Job Title: 15923 – Principal Deputy Intelligence Community Inspector General – SNIS T2 Executive

Salary Range: None Provided

Vacancy Open Period: 06/09/2020 – 07/31/2020

Position Type: Cadre, Detailee

Who May Apply: Internal and External Candidates, Detailees

Division: IC IG/INSP

Duty Location: Reston, 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

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

This is an opportunity for:

- An internal or external candidate to fill a SNIS Executive Tier 2 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

Only Senior Service (SNIS, SES, SIS, DISES, DISEL) candidates 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.
Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)

Current Federal Government employees. Only Senior Service (SNIS, SES, SIS, DISES, DISEL) candidates may apply.

Candidates outside the Federal Government.

- For a detaillee assignment:
  - Current Federal Government employees. Only Senior Service (SNIS, SES, SIS, DISES, DISEL) candidates 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.

- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.

**Component Mission**

The Inspector General (IG) conducts, supervises, and coordinates inspections, audits, investigations, and reviews relating to the programs and operations over which the Director of National Intelligence has authority and responsibility.

The Intelligence Authorization Act for Fiscal Year 2010 established the Office of the Inspector General of the Intelligence Community within the Office of the Director of National Intelligence. The ICIG's mission is to provide independent and objective oversight of the programs and activities within the responsibility and authority of the Director of National Intelligence, to initiate and conduct independent audits, inspections, investigations, and reviews, and to lead and coordinate the efforts of the Intelligence Community Inspectors General Forum. The ICIG's goal is to have a positive and enduring impact throughout the Intelligence Community, to lead and coordinate the efforts of an integrated Intelligence Community Inspectors General Forum, and to enhance the ability of the United States Intelligence Community to meet national security needs while respecting our nation's laws and reflecting its values. The Forum consists of the twelve statutory and administrative Inspectors General having oversight responsibility for an element of the Intelligence Community. The Chair of the Forum is the Inspector General of the Intelligence Community.

**Major Duties and Responsibilities (MDRs)**

- Guide development of strategic plans, evaluation of plan effectiveness and IC performance, and development of performance and resource recommendations to support the IC's overall attainment of the U.S. Government's strategic objectives.
• Partner with U.S. Government agencies to ensure the delivery of effective and efficient mission support services to customers.
• Oversee and manage the conduct of foreign intelligence relationships, and serve as principal interface with external entities.
• Drive the development and implementation of the Unified Intelligence Strategy (UIS) and programs to enhance intelligence collection and analysis and improve tradecraft and integration across the IC.
• Lead, manage and drive the ODNI core values of Excellence, Courage, Respect & Integrity, and lead through example to ensure the efficient use of personnel and funding resources while maintaining ODNI commitment to diversity and opportunity.
• Lead and manage a professional staff in successfully defining and managing complex programs and projects that may include ill-defined requirements, ambiguity, parallel tasks, multiple dependencies, high risks, and multiple interfaces; ensure timelines, costs, deliverables, and outcomes are achieved according to approved plans.
• Perform personnel management responsibilities with a focus on building a high performing workforce; promote team building and a collaborative work environment; ensure goals and performance objectives are understood; fairly assess performance and provide timely feedback, recognition, and remediation.
• Provide leadership, guidance, and oversight of staff in order to elicit, analyze, and define customer/stakeholder requirements, support development of investment plans, and ensure development of business cases spanning multiple Intelligence Community elements in order to meet stakeholder requirements.
• Liaise with IC leadership to promote improved collaboration between and among IC components, including mechanisms and activities to foster cooperation and compliance with the IC IG Forum, Deputy IC IG Forum, and the Forums' working groups.
• Manage and oversee the financial and budgetary management for all ODNI, and oversees execution of the ODNI budget.

**Mandatory and Educational Requirements**

• Advanced experience and familiarity in providing oversight of audits, inspections, investigations, reviews and other related matters.
• Lead by example and exemplify IC IG core values of Integrity, Independence, Commitment, Diversity, and Transparency.
• Superior and effective analytic, strategic, and critical thinking skills, including the ability to conduct assessments, to identify needs and requirements, and to develop process and improvement recommendations for implementation within the ODNI and across the IC.
• Advanced experience in evaluating compliance with laws, policies, and regulations and making findings and recommendations to address deficiencies and non-compliance.
• Knowledge of Federal government contracting practices and appropriations, including ability to evaluate compliance with laws and regulations, the effectiveness and efficiency of resource utilization, and whether desired results are achieved.
• Superior and effective interpersonal, leadership and managerial capabilities, including the ability to effectively direct taskings, fairly assess and manage performance; recruit, develop, motivate, and retain a highly qualified staff; promote team building and a collaborative work environment; and support personal and professional development of all levels of personnel.
Expert ability to effectively administer human, financial, material and information resources, and to design and implement strategies that maximize operational activities.

Ability to foster trust within IC IG and with colleagues, partners, and stakeholders.

Superior communication skills, including the ability to write clearly and effectively, persuade senior leadership, communicate effectively with people at all staff levels (both internal and external to the organization), brief management on reviews and findings, and organize and edit written reports of varying length and complexity.

Broad knowledge of the mission, organization, and functions of the ODNI, the IC, and the role of the IC IG.

Ability to effectively serve as Acting IG of the IC if needed.

**Desired Requirements**

None.

**Key Requirements and How To Apply**

**Internal ODNI Cadre 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. **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_COO_TM_HR_OPS_TEAM_B_WMA@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants experiencing technical issues should contact the HR POC for guidance. Applicants submitting via JWICS are requested to submit their materials to zackern@dni.ic.gov (Natalia Z.), majettm@dni.ic.gov (Maya M.), and burgeal@dni.ic.gov (Alisa B.) in lieu of the group address above.

**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:

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.

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

d. 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 Microsoft Word or Adobe 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. 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. COVER LETTER: Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

f. 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_COO_Tm_HR_OPS_TEAM_B_WMA@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to zackern@dni.ic.gov (Natalia Z.), majettm@dni.ic.gov (Maya M.), and burgeal@dni.ic.gov (Alisa B.) in lieu of the group address above.
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 301-243-1318.

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

- 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.
- Flexible Spending Accounts for Health Care and Dependent Care: http://www.fsafeds.com/fsafeds/index.asp
- Paid Federal Holidays
- Alternative Work Schedules

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.