaluation (CSE) is looking for a senior Program Manager to serve as the Program Manager (PM) responsible for handling strategic partnerships in industry research in a compartmented, access program.

Major Duties and Responsibilities (MDRs)

The individual selected for this position should possess a strong background in science and technology and program management.

This position also requires a strong understanding of budgetary and financial management principles and techniques as they relate to long range planning of programs and objectives.

Eligible candidate must meet the personnel security guidelines and federal suitability criteria to obtain and ability to maintain the Top Secret/ SCI clearance.

Lead the planning, management, and execution of a highly sensitive IC-wide initiative which has impacts across the US Government.

Provide expert advice and guidance at the executive level with all relevant security stakeholders across the ODNI and the IC.

Lead and provide expert guidance toward establishment of physical security policy, and development of new test procedures for physical security equipment as related to this project.

Guide the efforts of the government affiliated entities and private companies who are contracted to investigate and provide solutions for this initiative.

Lead, initiate, cultivate, and maintain productive working relationships with security colleagues, IC security experts, DoS personnel, and other major stakeholders to develop policies, programs, and standards to improve the United States (US) technical security posture and, when appropriate, present, justify, defend, negotiate, and/or settle matters involving significant or controversial issues.

Provide regular briefings to audiences of all levels, including senior ODNI decision makers.



Guide and advise the contracting officer, contracting officer's technical representative and contractors on all contracts supporting this effort.

Plan, research, and identify key intelligence program and budget issues, evaluate program alternatives, and provide structured recommendations in accordance with the organizational policies, procedures, and viewpoints.

Mandatory and Educational Requirements

Expert knowledge of the IC and its components, missions, and interrelationships, including a demonstrated ability to lead broad-based teams regarding key IC issues.

Expert knowledge of and experience with programmatic and financial management, strategic planning, and performance management.

Demonstrated strong project management skills as a Project Manager with 5 years' experience delivering end-to-end solutions in support of technical or operational requirements.

Previous COTR experience managing contracts that delivered hardware/capabilities/solutions.

Superior ability to apply analytic, quantitative, and qualitative techniques to analyze, evaluate, and recommend appropriate alternatives to complex issues.

Superior representational, oral, and written communication skills, including demonstrated ability to produce clear, logical, and concise products.

Superior ability to develop consensus recommendations and to solicit input from colleagues and peers; proven ability to remain open-minded and change opinions on the basis of new information and requirements.

Superior ability to provide leadership, oversight, and guidance to the effective management of complex projects; Superior ability to manage and mitigate risks, assess customer requirements, identify dependencies, and develop responsive project plans; superior ability to estimate costs and other resources using quantitative analysis to project requirements.

Extensive knowledge of the methods used to evaluate organizational performance against strategic objectives and demonstrated ability to advise the organizations on the application of evaluation methods.

Demonstrated ability to balance responsibilities among program/project activities; demonstrated ability to manage transitions effectively from task to task, adapting to varying customer needs.

Superior interpersonal, organizational, and problem-solving skills, including demonstrated ability to work effectively both independently and in a team or collaborative environment; and to lead and mentor junior colleagues.

Superior ability to plan, execute and report on all aspects of complex, multi-million dollar budgets.

COTR Level 1 or willingness to obtain in 6 months.

PM Level 1 or willingness to obtain in 6 months.



Desired Requirements

Familiarity with physical and technical security disciplines, products, and applications.

COTR Level 2.

PM Level 2.

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. **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 [JobsDN!](#) 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).

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.

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