



General Position Information:

Job Title: 19571 - Deputy Director, IARPA - SNIS Executive Tier 2

Salary Range: None provided (not applicable for detailees)

Vacancy Open Period: 03/05/2021-03/29/2021

Position Type: Cadre, Detailee

Who May Apply: Internal and External Candidates, Detailees

Division: PC/IARPA

Duty Location: Bethesda, 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, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for a SNIS Executive Tier 2 cadre position in the ODNI.

- 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

Senior Service (SNIS, SES, SIS, DISES, DISL) and may apply. GS employees are not eligible.

Who 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.)
- Current Federal Government employees.
- Candidates outside the Federal Government.
- 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 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.
- 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

Policy & Capabilities (P&C) identifies, develops, and articulates the path forward for the IC. It makes future bets through strategic initiatives that address enduring challenges and emerging issues and looks for opportunities to combine information, data, and technologies from different INTs to do the unexpected. It envisions high-risk, high-payoff research that delivers innovative technology to the IC elements. It ensures innovation is informed by and manifested through transformative policy and strategy, and supports the communication of such developments to Congress and the public.

The Intelligence Advanced Research Projects Activity (IARPA) is an activity within ODNI, aligned to P&C. IARPA invests in high-risk/high-payoff research programs that have the potential to provide our nation with an overwhelming intelligence advantage over future adversaries. IARPA addresses cross-agency challenges, leverages expertise from across the IC, and works transition strategies and plans with other agency partners.

The Deputy Director IARPA acts for the Director as necessary and, with the Director, is charged with providing a focus on long-term, innovative scientific research and development for the Intelligence Community that will revolutionize our capability to collect and analyze intelligence information; pursue innovative concepts and advances in cutting edge technologies that can be applied to complex intelligence challenges; and promote cross-community and multi-disciplinary R&D collaboration in an open, forward-looking work environment

Major Duties and Responsibilities (MDRs)

- Partner with the Director in implementing the strategic direction and leadership for IARPA. Maintain and enhance a culture of innovation, creativity, respect, diversity and inclusion.



- Promote an environment that attracts exceptional technical experts from academia, industry, and government with innovative ideas and enable them to create and execute research programs that tackle some of the hardest challenges that the IC will face in the coming years.
- Assist the Director in overseeing the portfolio of research activities across IARPA, ensuring research activities are high-risk, high-payoff, technically credible, programmatically well-run while assuring alignment and synchronization with IARPA's tactical and strategic goals.
- Represent and build support for IARPA's programs and research strategy, foster collaboration and partnerships throughout the IC; leverage these relationships to help ensure IC relevance of IARPA's programs, and to effect transition of results.
- Assist in recruiting, hiring, and supervising Office Directors, Program Managers and operational staff.
- Strategically plan and oversee IARPA's internal and external profile, ensuring that information conveyed to partners, stakeholders, collaborators, and oversight about IARPA is credible, professional, and security-conscious.
- Oversee implementation and improvement of IARPA processes to enhance effectiveness and ensure timely execution of the IARPA R&D budget.
- Align and coordinate the activities of contracts, acquisition and technical personnel to ensure coordinated reviews, approvals, and execution of contracts and interagency agreements associated with IARPA's research programs.
- Collaborate with other ODNI elements to refine policies and procedures that improve execution effectiveness.
- Foster an open and supportive working environment consistent with all applicable safety, security, legal policies and procedures.
- Lead, manage and drive the ODNI core values of Commitment, Courage and Collaboration, and lead through example to ensure the efficient use of personnel and funding resources while maintaining ODNI commitment to diversity and opportunity.

Mandatory and Educational Requirements

- Five or more years of demonstrated success in senior leadership roles in government. Strong leadership and management skills as demonstrated by effective management of a complex organization in strategic business policies and workforce dimensions.
- Demonstrated ability to manage and motivate subordinate personnel, encouraging and rewarding the application of increased skill, expertise and collaboration across all occupations in the work unit, to include subordinate managers and supervisors.
- Excellent interpersonal skills including the ability to build and foster networks within and outside the IC, earn and maintain credibility and trust from senior leadership and subordinates, shape and influence the strategic directions of stakeholders and agency oversight.



- Excellent oral and written communication skills and demonstrated ability to collect, filter, and synthesize data inputs into clear, logical, and concise products for consumption by audiences of widely varying technical sophistication, as well as the ability to mentor others in the art of cogent written communications and archival record-keeping.
- Extensive knowledge and experience with Research and Development (R&D) acquisitions, with thorough understanding of FAR-based acquisition policies and procedures.
- Extensive knowledge of the IC, mission, objectives, policies, R&D needs and authorities; especially those that pertain to advanced R&D efforts.
- Ph.D. in a science, technical or engineering discipline.

Desired Requirements

- Proven programmatic expertise demonstrated by effective execution and delivery on a program with a well-articulated program plan having clear and measurable milestones and metrics.
- Awareness of the technical capabilities in industry, national labs and academia that could be brought to bear on IC R&D challenges.
- Successful record of addressing difficult or complex personnel, technical, and resource issues; with sensitivity to personnel policies and practice.
- Demonstrated skill in working with multiple Intelligence Community agencies.
- Current active Top Secret clearance with a Polygraph or have held one within the past 2 years.

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_hrm_semo_wma@cia.ic.gov (classified email system) or DNI_CMO_HC_SEMO@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 HOYLEGR@dni.ic.gov (*Greta H.*) and cartecd@dni.ic.gov (*Cynthia C.*) 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. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

d. **SF-50:** 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: Applications should be sent to DNI_CMO_HC_SEMO@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both HOYLEGR@dni.ic.gov (*Greta H.*) and cartecd@dni.ic.gov (*Cynthia C.*) in lieu of the group address above.

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.

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WHERE TO SUBMIT: Applications should be sent to DNI_CMO_HC_SEMO@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both HOYLEGR@dni.ic.gov (*Greta H.*) and cartecd@dni.ic.gov (*Cynthia C.*) 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 703-275-3300.

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: 703-275-3300; Email: DNI_CMO_HC_SEMO@dni.gov

Other Information:

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

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- 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.
- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- 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 703-275-3799 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.**