



General Position Information

Job Title: EC020 – Group Chief – SNIS Tier 1

Salary Range: None provided (not applicable for detailees)

Vacancy Open Period: 1/13/2021 – 2/3/2021

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: PC/RCE

Duty Location: Bethesda, MD; 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 SNIS 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 as the advertised position 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 SNIS 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.
- 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 Policy and Capabilities Directorate is focused on ensuring the IC is best postured to meet the future challenges and threats confronting our nation.

Requirements, Cost, and Effectiveness (RC&E) informs decision making by delivering insight on the future intelligence environment and fact-based analysis on strategic issues, capabilities, cost, and effectiveness. This office consists of three main efforts working collaboratively to deliver the mission.

- Primary responsibilities of the first one are systems analysis and requirements (SAR) analysis include capability analysis, systems of systems analysis, requirements analysis, and management of the Intelligence Community requirements process.
- Primary responsibilities of the of the second effort are conducting strategic assessment and outcomes (SAO) to include development of the IC Net Assessments, IC Consolidated Intelligence Guidance, National Intelligence Strategy Assessments, Major Issues Studies, Strategic Evaluation Reports, and programmatic and strategic analysis.
- Primary responsibilities of the third effort are cost analysis and affordability (CAA) to include development of Independent Cost Estimates, affordability analysis, and independent cost analysis support to IC budget build, NIP/MIP cost share agreements, and implications of full-funding of major acquisitions.

This vacancy is for RC&E's three leadership positions as follows: Systems Analysis and Requirements (SAR); Strategic Assessments and Outcome (SAO); and Cost Analysis and Affordability (CAA).

Major Duties and Responsibilities (MDRs)

- Inform IC-wide decision processes in an effective, flexible, and streamlined manner to better define enterprise capabilities, inform trades, and coordinate IC-wide efforts. Manage and oversee analytic frameworks to guide investment decisions and cost share discussions.
- Lead, manage, and direct a professional analytic staff, evaluate performance, collaborate on goal setting, and provide feedback and guidance regarding personal and professional development opportunities.
- Oversee, manager, lead and ensure delivery of assigned group's responsibilities in accordance with the RC&E mission.
- Provide thought leadership through, timely, and insightful analysis at the highest standard of quality and objectivity.
- Assess the IC's posture relative to future threats and make recommendations to improve IC effectiveness.
- Manage and oversee ODNI's foundational system of systems analysis, cost and affordability estimates, and strategic effectiveness efforts to inform analysis of requirements, resource investments, system performance, leadership decisions, and other analyses conducted within the ODNI.



- Evolve RC&E tradecraft to ensure enterprise and system requirements, net assessments, DNI's guidance on priorities and outcomes, mission capability gaps, and program assessments are conducted in an integrated manner that marries cost, programmatic, and/or technical acumen with discipline, and collaboration with the IC's experts.
- Implement group tradecraft and methodologies across a broad range of systems analysis, quantitative analysis, and qualitative methods relevant to the group and office missions.

Mandatory and Educational Requirements

- Experience with and/or ability to lead the development and application of quantitative and qualitative methodologies for analysis of alternatives, cost estimating, evaluation of effectiveness, issue studies, net assessments, programmatic analysis, requirements analysis, and/or systems analysis.
- Extensive knowledge of the Intelligence Community mission, objectives, policies, and authorities. Substantial experience in applying budget, cost, and program management principles and methods to large complex programs in support of the IC mission.
- Strong analytical and critical thinking skills, including the ability to think strategically and identify needs, requirements, and develop recommendations.
- Expert oral and written communications skills, including ability to clearly convey complex information and ideas to IC leadership.
- Excellent interpersonal, leadership, and managerial skills to work effectively with senior leaders from inside and outside the Intelligence Community, to explain and advocate ODNI policy, and to communicate, coordinate, and develop a professional network across the U.S. Government.

Desired Requirements

- Ten or more years of experience leading analytic organizations, managing, and/or directing the successful efforts of a government or private organization/industry.
- Demonstrated experience in cost analysis, systems engineering, operations research, systems analysis, program analysis, and/or other skill areas relevant to one or more of the group positions.

Education:

- Bachelor's degree or equivalent experience in engineering, computer science, finance, math, physics, operations research, systems analysis, or other relevant field.
- Master's degree preferred in business administration, management, operations research, national security, or technical field
- Certifications/Licenses:
 - COTR Certifications
 - Acquisition or Program Management Certifications
 - Cost Certifications

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.
- e. **PRIORITIZED POSITION PREFERENCE:** This vacancy is for three RC&E leadership positions. Please identify, in rank order from 1-3, your preference for each of the leadership positions and note if there is a position you would not accept if offered.

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_HR_OPS_TEAM_B_WMA@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants experiencing technical issues should contact the HR POC for guidance. Applicants submitting via JWICS are requested to submit their materials to both majettm@dni.ic.gov (*Maya M.*) and ZACKERN@dni.ic.gov (*Natalia Z.*) in lieu of the group address above.

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.



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L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
- g. **PRIORITIZED POSITION PREFERENCE:** This vacancy is for three RC&E Group Chief positions. Please identify, in rank order from 1-3, your preference for each of the Group Chief positions and note if there is a position you would not accept if offered.

WHERE TO SUBMIT: applications should be sent to either DNI_COO_HRM_HR_OPS_TEAM_B_WMA@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants experiencing technical issues should contact the HR POC for guidance. Applicants submitting via JWICS are requested to submit their materials to both majettm@dni.ic.gov (*Maya M.*) 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.

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.

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: 301-243-1318; 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_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.**