General Position Information

Job Title: Division Chief Defense Appropriated NIP Programs

Position Number: HJ224

Position Grade: GS15

Salary Range: $148,484 - $176,300 (not applicable for detailees)

Vacancy Open Period: 06/17/2022 – 07/05/2022

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/CFO

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.

- 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 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.

- For a detailee assignment:
Current Federal Government employees at the same grade as the advertised 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 Chief Financial Officer (CFO) leads the development, negotiation, and presentation of the National Intelligence Program (NIP) budget to the President and the Congress. The CFO's three main responsibilities include resource management (budget analysis, formulation, justification, and execution), performance planning and evaluation, and financial management improvement.

**Major Duties and Responsibilities (MDRs)**

Lead, manage and oversee efforts to analyze country, mission and intelligence capabilities and identify key intelligence program, mission, and resource issues, evaluate alternatives, and provide structured recommendations to IC leadership in accordance with IC policies and procedures, and viewpoints from key stakeholders.

Initiate, cultivate, and maintain productive working relationships with peers across the ODNI staff, Defense IC program elements, and Office of Management and Budget (OMB), to collaborate and coordinate on IC strategic priorities, issues/ opportunities, and inter-organizational dependencies. Ensure intelligence resources are aligned with national strategies.

Lead and/or participate in IC-wide working groups, committees, and technical meetings as required and provide expert advice and resource guidance as appropriate.

Lead and support performance assessments of the IC's progress against Community-wide priorities and strategic objectives to determine how well the IC is postured for future environments.

Oversee the development of briefings, reports, and presentations to organizational leadership, senior policymakers, and senior U.S. Government officials and provide expert analysis and recommendations that ensure IC strategic plans and programs align with strategic objectives.

Assist in the development and application of advanced analytic methods and techniques to improve data collection and data analysis across the spectrum of mission, country and capabilities.

Identify, interpret and assess impacts of Executive or Congressional language on planned or existing resources affecting program activities and attainment of mission objectives.
Participate actively in development of strategic guidance (e.g. National Intelligence Strategy, Consolidated Intelligence Guidance, fiscal guidance, etc.) for IC programs and activities.

Lead and collaborate on the review and editing of IC element budget resource justification materials that IC CFO produces for Congress.

Provide substantive input to, and lead as required, the development of Congressional budget testimony, responses to Congressional inquiries, Questions for the Record, Congressionally Directed Actions, and letters, memoranda and reports regarding program, budget and execution issues.

Lead a team of professional staff, assess performance, collaborate and oversee goal setting, and provide feedback on personal and professional development.

**Mandatory and Educational Requirements**

Demonstrated knowledge of the IC, Department of Defense (DOD) or Non-Defense Departments, OMB, and Congressional budget processes and procedures.

Demonstrated ability to conduct independent research and synthesize data to analyze complex IC program, mission and capability issues, and produce clear, logical, and concise recommendations and products.

Demonstrated leadership skills to include the ability to plan strategically and manage multiple tasks and projects under short deadlines.

Strong interpersonal and superior oral and written communication skills to collaborate with internal and external stakeholders and make recommendations to ODNI senior leadership on current and future Non-Defense NIP resources.

**Desired Requirements**

NONE

**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-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@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-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@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 703-275-3888

**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: 703-275-3888; Email: HRM-HR-OPS-VACANCY-TEAM@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 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.
THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE ‘HOW TO APPLY’ SECTION ABOVE.