



General Position Information

Job Title: 16935 – Executive and National Intelligence Manager for Space – SNIS Executive Tier 2

Salary Range: None provided (not applicable for detailees)

Vacancy Open Period: 09/04/2020 – 09/19/2020

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: MI/NIMC

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

Component Mission

The Office of the Director of National Intelligence (ODNI) Deputy Director of Mission Integration (MI) serves as the Director of National Intelligence's (DNI) senior leader for intelligence integration across the IC enterprise. MI is responsible for ensuring customer outcomes by leading advances in collection and analysis that ensure the quality, timeliness, and utility of insights for the nation's decision-makers. Additionally, MI is responsible for increasing expertise and improving tradecraft at all levels through specialization, integration, and collaboration. MI is responsible for the strategic vision, direction, and planning to deliver a more integrated IC reflecting the collective wisdom of our collection and analytic components to advance, in support of the National Intelligence Managers, the Unifying Intelligence Strategies (UIS).

Major Duties and Responsibilities (MDRs)

- Support the DNI in his role as the President's principal advisor on intelligence matters; support the NSC and related NSC and cabinet-level processes, meetings, taskings, and congressional interactions on space policy matters affecting the Intelligence Community (IC).
- Lead the enterprise-wide integration of the IC's analytic, collection, counterintelligence, governance, strategy, and acquisition activities related to space and counterspace.
- Drive the development and implementation of the Unifying Intelligence Strategy (UIS) and programs to enhance intelligence collection and analysis and improve tradecraft and integration across the IC on Space domain issues.
- Lead strategic prioritization of mission management activities for the Space domain portfolio.
- Manage and set integrated national analytic and collection priorities in accordance with the National Intelligence Priorities Framework (NIPF) and in consultation with the National Security Council Staff.
- Lead whole-of-IC coordination on Space domain topics and issues.
- Oversee IC resource allocations against Space domain issues, participate in budget processes and activities, and provide innovative solutions to mitigate resource shortfalls or inequities.
- Lead, manage, and direct a professional level staff, evaluate performance, collaborate on goal setting and provide feedback and guidance regarding personal and professional development opportunities.
- Collaborate with ODNI leadership to develop innovative approaches and provide recommendations related to the National Space Policy of the United States, National Strategy for Space, National Intelligence Strategy, National Security Strategy and other senior policymaker goals and objectives.
- Maintain effective working relationships with other ODNI and IC components and other government agencies to address issues that span multiple mission or program areas.
- Brief senior IC and Department of Defense officials, Congressional members and other major stakeholders on Space domain-related analytic and collection enterprise issues and emerging trends.
- Partner with other NIM teams and ODNI counterparts to develop innovative approaches, and provide structured recommendations focused on advancing integrated analysis and collection activities.



Mandatory and Educational Requirements

- Superior oral and written communication skills including the ability to clearly convey complex information and technical data to all levels of management.
- Strong analytical and critical thinking skills, including the ability to think strategically in identifying mission opportunities and requirements; develop cogent and achievable recommendations.
- Demonstrated innovative and results-oriented leadership within the IC advancing intelligence integration for Space domain issues.
- Outstanding interpersonal skills and the ability to build consensus, work effectively and independently, and influence key stakeholders to build a broad coalition promoting an interagency and national approach to intelligence integration; proven ability to work with senior officials, to build and sustain professional networks in a diverse, fast-paced, multi-task environment, and to manage competing priorities

Desired Requirements

- Expertise in space-related national-level policy and strategy development and execution.
- Experience dealing with White House and Congress on space issues.
- Expert negotiation, influencing, and conflict management skills; comprehensive ability to resolve complex, cross-component and cross-program issues; superior project leadership skills.
- Ability to provide strategic and tactical planning that pertain to personnel and budget policies, regulations, and the development and execution of the best business practice methodologies.

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. **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_D_WMA@cia.ic.gov (classified email system) or Recruitment_TeamD@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 both kurtjen@dni.ic.gov (*Jen K.*) and aclaalb@dni.ic.gov (*Alex A.*) in lieu of the group address above.

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](#).**



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Applicants from federal agencies outside the IC Applying for a Detail Assignment:

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. **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_D_WMA@cia.ic.gov (classified email system) or Recruitment_TeamD@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both kurtjen@dni.ic.gov (*Jen K.*) and aclaalb@dni.ic.gov (*Alex A.*) 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 703-275-3663.

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: 703-275-3663 ; Email: Recruitment_TeamD@dni.gov



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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 and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at 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 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.**