General Position Information

Job Title: 24128 - Cost Analyst - GS-15

Salary Range: $112,021 - $161,900 (not applicable for detailees)

Vacancy Open Period: 07/06/2017 - 07/06/2018

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: SRA/CA

Duty Location: McLean, VA

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, the ODNI hiring office will pay for travel by commercial carrier (economy class) or reimburse for privately owned vehicle (POV) mileage. If applicable, the candidate also will be reimbursed at a flat rate for commercial lodging and per diem.

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.

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.

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.
- 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

The Assistant Director of National Intelligence for Systems and Resource Analyses (ADNI/SRA) is the principle staff assistant and advisor to the Director of National Intelligence (DNI) on matters pertaining to program analyses, evaluation, and resource allocation through independent analyses and advice relevant to the National Intelligence Program (NIP) and the Military Intelligence Program. As the principle advisor to the DNI on these matters, the ADNI/SRA analyzes, evaluates, and provides alternative plans, programs, and budgets for DNI priority objectives, projected threats, estimated costs, and resource constraints.

Major Duties and Responsibilities (MDRs)

- Lead, manage, and oversee cost estimating activities for major system acquisitions and coordinate those activities with the Intelligence Community (IC) cost groups, IC agencies and industry partners.
- Lead cost estimating efforts for major issue teams and conduct in-depth affordability assessments, alternative analysis and trade studies and implement innovative solutions to support program budget builds. Manage, plan, and conduct research projects leading to improved analytical concepts, methods, and techniques.
- Direct the development of new cost estimating methods, tools and techniques and research and collect historical cost data on IC programs to support cost estimates and affordability assessments.
- Lead the collaboration, sharing of information and techniques with cost groups and conduct outreach activities with other government agencies, academia institutions, industry partners and professional organizations
- Serve as a subject matter expert, provide technical expertise to evaluate program cost estimates and extended budget projections and identify and quantify budgetary, cost, schedule, technical, and programmatic risk factors related to programs. Serve on technical and financial boards and committees and oversee the development standards and techniques for evaluating adequacy of cost activities and capabilities.
- Prioritize and initiate oversight activities related to commodity areas of cost analysis and budgetary responsibilities to help ensure sufficient resource availability.
- Enforce and implement cost estimating guidance and policies and ensure portfolio programs adhering to these standards.
- Lead, manage, and direct a professional level staff and evaluate performance.
- Brief senior leadership and other major stakeholders as necessary on strategic budget, resource, acquisition and investment planning issues.

Mandatory and Educational Requirements

- Expert knowledge of and experience in estimating the cost of overhead IC collection systems including space, ground and tasking, processing, exploitation, and dissemination programs. Superior knowledge of cost estimating tools (e.g., ACEIT, Crystal Ball, and Price H).
- Expert knowledge and experience in applying the principles, theories and methods of cost analysis, operations research, engineering, economic analysis and resource management to acquisition issues.
- Expert knowledge of analytic tools and data development, organization and analysis for use in studies and analyses. Superior ability to analyze data and use quantitative financial analysis; identify financial issues and present results to senior managers.
- Expert knowledge of IC acquisition processes, including planning, programming and budgeting.
- Expert experience in designing and performing innovative cost analyses in support of trade studies, analysis of alternatives, affordability assessments, long term strategic planning and program development activities.
- Superior oral and written communication skills that display a superior ability to tailor explanations and presentations to various audiences who have different values, cultures, and backgrounds. Superior ability to work effectively with various levels of leadership within Office of the Director of National Intelligence (ODNI) and IC.

Desired Requirements

- Superior leadership and managerial capabilities, including the ability to effectively directly task, assess and manage performance, and support personal and professional development of all levels of personnel.
- Expert knowledge of ODNI priorities, its role in the IC, and its operational and legal constraints.
- Expert knowledge and familiarity with Federal Acquisition Regulations principles, concepts, and practices, reform initiatives, and policies and procedures, and superior ability to effectively apply these laws, regulations and procedures to determine contracting methods, types of acquisition instruments, business and negotiation strategies, techniques of cost analysis, and determination of contractor responsibility, methods of monitoring the performance of long term contracts and agreements with multiple partners, and contract and agreement administration.

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_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov *(Daniel J.)* and aclaale@dni.ic.gov *(Alex A.)* 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 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.

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.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov *(Daniel J.)* and aclaale@dni.ic.gov *(Alex A.)* 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 703-275-3811.

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: 703-275-3811; Email: Recruitment_TeamB@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-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.**