General Position Information

Job Title: Expert Requirements Analyst

Position Number: HU815

Position Grade: GS - 15

Salary Range: $122,530 – $172,500 (not applicable for detailees)

Vacancy Open Period: 11/3/2021 – 11/18/2021

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/PC/RCE

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 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 up to one grade below 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 detaillee assignment:
  
  o Current Federal Government employees. (Current GS employees at the same grade or up to one grade below 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.

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.

The ADNI/RC&E leads the intelligence community requirements validation process to drive key capability and resource decisions. RC&E is a highly matrixed organization and is dependent upon collaboration with other ODNI components, with a focus on integration, not ownership.

Major Duties and Responsibilities:

Direct development and proposed Statements of Capabilities, Analytic Issue Papers, and Capability Requirements Policy and Instructions

Direct assessment, documentation, validation and approval for NIP funded capability requirements.

Direct the execution of RC&E's Requirements validation activities and manage those activities with the Intelligence Community components, including leading the Community Requirements Working Group (CRWG).

Lead and manage all aspects of the IC Capability Requirements Process (ICCR) per Intelligence Community Directive 115 including, management of the senior-level ICCR Council, and coordination with Joint Staff. Responsible for seamless integration of IC requirements process with DoD's JCIDS process.

Lead, manage, and direct a professional level staff and evaluate performance.

Establish maintenance, insight, and understanding of customer requirements related to intelligence gaps and non-material solutions.

Manage team cognizance of intelligence capability gaps, potential mission or enterprise needs and intelligence capability proposals.

Lead, plan, and design systems-of-systems analysis to validate IC requirements across all intelligence disciplines (GEOINT, SIGINT, HUMINT, etc) and their associated ground and data architectures to meet a wide range of mission needs. Plan, establish, and manage a system requirements and technical data collection process and collaborate with IC components on system-wide requirements efforts.

Assess the ability of candidate capabilities to address requirements, identify requirements gaps and overlap, and provide fact-based analysis for investment decisions.
Develop multifaceted models and tools to conduct analysis of alternatives to assess current and proposed IC capabilities

Lead, plan, direct, orchestrate, assess and evaluate the quality of analysis and ensure competitive and alternative analyses are conducted on topics related to capability requirements and non-material solutions.

Oversee maintenance of policy interfaces and relationships with Department of Defense (DoD) Joint Capability Integration and Development System, Intelligence Community Acquisition Model, Independent Cost Estimate Policy and Intelligence Planning, Programming, Budgeting and Evaluation

Assume leadership role during Division Chief's absence

**Mandatory Requirements:**

Superior technical, and analytical skills required to effectively manage sensitive issues and expert ability to plan, lead, and implement complex technical projects.

Expert ability and/or academic background in systems engineering, operations research, systems analysis or modeling and simulation.

Expert experience developing and applying quantitative and qualitative methodologies for decision support or systems analysis to identify alternatives for resolving complex issues.

Superior oral and written communications skills, including ability to clearly convey complex information and ideas at all levels of management.

Superior ability to lead and promote the development and use of a broad range of analytical tools and approaches to research, analyze, and present findings, conclusions, and recommendations (requirements analysis, statistical methods, simulation modeling, etc.).

Superior ability to develop collaborative, and technically and functionally diverse teams across the IC; to remain open-minded and change opinions on the basis of new information and requirements; and to solicit input from colleagues and peers to build consensus recommendations for senior leader decision making.

**Desired Requirements:**

Experience: Sixteen or more years of experience leading strategic planning, managing, and directing the successful efforts of a government or private organization/industry.

Education: Master's degree preferred, Bachelor's degree in systems engineering, operations research, systems analysis or modeling and simulation.

**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.

**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_TM_TEAMB-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamB@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. **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.
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_TM_TEAMB-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamB@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.

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.

The Office of the Director of National Intelligence (ODNI) requires its employees to be fully vaccinated against COVID-19 pursuant to Executive Order 14043 of the President of the United States. As required, Federal employees must be fully vaccinated against COVID-19 regardless of the employee’s duty location or work arrangement (e.g., telework, etc), with exceptions only as required by law. If selected, you will be required to be vaccinated against COVID-19 and submit documentation of proof of vaccination by November 22, 2021 or before appointment or onboarding with ODNI, if after November 22, 2021. ODNI will provide additional information regarding what information or documentation will be needed and how you can request a legally required exception from this requirement. All employees requesting either a medical or religious exception, must follow the Guidelines from the Office of Personnel Management and/or Safer Federal Workforce Task Force.

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
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.