



## General Position Information

**Job Title:** Director, Outreach and Education Group

**Position Number:** 25313

**Position Grade:** GS-15

**Salary Range:** \$126,233 - \$164,102 (not applicable for detailees)

**Vacancy Open Period:** 04/29/2022 – 05/14/2022

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal and External Candidates, Detailees

**Division:** DNI/IC DEI/DO

**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.

## Component Mission

The IC Diversity, Equity, and Inclusion (DEI) Office reports directly to the Director of National Intelligence and is responsible for the overall strategic management of the IC's efforts to build a diverse and inclusive workforce and to ensure that equity is a core part of management and policy-making processes. The IC DEI Office will develop policies and programs, and provide guidance and consultation that impact the representation of women, minorities, and persons with disabilities.

## Major Duties and Responsibilities (MDRs)

Manage the outreach and education portfolios for IC DEI.

Manage a team of staff and contractors responsible for the execution of the Outreach and Education Group (OEG) portfolio.

Oversee the development and implementation of educational DEIA training, resources, and facilitation. Ensure that training is relevant and timely by leveraging current research and development across DEI. The group chief is also responsible for ensuring all training is consistent with requirements established in executive orders, presidential memoranda, and federal DEIA strategies.

Oversee the successful implementation of the IC DEIA Outreach Strategy. This requires assessment of partnerships with academic and professional intuitions by leveraging metrics to determine return on investment and developing strategic partnerships with the private sector.

Lead and manage IC network of advisory groups such as IC Affinity Network meetings, and other relevant working groups.

Manage the budget and deliverables for OEG. Ensure OEG properly obligates and expenses funding. Also, implement program management practices to ensure deliverables are on time.

Draft executive level responses to congressionally directed actions, executive orders and other written products.

Apply expertise in procuring speakers, calculate budgets for events and adhere to those budgets; coordinate and monitor event timelines; initiate and coordinate the advertisement of events; edit promotional materials, and secure locations for events.

Provide guidance to government and contract employees assigned to the Diversity Outreach and Education team.

Lead a team of professional staff and assess performance, collaborate and oversee goal setting, and provide feedback on personal development.



## **Mandatory and Educational Requirements**

Superior ability to establish regular contact with high-level internal and external resources and customers, supplying or seeking information on diversity and outreach across the IC workforce.

Superior use of tact when expressing ideas or opinions, written and oral form, to senior leaders, customers, contractors, and other stakeholders.

Expert knowledge in program or project management in the field of leading organizational change initiatives.

Superior program management, analytic, and critical thinking skills, including a superior ability to conduct program assessments, identify needs and requirements, and develop recommendations for the successful implementation of IC DEI programs.

Superior management skills to plan, organize, implement, evaluate, and allocate resources for the IC DEI as they pertain to Outreach and Education.

Demonstrated success in working collaboratively, with individuals and teams, across organizational boundaries to accomplish mission goals.

Expert ability to work independently and manage competing priorities under strict deadlines, while maintaining a high level of confidentiality, attention-to-detail, tact and diplomacy.

Expert ability to plan and execute events.

## **Desired Requirements**

Previous experience implementing or delivering diversity and inclusion initiatives.

Knowledge of diversity-related policy and regulations.

COTR/COR Level-1 Certified

## **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.



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- 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.
- 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.



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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](mailto: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.

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.**