



**General Position Information**

**Job Title:** 77770 - Interagency Coordination Officer - IC CAE Project Coordinator - GS-14

**Salary Range:** \$96,970 - \$148,967 (not applicable for detailees)

**Vacancy Open Period:** 1/02/2019 – 1/30/2019

**Position Type:** Cadre, Detailee

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

**Division:** CHCO/ROO

**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**

\*\*\*\*\***MULTIPLE POSITIONS ARE AVAILABLE**\*\*\*\*\*

This is an opportunity for:

- An internal or external candidate 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.
  - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)



- Current Federal Government employees. (Current GS employees at the same grade or one grade lower than the advertised position grade may apply.)
- Candidates outside the Federal Government.
- 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.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.
- 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 Office of the Chief Human Capital Officer (CHCO) supports the Office of the Director of National Intelligence by establishing and overseeing the implementation of the full range of Human Capital programs, processes, and policies. The CHCO has established the Strategic Human Capital Plan for the Intelligence Community (IC) that deals directly with talent, performance, and leadership to attract, engage, and unify an innovative and results-focused workforce in support of the National Intelligence Strategy—and ultimately the security of our nation. Following the IC Strategic HC Plan, the Office of the CHCO develops and implements policies, practices, and processes that leverage commonality across the IC and maximizes the strengths of individual agencies.

## **Major Duties and Responsibilities (MDRs)**

- Planning and completing assessments of the IC CAE's progress towards mission and enterprise strategic objectives and determine how well the IC CAE is postured for future environments.
- Planning and developing efforts to create a culture of IC CAE-related strategic planning by promoting best practices in strategy development, execution, and evaluation of IC CAE activities and by communicating to IC agencies priorities, activities, and impact in order to promote shared vision, values, and goals of the IC CAE program.
- Liaising with senior IC and academia leadership on strategic priorities, opportunities, gaps, and interdependencies to link resources to strategy; plan and communicate emerging strategic analytic issues and trends, evaluate them in context of the Consolidated Intelligence Guidance (CIG), and make recommendations for improvements.
- Assisting with all activities related to grants monitoring and execution.
- Advising IC and ODNI leadership on the development, implementation, and management of IC CAE programs and ensure that the programs are aligned with and directly in support of the CIG.



- Establishing, sustaining and advancing outreach activities within and beyond the IC.
- Assigning IC CAE-related action items to Intelligence Community (IC) elements, logging and tracking task status, negotiating extensions to deadlines, anticipating impediments to successful and timely task execution, and reporting task status to senior management.
- Reviewing, composing, editing, and distributing incoming and outgoing communication materials ensuring key stakeholder coordination, high quality and timely deliverables, and conformance with regulations and policies.
- Assisting and serving as a liaison; listening to and understanding the needs of the IC CAE grantees and assist grantees as requested, in developing methods, policies, and procedures to ensure they fully meet the program's objectives.
- Planning and preparing briefings, reports, and presentations to IC and IC CAE senior leadership and senior policymakers in a manner that meets their specified requirements and provide expert analysis and recommendations that ensure IC CAE strategic plans and programs align with national intelligence strategic objectives.
- Providing direction to ODNI and/or IC managers in program planning, design, development, and implementation of IC CAE.
- Planning and conducting formal analyses of the strengths and weaknesses of IC CAE that require resolving critical problems or developing new concepts and methodologies impacting program success.
- Assisting in developing strategic and tactical plans to support IC CAE; plan, develop, implement, and evaluate the program in response to IC directives and/or mission requirements.
- Assisting in cultivating and maintaining productive working relationships with Principal Investigators, Senior Advisory Board members, IC-wide HR experts, and ODNI senior leadership to share information of interest, explain the specifics of IC CAE recruitment challenges and successes and, when appropriate, present, justify, defend, negotiate, and/or settle matters involving significant issues.
- Monitoring IC CAE School issued grants and tracking their performance.
- Providing input to the IC CAE Program quarterly newsletter.
- Planning Private Investigator professional development days.
- Developing detailed program books for each IC CAE school.
- Manage the collection and reporting of Return on Investment for all program metrics.

## **Mandatory and Educational Requirements**

This job might be for you if:

- You have immersed yourself in understanding the mission, charter, roles and responsibilities of the various IC elements and use that knowledge as a backdrop to your everyday responsibilities.



- You have an expert understanding of the intelligence cycle and disciplines and how they are applied to solve problems.
- You have a basic knowledge of grant regulations and policies.
- You thrive on organizing complex projects and tracking every aspect.
- You have demonstrated ability to conceptualize, organize, and draw inferences from incomplete data and present a compelling analysis of findings and issues; demonstrated ability to identify, articulate, document, and mitigate knowledge gaps or alternatives approaches.
- You have experience working with schools and communities.
- You have experience in process improvement and change management and the capability to manage the success of individual educational programs.
- You have demonstrated organizational and interpersonal skills to facilitate diverse forums, manage competing priorities and advocate new ideas/concepts/processes; demonstrated ability to exercise independent judgment on time-sensitive issues and work collaboratively across the IC.
- You enjoy working both independently with little direction and within a team to advance the team's goals which also results in earning their confidence and trust.
- You specialize in mentoring junior colleagues, and utilize strong organizational and interpersonal problem solving skills.
- You are a connoisseur of project management concepts and principles.
- You enjoy traveling to various parts of the United States to interact with IC CAE schools and help assess the progress of their programs.
- Experience: On average, seven years of progressively responsible experience in the IC with thorough knowledge of IC integration practices and experience leading strategic planning and implementation.
- Education: Bachelor's degree or seven years IC-experience demonstrating ability to learn new concepts and apply knowledge to create positive impact.

## 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.



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- 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-MSD-HR-RR-Team B WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov) (classified email system) or [Recruitment TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [joswida@dni.ic.gov](mailto:joswida@dni.ic.gov) (Daniel J.), [mitchsl@cia.ic.gov](mailto:mitchsl@cia.ic.gov) (Stephanie M.), and [perryad@dni.ic.gov](mailto:perryad@dni.ic.gov) (Adriane P.) 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.

External Candidates:

Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of an ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

A complete application 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.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
- e. **SF-50:** Current or former 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](mailto:DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov) (classified email system) or [Recruitment TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [joswida@dni.ic.gov](mailto:joswida@dni.ic.gov) (Daniel J.), [mitchsl@cia.ic.gov](mailto:mitchsl@cia.ic.gov) (Stephanie M.), and [perryad@dni.ic.gov](mailto:perryad@dni.ic.gov) (Adriane P.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.



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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.
- 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-MSD-HR-RR-Team\\_B\\_WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [joswida@dni.ic.gov](mailto:joswida@dni.ic.gov) (Daniel J.), [mitchsl@cia.ic.gov](mailto:mitchsl@cia.ic.gov) (Stephanie M.), and [perryad@dni.ic.gov](mailto:perryad@dni.ic.gov) (Adriane P.) 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 301-243-9040.





**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: 301-243-9040; Email: Recruitment\_TeamB@dni.gov

**Other Information**

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfeds.com>
- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered): <http://www.opm.gov/retire/index.asp> if you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependent Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules

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\\_COO\\_TM\\_EEOD\\_RA\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov), by unclassified email at [DNI-EEOD\\_WMA@cia.ic.gov](mailto:DNI-EEOD_WMA@cia.ic.gov), by telephone at 301-243-0704 or by FAX at 301-243-1200. 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.**

\*\*\*\*\*MULTIPLE POSITIONS ARE AVAILABLE\*\*\*\*\*