



## General Position Information

**Job Title:** 15631 - Defense Engagement Program Manager - GS-14

**Salary Range:** \$96,970 - \$148,967 (not applicable for detailees)

**Vacancy Open Period:** 12/21/2018-12/21/2019

**Position Type:** Cadre, Detailee

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

**Division:** CMO/CMO

**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 or one grade lower than 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 or one grade lower than the advertised position 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.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

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

## Component Mission

National Security Partnerships synchronizes IC support and whole of government efforts with federal, state and local governments, the private sector and the Department of Defense, ensuring IC outreach is coordinated, timely and relevant. It also provides key leadership for activities in four domains that operate across national sectors – aviation, maritime, space and cyber -- bringing the IC's activities in these domains into alignment, and facilitating coordinated engagement internal to the ODNI, across the IC and with the rest of the federal government.

## Major Duties and Responsibilities (MDRs)

- Lead, oversee and coordinate specific ODNI engagement programs with the Department of Defense.
- Strengthen partnerships with the OUSDI, the Joint Staff J2, and the military services with emphasis on co-leadership of significant strategic initiatives.
- Expand ODNI strategic outreach to those DOD organizations at forefront of U.S. and allied doctrinal development, to include military services and DOD War Colleges.
- Responsible for specific program execution as defined by the ODNI/IC-DOD strategic engagement plan, which codifies and synchronizes existing and future engagements critical to addressing the most pressing IC enterprise readiness gaps germane military support.
- Provide subject matter expertise for specific cross-ODNI congressional engagements that involve complex, IC-DOD issues. Drive agendas for the IC-DoD Issues Forum. Closely collaborate with the Forum's Executive Secretariat. Guide and support specific elements of DNI's Combatant Command Representative program. Facilitate alignment of Rep responsibilities to those of the ODNI, to include effectively leveraging the collective expertise of the IC representatives at the Rep's command.
- Establish close relationships and frequent information exchanges with DOD military service intelligence elements. Serve as a conduit to identifying key service issues and inter-dependencies that impact overall IC readiness to support military forces. Provide subject matter expertise in support of DNI and PDDNI engagements with U.S. military officials. Leverage appropriate ODNI, Center and DOD expertise to do so.



- Contribute more broadly to NSP Directorate projects, as assigned. Work with NSP counterparts to identify cross cutting issues. Work collaboratively to achieve Directorate goals. Closely coordinate across the IC-DOD division.
- Craft an individual development plan (IDP); actively participate in training and education opportunities to achieve professional goals. Participate in cross-organizational forums to strengthen understanding of the ODNI and contribute to solving issues.
- Plan, promote, and share information and knowledge within ODNI, across the IC, and with other government agencies, and in doing so, effectively recognize, value, build, and leverage diverse and collaborative networks within these organizations

## **Mandatory and Educational Requirements**

- Extensive knowledge and significant experience in a range of IC and DOD interdependencies, ranging from missions and operations to policy formulation and resource decision-making.
- Demonstrated ability to develop effective plans for complex engagements involving the IC and DOD, taking into consideration a diverse range of options for IC and DOD decision makers.
- Solid experience negotiation and leveraging IC-DoD professional networks.
- Experience in effectively leading cross ODNI and IC teams tasked in solving complex intelligence challenges with significant DOD equities. Leadership and management experience, particularly in situations dealing with complexity and necessitating a corporate approach.
- Solid experience building and leveraging IC-DoD professional networks to achieve results.
- Strong oral and written skills, particularly in synthesizing difficult, complex issues, options and recommendations for decision makers at the highest level. Proven collaborative and team building skills based project management experience.

## **Desired Requirements**

- Prior Military Experience and/or experience working in a DoD element such as a Combat Support Agency, the Joint Staff, USDI, or a Combatant Command.

## **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 if the applicant is unable to provide the two most recent evaluations.



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- 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:** Applications should be sent to either DNI-MSD-HR-RR-Team\_A\_WMA@dni.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 longvj@dni.ic.gov (*Vincent L.*) and mccreaz@cia.ic.gov (*Zina M.*) 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 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.
- 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-MSD-HR-RR-Team\_A\_WMA@dni.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 longvj@dni.ic.gov (*Vincent L.*) and mccreaz@cia.ic.gov (*Zina M.*) 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\\_COO\\_TM\\_EEOD\\_RA\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov), by unclassified email at [DNI-EEOD\\_WMA@cia.ic.gov](mailto:DNI-EEOD_WMA@cia.ic.gov), by telephone at 301-243-0704 or by FAX at 301-243-1200. 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.**