



General Position Information

Job Title: 17091 - Acquisition Specialist - GS-15

Salary Range: \$92,145 - \$160,300 (not applicable for detailees)

Vacancy Open Period: 11/10/2016 – 11/22/2016

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: IARPA/ACQ

Duty Location: College Park, 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, the ODNI hiring office will pay for travel by commercial carrier (economy class) or reimburse for privately owned vehicle (POV) mileage. If applicable, the candidate also will be reimbursed at a flat rate for commercial lodging and per diem.

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-15 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 two grades 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 cadre.
 - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
- For a detailee assignment:
 - Current Federal Government employees.

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 Intelligence Advanced Research Projects Activity (IARPA) is an independent activity within the Office of the Director of National Intelligence (ODNI) and is aligned with ADNI/AT&F. IARPA's mission is to envision and lead high-risk, high-payoff research that delivers innovative technology for future overwhelming intelligence advantage. IARPA addresses cross-agency challenges, leverages expertise from across academia, industry and the IC Community, and works transition strategies and plans with other agency partners.

Major Duties and Responsibilities (MDRs)

- The Intelligence Advanced Research Projects Activity (IARPA) is an independent activity within the Office of the Director of National Intelligence (ODNI) and is aligned with ADNI/AT&F. IARPA's mission is to envision and lead high-risk, high-payoff research that delivers innovative technology for future overwhelming intelligence advantage. IARPA addresses cross-agency challenges, leverages expertise from across academia, industry and the IC Community, and works transition strategies and plans with other agency partners.
- Collaborate with IARPA program managers in order to develop acquisition strategies for programs, to include matters related to intellectual property, test & evaluation and technology transition.
- Support IARPA Program Managers and Contracting Officers while serving as a senior Contracting Officer's Representative for IARPA Research & Development (R&D) acquisitions that includes contracts/grants/cooperative agreements and other transactions, which includes heavy interaction with research performers.



- Actively collaborate with PMs and COs to effectively define, plan and translate applied research concepts into viable acquisition work-products.
- Serve as the business liaison between the CO and the contractor responsible for monitoring performance, providing designated direction, administrative oversight, clarification, and guidance with respect to the contract terms and conditions and SOW and assuring timely delivery as set forth in the contract.
- Assist in preparing and coordinating contracting materials such as Statements of Work (SOW), determination and findings memorandums, risk of acquisition questionnaires, acquisition plans, evaluation criteria, industrial security plans, research solicitations and proposal review plans.
- Support the IARPA PM in conducting analysis of financial and management progress reports to monitor and assess contractor performance and funds execution; use cost/schedule control techniques to track contract cost and associated schedule variance; participate in contract management reviews; review and analyze inputs from IARPA agents and contractors, and facilitate discussions with program managers to address contracting issues.
- Collaborate with Other Government Agencies and IC transition partners to ensure Interagency Agreements and intergovernmental financial transactions are approved and executed appropriately.
- Initiate and sustain outreach with program management, contract staffs, and Industry/Academia to proactively resolve contracting issues or delays.
- Oversee and execute the payment of funds for work performed through an invoice payment process.
- Manage ongoing working relationships and expectations with customers, stakeholders, users, and decision authorities throughout the program life cycle.

Mandatory Requirements

- Superior oral and written communication skills and demonstrated ability to conduct independent research, filter and synthesize data, and produce clear, logical, and concise products.
- Extensive knowledge of contracting principles and procedures sufficient to monitor and oversee a diverse range of R&D acquisitions.
- Extensive acquisition or contracting experience (3+ years) in advanced research environments such as Government Advanced Research Projects Agencies/Activities (ARPAs), Research Labs or industry/academic equivalents.
- Experience (3+ years) managing or executing R&D programs in Government or Industry.
- Extensive acquisition or contracting experience (3+ years) in developing, reviewing, processing or managing advanced research Broad Agency Announcements (BAAs), Requests for Information (RFI), Grants, Cooperative Agreements or Other Transactions (OTs) as well as source selections.
- Demonstrated expert level experience as a Contracting Officer Representative (COR) and/or Contracting Officer's Technical Representative (COTR), or Industry equivalent, over R&D contracts with increasing complexity.



- Demonstrated ability to manage competing priorities while maintaining a high-level of attention to detail in a dynamic, fast-paced environment.
- Superior ability to develop collaborative information and expert knowledge of sharing networks and building alliances with colleagues and counterparts within and/or across the organization, the IC, other government/private organizations, or professional/technical disciplines to achieve organizational outcomes.
- Superior ability to persuade others, build consensus through give and take, and gain cooperation from others to obtain information and accomplish goals.
- Superior ability to develop and maintain effective working relationships, in difficult situations (e.g. when defending/critiquing a position).
- Bachelor's degree that includes 24 semester hours in any combination of accounting, business finance, law, contracts, purchasing, economics, industrial/management, marketing, quantitative methods, or organizational management.
- Credentialed Program Manager, COR or COTR to Level 2 or higher, according to Defense Acquisition Workforce Improvement Act (DAWIA), Central Intelligence Agency, other Government agency or equivalent industry standards
- Presently hold, or have held within the past year, a TS/SCI Clearance

Desired Requirements

- Broad acquisition background with at least 5 years of experience working government, or industry equivalent, research and development acquisitions.

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.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

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 saksdav@dni.ic.gov (*David S.*) 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.

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 saksdav@dni.ic.gov (*David S.*) 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.

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

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-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. 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.**