General Position Information

Job Title: 23852– Acquisition Specialist – GS14

Salary Range: $102,663 - $157,709 (not applicable for detailees)

Vacancy Open Period: 1/7/2020 – 1/6/2021

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/SE/IARPA/OPS

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 candidates to fill a GS-14 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.

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 grade lower than the advertised position 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.

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

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.

The Intelligence Advanced Research Projects Activity (IARPA) is an independent activity within the Office of the Director of National Intelligence (ODNI), aligned with the office of Strategy & Engagement. IARPA invests in high-risk, high-payoff research that has the potential to provide our nation with an overwhelming intelligence advantage. IARPA addresses cross-agency challenges, drives ground breaking research and development in support of our future strategies, enhances innovation across the breadth of IC activities, and allows the IC to take advantage of cutting-edge technology, resulting in critical advances that propel the IC forward. IARPA accomplishes this by leveraging expertise from across academia, industry and the IC Community, and works transition strategies and plans with agency partners.

Major Duties and Responsibilities:

- Lead and integrate functional teams to analyze potential program requirements and refine program requirements and continuously coordinate with users to determine appropriate interpretation.
- Support IARPA research Program Managers (PM) and Contracting Officers (CO) while serving as a senior Contracting Officer's Representative (COR) for IARPA Research & Development (R&D) acquisitions, to include internal contracts and interagency agreements.
- Serve as the business liaison between the CO and the contractor; responsible for monitoring performance, providing designated direction, administrative oversight, clarification, and guidance with respect to the contract terms and conditions and SOW, and assuring timely delivery as set forth in the contract.
- Support the IARPA Program Manager in conducting analysis of financial and management progress reports to monitor and assess contractor performance, funds execution, and performance to schedule. Facilitate discussions with PM and program team to address risk, incorporate changes and ensure budget control; initiate acquisitions actions as required.
- Lead execution of annual acquisition plan for assigned efforts; ensure timely execution of funding and contract changes. Manage to approved spend plan. Coordinate and facilitate actions with program and functional teams.
- Lead preparation and coordination of acquisition documentation (Statements of Work (SOW), Cost Estimates, Acquisition Plans, Evaluation Criteria, Memorandums of Agreement, etc.) in support of new and on-going efforts.
- Collaborate with IARPA Program Managers in order to develop acquisition strategies for programs, to include matters related to intellectual property, test & evaluation and technology transition.
- Collaborate with Other Government Agencies and IC mission partners to ensure Interagency Agreements and intergovernmental financial transactions are approved and executed appropriately and timely.
- Oversee and execute the payment of funds for work performed through an invoice payment process.
- Manage ongoing working relationships and expectations with customers, stakeholders, users, and decision authorities throughout the program life cycle.

**Mandatory and Educational Requirements**

- Superior oral and written communication skills and demonstrated ability to conduct independent research, filter and synthesize data, and produce clear, logical, and concise products.
- Extensive knowledge of acquisition and contracting principles and procedures sufficient to monitor and oversee a diverse range of R&D acquisitions.
- Experience (3+ years) managing or executing R&D programs in Government or Industry.
- Acquisition or contracting experience (3+ years) in developing acquisition plans and supporting documentations, and execution of source selections.
- Demonstrated expert level experience as a Contracting Officer Representative (COR) and/or Contracting Officer’s Technical Representative (COTR).
- Ability to manage competing priorities while maintaining a high-level of attention to detail in a dynamic, fast-paced environment.
- Superior ability to build consensus and gain cooperation from others to obtain information and accomplish goals; ability to develop and maintain effective working relationships across government and private organizations and across functional and technical disciplines.
- Bachelor's degree that includes 24 semester hours in any combination of accounting, business finance, law, contracts, purchasing, economics, industrial/management, marketing, quantitative methods, or organizational management.
- Credentialed COR or COTR Level 2 or higher, according to Defense Acquisition Workforce Improvement Act (DAWIA), Central Intelligence Agency, other Government agency.
- Presently hold a TS/SCI Clearance.

**Desired Requirements:**

- Broad acquisition background with at least 5 years of experience working government research and development acquisitions.
• Credentialed Program Manager according to Defense Acquisition Workforce Improvement Act (DAWIA), Central Intelligence Agency, other Government agency or equivalent industry standards.
• US Government Interagency transaction experience.

Key Requirements and How to Apply

*Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](http://jobsdni.gov).*

For current employees who do not currently have access to internal systems, 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 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 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.

**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_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.**