



General Position Information

Job Title: 19603- Mission Assurance Officer- GS-14

Salary Range: \$92,145 - \$141,555

Vacancy Open Period: Open Until Filled

Position Type: Cadre

Who May Apply: Internal ODNI Candidates

Division: MSD/NIEMA

Duty Location: Washington, D.C.

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

***** OPEN UNTIL FILLED: This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all complaint applications received during the previous two weeks will be reviewed for consideration*****

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-14 cadre position.

Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

- For a cadre assignment:
 - Current ODNI cadre.
 - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not 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 Mission Support Division (MSD) provides its customers with a full range of support services and integrated solutions needed to accomplish the Office of the Director of National Intelligence (ODNI) mission. MSD staff provide proactive, comprehensive support, delivered with efficiency, professionalism, and a strong focus on cost value. MSD services include Human Resources, Information Management, Information Technology and Infrastructure, National Intelligence Emergency Management Activity, Security, Counterintelligence, and Facilities Management. To achieve efficiency, MSD also brokers support from other agencies for additional services, including logistics, travel and medical support. To ensure ODNI customer satisfaction, MSD conducts performance management and quality assurance reviews for each business area.

Major Duties and Responsibilities (MDRs)

- Assist the Group Chief, IC Preparedness to provide day-to-day guidance, management, and overall leadership to the IC Preparedness Group, including all applicable programs and resources. Coordinate applicable strategic and operational planning documents.
- Plan, develop, and provide oversight of the Intelligence Enterprise Exercise Program including relevant policies and strategies.
- Plan, develop, sustain, and manage a variety of preparedness programs to ensure the continued sharing of intelligence products at the highest levels of the United States (U.S.) Government including the IC, and other Federal executive, legislative, and judicial agencies.
- Plan and manage the IC's support to the National Exercise Program, the Department of Defense, Joint Chairman's Program, and other significant U.S. Government exercise programs; plan evaluations and develop reports on program performance, identifying lessons learned and developing strategic objectives for future IC exercise planning.
- Plan and direct the development and execution of the multi-year IC exercise schedule and the coordination of IC-wide exercise activities as directed by the Director of National Intelligence.
- Plan, identify, develop and deliver IC training programs, Federal Emergency Management Agency certification training, and other required training for IC stakeholders.
- Plan, develop, and provide advice and counsel to IC and ODNI senior leadership on the effectiveness of continuity programs; ensuring that programs are tested and will function as designed in the event of emergencies
- Represent the ODNI on several government-wide committees and working groups on exercise activities.
- Plan for and serve during National Security Emergencies, National Security Special Events, IC and ODNI national continuity alerts and activations, crisis incidents, incident management responses, and other national response and operations initiatives.



- Initiate, cultivate, and maintain productive working relationships with IC colleagues and leaders, the White House staff, other federal executive agencies, and use these relationships to share information of interest in accordance with continuity mission requirements.
- Develop national intelligence and preparedness policy to support mission requirements as needed.
- Specialty Mission Areas: Strategy, Mission Program & Resource Management, Mission Coordination & Capabilities, and Continuity of Operations/Continuity of Government/Enduring Constitutional Government.

Mandatory and Educational Requirements

- Extensive knowledge of exercise initiatives including Presidential Directives, National Exercise Program, and other relevant directives/guidance.
- Extensive knowledge of exercise principles, concepts, and methodologies; demonstrated ability to provide oversight and guidance to multi-faceted exercise programs.
- Demonstrated ability to build and sustain professional relationships, effectively lead interagency teams, exert influence at all leadership and staff levels, lead and coordinate cross-functional team initiatives, and encourage information sharing.
- Demonstrated oral and written communications skills, including the demonstrated ability to communicate effectively with people at all levels; to represent the ODNI in interagency meetings, and produce written products that clearly and logically convey complex information and ideas.

Desired Requirements

- Extensive knowledge of evaluation methodologies and demonstrated ability to conduct qualitative analysis to evaluate the effectiveness, efficiency, and productivity of continuity programs.
- Demonstrated interpersonal, organizational, and problem-solving skills, including demonstrated ability to work effectively both independently and in a team or collaborative environment, and to lead and mentor junior colleagues.
- Demonstrated ability to plan and perform evaluations and assessments response operations.

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.

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.



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

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.**