General Position Information

Job Title: 17310 – Director, Special Programs – GS-15

Salary Range: $121,316 – $170,800 (not applicable for detailees)

Vacancy Open Period: 2/13/2020 – 2/28/2020

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/COO/FO/ODNI CIO

Duty Location: McLean, Virginia

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 candidates 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 one below 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 below 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.

Component Mission:

The Office of the Deputy Director of National Intelligence for Strategy and Engagement (S&E) is responsible for aligning the Intelligence Community's current focus with future strategies to drive national security outcomes. S&E positions the IC to achieve the future vision by leading transformative initiatives and cutting-edge research and development; supporting and spurring innovations; re-imagining data management in the digital age; establishing clear policy direction; and actively engaging with senior policymakers and the public.

Information and Data reimagines the data and information landscape in light of our digital future, ensuring that the IC collects, creates, protects, uses, shares, and manages data and information in a way that enables the IC to know, find, and use the information at the speed of relevance, and that the Intelligence Community (IC) can continue to deliver the right data to the right people, at the right time, and in the right form.

Major Duties and Responsibilities:

- Lead a small integrated team of staff and contractors that positively impact sharing/safeguarding across the IC and strengthen ODNI oversight for IC Controlled Access Programs (CAPs), including the development and implementation of IC-wide policy and guidance on CAPs.
- Serve as ODNI interlocutor with DoD intelligence Special Access Programs (SAPs), including support for the ODNI leadership on intelligence SAPs.
- Serve as Secretariat for ODNI's DEXCOM-level and component-level ODNI oversight committees for CAPs. Work with S&E leadership, ODNI partners, and IC elements to organize and participate in monthly and annual oversight meetings, including preparation of briefing materials for ODNI senior leadership, to ensure compliance with relevant IC and other policy requirements.
- Manage an extremely sensitive program intelligence program on behalf of White House, requiring close and regular coordination with National Intelligence Managers (NIMs), the DDNI/MI, the NSC staff, and IC elements to administer and control dissemination of sensitive intelligence material. Oversee the administration of the ODNI's Focal Point for Covert Action.
- Maintain and safeguard the sole IC repository for CAP policy records and other authoritative data on IC CAPs, supporting ODNI components and IC partners with record-keeping and data integrity, including the provision of IC CAP records for access control attributes.
- Collaborate with ODNI and IC partners on development and implementation of future CAP IT systems.
- Lead efforts to develop and deliver training courses and/or training materials for CAP oversight and management.
• Provide oversight and leadership in the planning, development, and implementation of programs, policies, and procedures that result in the effective sharing and safeguarding of information across the Government while protecting Intelligence and Law Enforcement sources and methods, operational equities, and U.S. persons' privacy.

• Oversee and lead an evaluation of the potential impact of obstacles to information flow.

• Lead the planning, identification, and development of effective solutions to intelligence access issues experienced by departments throughout the IC and U.S. Government.

• Provide oversight and leadership to ensure the maximum exchange of information throughout the IC and to non-traditional customers by balancing the responsibility-to-provide principle with the need-to-know standard as defined by existing policies, laws, and regulations.

Mandatory Requirements:

• Prior experience working with CAP and/or SAP data and control systems.

• Expert knowledge of information sharing and safeguarding theory, policies, procedures, and technologies, as well as expert knowledge of how to develop and facilitate the implementation of those mechanisms.

• Expert knowledge of the mission, charter, roles, and responsibilities of the ODNI, IC, and U.S. Government agencies, and how these organizations can effectively cooperate in implementing information sharing and safeguarding plans and programs.

• Superior ability to communicate clearly, orally and in written reports and documents, policies, plans, and programs related to improving CAP oversight, information sharing and safeguarding across the U.S. Government.

• Superior ability to represent ODNI and IC equities when dealing with Congress, the National Security Council, the White House and other external organizations.

• Prior supervisory experience for small-to-medium size teams.

• Superior ability to identify emerging information sharing trends and issues, as well as the ability to assess the influence of these trends and issues on the effectiveness of U.S. Government programs.

• Extensive experience supporting the exchange of intelligence information between collectors, analysts, and end users in order to improve national and homeland security.

• Superior ability to logically analyze, synthesize, and judge information, as well as the ability to review and incorporate multiple sources of information in performing assignments.

• Superior ability in developing effective professional relationships with peers and colleagues in ODNI, the IC, and U.S. Government, and to earn their confidence and trust.

• Superior-level interpersonal, organizational, and problem-solving skills, including a superior ability to work effectively at the highest levels within an interagency environment on complex issues requiring sensitive negotiations and consensus-building.
• Superior ability to objectively evaluate U.S. Government and interagency information sharing and safeguarding policies and plans, taking into account a diverse and complex range of considerations in performing the evaluations.

• Superior ability to balance responsibilities among competing priorities; including the ability to manage transitions effectively from task to task, and proven adaptability to evolving mission needs.

• Superior ability to identify emerging information sharing trends and issues, as well as the ability to assess the influence of these trends and issues on the effectiveness of U.S. Government programs.

Education: Bachelor's degree or equivalent experience as determined by mission specialty area.

Desired:

Ten years of experience leading strategic planning, managing, and directing the successful efforts of a government or private organization.

Prior experience serving as a government task manager for contractors.

Key Requirements and How to Apply

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_OPSTEAM_A_WMA@cia.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system).

Applicants experiencing technical issues may submit their application via email to either email system.

Applicants submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov (Faith P.) and mccreaz@dni.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 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. **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:** Applications should be sent to either DNI_COO_TM_HR_OPS_TEAM_A_WMA@cia.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 portifa@dni.ic.gov (Faith P.) and brookkl@dni.ic.gov (Karren B.) 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_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 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.