



## General Position Information

**Job Title:** IT Domain Requirements Manager Lead -Program Manager

**Position Number:** 23269

**Position Grade:** GS-15

**Salary Range:** \$126,233 - \$176,300 (not applicable for detailees)

**Vacancy Open Period:** 06/02/2022 – 06/02/2023

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** DNI/ICCIO

**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:

- 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 one grade lower than the advertised position grade may apply.

- For a cadre assignment:
  - Current ODNI permanent cadre.
- For a detailee assignment:
  - Current Federal Government employees at the same grade or one grade lower than the advertised 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 will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail assignment, will be assigned to the position at his or her current grade and salary.

**\*\*\* 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 compliant applications received during the previous two weeks will be reviewed for consideration.\*\*\***

## Component Mission

The Intelligence Community (IC) Chief Information Office is responsible for advancing the Intelligence Community's mission by driving secure collaboration, integration, and information sharing; identifying and addressing information enterprise risks; and providing strategic leadership and oversight of the Intelligence Community's enterprise architecture and enterprise information technology.

## Major Duties and Responsibilities (MDRs)

As the senior IC Information Technology (IT) component, the IC Chief Information Officer (IC CIO) executes the DNI's IC Information Technology Environment (IC ITE) initiative and drives delivery of capabilities to the larger IC Information Environment (IC IE). This includes oversight responsibilities and leading the planning, designing, securing, and managing of strategic IT capabilities. The IC CIO informs DNI's position on the future of IC IE, and it oversees implementation of the Director's vision. To this end and in collaboration with fellow ODNI components and IC partners, IC CIO promulgates DNI guidance to the Community, monitors the Community's implementation, identifies enterprise-level challenges, and develops meaningful solutions to optimize enterprise IT effectiveness.

**Position Summary.** On behalf of IC CIO, the Domain Manager leads a team of professional IT and program management staff in overseeing IC ITE core Services of Common Concern (SoCC) and other priority activities. As an expert in technology, enterprise management, and/or IC planning and budgeting, the Domain Manager drives the transformation and protection of the IC IE by guiding IT Service Provider activities and by resolving strategic, enterprise-level challenges to development and interoperability. The Domain Manager also represents the IC CIO in certain overseer engagements, to include with Congress and with the Office of Management and Budget.

**Lead.** Provide Team Lead accumen for contracted professionals, fostering a culture of excellence while proactively and collaboratively identifying and addressing mission and workforce challenges. As a leader within the Missions and Resources Group, the Domain Manager works with team members and senior leadership to move solutions forward and lead the IC to future mission success.

**Analyze.** Develop analysis of program alternatives. Lead analysis, to include dependencies, cost, schedule, performance, mission impact, adoption-rate, and risk. With key partners, the Domain Manager identifies the best mix of IT investments to support DNI priorities and IC ITE mission objectives, assesses relevant factors, and recommends courses of action that involve alternative strategies and funding measures.



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**Coordinate.** Drive both intra- and inter-service analysis and implementation of high-priority efforts, working in concert with other domains, IC CIO divisions, ODNI components, IT service staff, and IC element partners. The Domain Manager leads or directly supports senior-level engagement to secure authoritative positions on enterprise issues, from policy to funding; orchestrates reconciliation of opposing views; and manages the implementation of enterprise-level, executive decisions.

**Monitor.** Oversee IC ITE core service implementation. The Domain Manager assess the services' performance, ensuring that they function within acceptable levels of funding, security, capabilities (delivered) and technical risk and in alignment with the DNI's strategy for IC IE. Domain Managers recommend service continuation, modification, or termination based on these activities.

**Evaluate.** Measure IT Services against established objectives to assess progress against the DNI's goals. Domain Managers lead IT service evaluations in collaboration with key stakeholders and recommend adjustments to mitigate strategic risks, funding shortfalls, and capability gaps.

## **Mandatory and Educational Requirements**

Expert program management, analytic, and critical thinking skills, including the ability to conduct program and management assessments, identify needs and requirements, and develop non-linear process improvement recommendations for implementation across the Intelligence Community.

Demonstrated ability to manage and oversee IT services or acquisitions and to provide such advice and expertise.

Extensive knowledge of strategic planning.

Extensive knowledge of the IC, to include IC elements' IT organizations (e.g., CIO).

Extensive knowledge and experience in IC IE policies, standards, priorities, and requirements.

Extensive knowledge and experience in the Intelligence Planning, Programming, Budgeting, and Evaluation process.

Excellent oral and written communication skills

Excellent interpersonal and networking skills, for effectively creating, leading, and participating in collaborative environments.

## **Desired Requirements**

**Experience:**

Five to ten years of experience as an IT program or project manager is required. Engineers and Technical experience while not required can be substituted as many of the experiences and skillsets in these disciplines are transferable to this opportunity.

**Education:**

Master degree preferred; Bachelor's degree or equivalent experience minimum as determined by mission specialty area.



## 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 in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **POSITION NUMBER:** Reference the position number in the subject line of the email and on each document submitted.
- d. **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-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.

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 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.



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- d. **POSITION NUMBER:** Reference the position 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:** *Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.* Applicants from federal agencies outside the IC should be sent to either DNI-COO-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@dni.gov (unclassified email system).

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 703-275-3888

## 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: 703-275-3888; Email: HRM-HR-OPS-VACANCY-TEAM@dni.gov.

## Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**COVID-19 Vaccination Requirement:** To ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the federal government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for federal employees. Therefore, to the extent a federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply.



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Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

**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 Reasonable Accommodation Office Representative by classified email at [DNI\\_Reasonable\\_Accommodation\\_WMA@cia.ic.gov](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) by unclassified email at [DNI\\_DRA@dni.gov](mailto: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.

**THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**