General Position Information

Job Title: 17317 – Deputy Chief, Operations – GS-15

Salary Range: $142,701 -170,800 (not applicable for detailees)


Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/ICCFO/OG/CEOD

Duty Location: McLean, Virginia

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

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 grade lower than the advertised position may apply.

- For a cadre assignment:
  - Current ODNI permanent cadre.

- For a detailee assignment:
  - Current Federal Government employees at the same 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.
Component Mission:

The Office of the Chief Financial Officer (CFO) leads the development, negotiation, and presentation of the National Intelligence Program (NIP) budget to the President and the Congress. The CFO's three main responsibilities include resource management (budget analysis, formulation, justification, and execution), performance planning and evaluation, and financial management improvement.

Major Duties and Responsibilities:

As Deputy Chief, Operations Group (Ops), assist the Group Chief in:

• Overseeing the day-to-day activities of Ops, using transparent program management practices.

• Managing the human capital of Ops; recruiting, retaining and developing a positive, diverse, professional workforce, encouraging teamwork, collaboration and integration, as well as personal and professional growth consistent with DNI priorities, IC CFO functions and workforce goals.

• Clearly communicating goals, objectives and performance feedback; delivering tailored mentoring and counseling to ensure all personnel are equipped to succeed.

• Lead the examination and analysis of budget requests and execution data to ensure accuracy and consistency with National and Intelligence Community (IC) strategic priorities, compliance with guidance, regulations, laws, and usage of sound budgeting and financial management practices.

• Interface and collaborate with the National Intelligence Strategy (NIS) mission owners, National Intelligence Managers, and/or IC functional oversight offices to determine resource needs to satisfy priority requirements.

• Initiate, develop, and conduct in-depth analysis of IC budget trends and issues. Apply critical thinking to devise and evaluate alternative strategies and innovative solutions for key program and budget issues throughout the budget process.

• Interface and collaborate with the IC component Resource Managers, internal and external organization staffs to ensure program and budget recommendations to IC and Department of Defense (DoD) senior leadership are fully coordinated and satisfy priority requirements.

• Lead the review, editing, coordination and production processes for budget justification materials to ensure timely delivery to Congress, and monitor and summarize IC component Congressional budget actions and provide substantive input for appeals to Congressional budget markups.

• Review and provide substantive input to IC and DoD Congressional budget testimony, responses to Congressional queries, Questions for the Record, Congressionally Directed Actions, and letters, memoranda and reports regarding program, budget and execution issues.

• Plan and oversee the conduct of IC component formal budget execution reviews. Assess program plans for under executing resources and develop strategies for realignment to other IC priorities.

• Provide expert advice and guidance in support of IC component resource management and/or budget justification process improvement efforts.
Mandatory Requirements:

- Expert knowledge of performance management, budget formulation, programming, and budget execution processes for IC programs, a defense agency, or a military service.

- Superior ability to apply analytic, diagnostic, and qualitative techniques, conduct independent research, filter and synthesize data sufficient to identify and evaluate alternatives and produce clear, logical, and concise products and recommendations to resolve complex, interrelated program and budgetary problems and issues.

- Demonstrated superior organizational and interpersonal skills, specifically, the superior ability to plan strategically and manage competing priorities, the ability to negotiate, build consensus, and work effectively in a collaborative environment, and the superior ability to establish and maintain professional networks across all levels of management both internal and external. Possess superior oral and written communication skills.

- Expert knowledge of the IC, Department of Defense (DoD), Office of Management and Budget, and Congressional budget processes and procedures.

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_HRM_HR_OPS_TEAM_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 detaillee, 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_HRM_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 mccreaz@dni.ic.gov (Zina) 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 703-275-3900 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.