



## General Position Information

**Job Title:** Assistant DNI for Mission Performance, Analysis, and Collection (MPAC)

**Position Number:** HE199

**Position Grade:** SNIS Executive Tier 2

**Salary Range:** NONE PROVIDED

**Vacancy Open Period:** 06/06/2022 – 06/21/2022

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** DNI/MI/MPAC

**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 SNIS Executive Tier 2 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

Only Senior Service (SNIS, SES, SIS, DISES, and DISL) candidates may apply. GS employees may not 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. (Current Senior Service employees at the same 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 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)

Serve as the Assistant DNI for Mission Performance, Analysis, and Collection, and developing, leading, and guiding mission modernization programs, projects, and initiatives. Work collaboratively within DMI and the ODNI to align IC investments and guidance to mission priorities, increase agility across the Intelligence Community (IC), and improve the quality of data-driven decision-making.

Lead, manage, and direct a professional level staff, evaluate performance, collaborate on goal setting, and provide feedback and guidance regarding personal and professional development opportunities.

Lead a professional staff in successfully defining and managing complex programs and projects that may include ill-defined requirements, ambiguity, parallel tasks, multiple dependencies, high risks, and multiple interfaces; ensure timelines, costs, deliverables, and outcomes are achieved according to approved plans.

Establish, guide, and oversee ODNI and IC working groups, boards, and committees to promote the integration of collection and analysis activities through forums such as the National Intelligence Collection Board and the National Intelligence Analytic Board (NIAB). Coordinate matters to sensitive activities and chair related boards to ensure that mission requirements and modernization activities are addressed.

Develop and maintain key partnerships within DMI and Policy and Capabilities to ensure that mission needs and gaps are understood, analyzed, and addressed in key program and budgeting processes. Guide and oversee key responsibilities for the development and modernization of the Identity Intelligence Enterprise and ensure the continued improvement of Analytic Integrity and Standards evaluations and reports.

Establish and update stakeholder priorities through the NIPF and continually evaluate the IC's collection analytic posture through appropriate guidelines and restrictions. Use the prioritization process to assess and communicate IC performance against priorities to senior policymakers, including the White House and the National Security Council.

Support leadership across DDNI/MI in facilitating transparency, and collaboration, and improved effectiveness in line with DMI goals through formal corporate processes and informal professional relationships with other DMI Assistant Directors.



As necessary, brief senior IC leadership, Department of Defense officials, members of Congress, policy-makers, and other major stakeholders on intelligence integration and mission modernization initiatives, challenges and opportunities.

Provide a corporate DMI mission perspective and recommendations for investment in the National Intelligence Plan in support to the Principal Deputy Director of National Intelligence and IC Chief Financial Officer.

## **Mandatory and Educational Requirements**

Demonstrated experience with IC analysis and collection activities, capabilities, and processes across all intelligence disciplines that enable and contribute to the national security enterprise.

Demonstrated ability to anticipate intelligence and national security issues relevant to the IC and United States Government and recommend and implement needed actions.

Excellent communication and briefing skills demonstrated by the ability to produce clear, logical, and concise presentations.

Expert analytical and critical thinking skills, including the demonstrated ability to think strategically, execute initiatives for integrated collection management and tradecraft, and interagency-wide initiatives.

Extensive knowledge of each phase of the Intelligence Planning, Programming, Budgeting and Execution (IPBE) system.

## **Desired Requirements**

Excellent organizational, managerial, and leadership skills, including the ability to effectively manage the professional development of staff employees.

Superior oral and written communication skills, including the ability to clearly convey complex information and technical data to all levels of management.

## **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.
- 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\\_semo\\_wma@cia.ic.gov](mailto:dni_coo_hrm_semo_wma@cia.ic.gov) (classified email system) or [DNI\\_CMO\\_HC\\_SEMO@dni.gov](mailto:DNI_CMO_HC_SEMO@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\\_semo\\_wma@cia.ic.gov](mailto:dni_coo_hrm_semo_wma@cia.ic.gov) (classified email system) or [DNI\\_CMO\\_HC\\_SEMO@dni.gov](mailto:DNI_CMO_HC_SEMO@dni.gov) (unclassified email system).

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 703-275-3300.

## **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: 703-275-3300; Email: [DNI\\_CMO\\_HC\\_SEMO@dni.gov](mailto:DNI_CMO_HC_SEMO@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.**