



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

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## General Position Information

**Job Title:** 30436 - Chief, Budget Team- GS-15

**Salary Range:** \$102,663 – 170,800 (not applicable for detailees)

**Vacancy Open Period:** 09/09/2020 – 09/24/2020

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal Cadre, Detailees

**Division:** DNI/NCSC/MID

**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 or external 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 two grades below 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 detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade or two grades below advertised position grade may apply).

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## 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 mission of the National Counterintelligence & Security Center is to lead and support the U.S. Government's counterintelligence (CI) and security activities critical to protecting our nation; provide CI outreach to U.S. private sector entities at risk of foreign intelligence penetration; and issue public warnings regarding intelligence threats to the U.S.

## Major Duties and Responsibilities (MDRs)

- mission resources leading a team engaged in resource advocacy for CI and Security elements in the Intelligence Community, and representing NCSC with the IC's Office of Chief Financial Officer (OCFO) and other community resource professionals to recommend courses of action associated with CI and Security resources. The incumbent also will act as the lead for developing, gaining funding for, and managing a strategic IC-wide CI Resource Investment Plan. The incumbent will be expected to:
- Engage with NCSC Directorates, IC agencies, the IC CFO, the CI and Security community, and intelligence community planners and resource managers to develop, implement, and manage a CI Resource Investment Plan.
- Engage with NCSC Directorates, IC agencies, and the IC CFO to monitor and oversee the IC's CI and Security budget, and assist with educating and guiding NCSC leadership regarding IC agencies' strategic resource objectives, IPPBE processes and timelines, and the CI and Security resource picture for Executive Branch Departments and Agencies.
- Prepare for and lead the CI Resource and Evaluation Working Group meetings in the Group Chief's absence.
- Collaborate with the Mission Review Team to integrate resource advocacy and performance evaluation processes and information.
- Plan, schedule and implement the review, editing, coordination, and production processes for IC component CI and security-related budget justification materials.

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- Assist in the monitoring of relevant Congressional budget actions; provide substantive input for appeals to Congressional budget markups; and assist in preparing input to Congressional budget testimony, responses to Congressional queries, Questions for the Record, Congressionally Directed Actions, and letters, memoranda and reports regarding program, budget and execution issues for CI and security-related IC components and DoD.

## **Mandatory and Educational Requirements**

- Superior organizational and interpersonal skills.
- Expert knowledge of and experience with budget formulation, programming, and budget execution processes for IC programs, a defense agency, or a military service.
- Ability to address complex, inter-related program and budgetary problems and issues.
- Extensive knowledge of IC and ODNI missions, organizations, roles and responsibilities and experience with intelligence policy, IPPBE process, IC missions, and interagency coordination.
- Demonstrated superior written and oral communication skills, including experience communicating effectively with audiences of varying seniority and expertise, and ability to produce clear, logical and concise products.

## **Desired Requirements**

- Experience with and knowledge of counterintelligence and security missions and activities.
- Knowledge of and experience working with the Office of the Director of National Intelligence and the intelligence community.
- Demonstrated progressively responsible experience in Resource Management or Financial Management within the DoD, IC, other Government Agency or Private industry equivalent to at least the GS-13 level.

## **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.

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- 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:** Applications should be sent to either DNI\_COO\_TM\_HR\_OPS\_TEAM\_B\_WMA@cia.ic.gov (classified email system) or Recruitment\_TeamD@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both dewbret@dni.ic.gov (*Brett D.*) and zackern@dni.ic.gov (*Natalia Z.*) 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 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\_B\_WMA@cia.ic.gov (classified email system) or Recruitment\_TeamD@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to

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## 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 703-275-1250.

## 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: 703-275-1250; Email: Recruitment\_TeamB@dni.gov

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 EEOC 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.**

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