General Position Information

Job Title: Deputy Chief, Mission Management, NIMC

Position Number: 29021

Position Grade: GS-15

Salary Range: $122,530 - $172,500

Vacancy Open Period: 11/08/2021 – 11/16/2021

Position Type: Cadre

Who May Apply: Internal ODNI Candidates

Division: MI/NIMC

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, 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.

Who May Apply

- For a cadre assignment:
  - Current ODNI permanent cadre at the same grade or up to one grade lower than the advertised positions 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.
Component Mission

The Office of the Director of National Intelligence (ODNI) Deputy Director of Mission Integration (MI) serves as the Director of National Intelligence's (DNI) senior leader for intelligence integration across the IC enterprise. MI is responsible for ensuring customer outcomes by leading advances in collection and analysis that ensure the quality, timeliness, and utility of insights for the nation's decision-makers. Additionally, MI is responsible for increasing expertise and improving tradecraft at all levels through specialization, integration, and collaboration. MI is responsible for the strategic vision, direction, and planning to deliver a more integrated IC reflecting the collective wisdom of our collection and analytic components to advance, in support of the National Intelligence Managers, the Unifying Intelligence Strategies (UIS).

Major Duties and Responsibilities (MDRs)

Lead the development and implementation of the Intelligence Planning Guidance (IPG). Lead the MM and cross-ODNI team in developing the IPG methodology. Coordinate all phases of the effort within NIMC and across ODNI to ensure it accurately captures IC requirements.

Lead NIMC's oversight of the resourcing and implementation of the Joint Hard Targets Strategies (JHTS). In collaboration with the NIMs and Undersecretary of Defense for Intelligence and Security (USD(I&S)), ensure the JHTS align with the strategic direction, including the National Intelligence Strategy, the National Defense Strategy, the IPG, and relevant UISs.

Manage a holistic process for the production and horizontal integration of 16 NIM-led Unifying Intelligence Strategies (UISs) to ensure integration across mission and enterprise areas for improved IC direction.

Support NIM strategic briefings to the DNI in their annual State of Mission (SoM) reports.

Supervise a professional staff, assess performance, oversee goal setting, and provide feedback on personal and professional development. Foster a diverse organizational culture.

Collaborate within NIMC to refine and institutionalize a corporate cross-NIM approach to providing mission inputs to DMI, ODNI, and the IC.

Develop, evaluate, and analyze project proposals and action plans, determining impact on current resources, supporting the analysis and decision between proposals, and forecasting resource needs.

Create and sustain effective partnerships with other ODNI components and directorates, and with key IC elements.

Cooperatively manage the Planning, Programming, Budget, and Evaluation (IPPBE) process with key ODNI counterparts, including Policy and Strategy, Requirements Cost and Effectiveness, and Chief Financial Officer.

Lead and support briefings to senior IC officials and other major stakeholders collaboration progress, issues and challenges.

Mandatory and Educational Requirements

Superior interpersonal skills and superior ability to work effectively in both independent and in a team or collaborative environment.
Superior oral and written communication skills, including superior ability to draft and edit written reports of varying length and complexity, and to communicate effectively with audiences of varying seniority and expertise.

Superior leadership skills and ability to lead interagency working groups, build coalitions with IC elements to achieve common goals, and achieve consensus across different perspectives.

**Desired Requirements**

Superior analytical and critical thinking skills, including the superior ability to think strategically, identify needs and requirements, develop recommendations, and evaluate outcomes against goals and objectives.

Superior ability to manage strategic and tactical level topics, and develop innovative recommendations and solutions for improvement.

Expert knowledge of IC organizations; IC mission posture, structures, capabilities, processes, resources, and policy development.

**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. **VACANCY NUMBER:** Reference the vacancy 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-HR-HRM-TEAMD-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamD@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.
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 703-275-3663.

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: 703-275-3663; Email: Recruitment_TeamD@dni.gov

Other Information

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

The Office of the Director of National Intelligence (ODNI) requires its employees to be fully vaccinated against COVID-19 pursuant to Executive Order 14043 of the President of the United States. As required, Federal employees must be fully vaccinated against COVID-19 regardless of the employee’s duty location or work arrangement (e.g., telework, etc), with exceptions only as required by law. If selected, you will be required to be vaccinated against COVID-19 and submit documentation of proof of vaccination by November 22, 2021 or before appointment or onboarding with ODNI, if after November 22, 2021. ODNI will provide additional information regarding what information or documentation will be needed and how you can request a legally required exception from this requirement. All employees requesting either a medical or religious exception, must follow the Guidelines from the Office of Personnel Management and/or Safer Federal Workforce Task Force.

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 703-275-3900 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.