General Position Information

**Job Title:** TBD - MI980 - Chief, IC Program Office – GS 15

**Salary Range:** $142,701 - $170,800  (not applicable to detailees)

**Vacancy Open Period:** 8/28/2020 – 9/12/2020

**Position Type:** Cadre, Detailee

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

**Division:** MI/NIMC

**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.

- For a cadre assignment:
  - Current ODNI permanent cadre.

- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade as 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.
- 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 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)
- Collaborate with IC counterparts to develop and implement standards and guidelines across multiple missions to improve intelligence support, risk management, and strategies.
- Develop close collaboration with ODNI partners on information security.
- Lead, initiate, cultivate, and maintain productive working relationships with senior leaders across the IC in order to coordinate strategy development activities and evolving requirements and promote the implementation of mission and enterprise objectives.
- Partner with National Intelligence Managers and other ODNI counterparts to develop innovative approaches and provide structured recommendations to advance mission and enterprise objectives.
- Provide oversight and leadership to ensure the maximum exchange of information throughout the IC and to non-traditional customers by balancing the responsibility-to-provide principle with the need-to-know standard as defined by existing policies, laws, and regulations.
- Oversee, guide, and monitor the governance structures to ensure decisions are made through the appropriate fora.
- Support briefings to senior USG officials on collaboration progress, issues and challenges.
- Lead a team of professional staff and assess performance, collaborate and oversee goal setting, and provide feedback on personal development.

Mandatory and Educational Requirements
- Expert knowledge of the mission, charter, roles, and responsibilities of the ODNI, IC, and U.S. Government agencies, and how these organizations can effectively cooperate in implementing information sharing plans and programs.
- Superior-level interpersonal, organizational, and problem-solving skills, including a superior ability to work effectively at the highest levels within an interagency environment on complex issues requiring sensitive negotiations and consensus-building.
- Extensive experience supporting the exchange of intelligence information between collectors, analysts, and end users in order to improve national and homeland security.
Desired Requirements

- Superior ability to develop innovative and flexible solutions for complex cross-organizational issues, taking initiative and making key contributions to group efforts.
- Ten years of experience leading strategic planning, managing, and directing the successful efforts of a government or private organization or ten or more years of experience in collection, collection management, requirements policy development and requirements management.
- Superior ability to plan and coordinate the integration of existing and emerging interagency capabilities to accomplish operational or strategic objectives.

Key Requirements and How To Apply

Internal ODNI Cadre 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. **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_TM_HR_OPS_TEAM_D_WMA@cia.ic.gov (classified email system) or Recruitment_TeamD@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 kurtjen@dni.ic.gov (Jen K.) and zackern@dni.ic.gov (Natalia Z.) in lieu of the group address above.

Current Federal Employees within the Intelligence Community (IC) 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 Applying for a Detail Assignment:

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. **SF-50 (if applicable)**: 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**: Applicants from federal agencies outside the IC should be sent to either DNI_COO_TM_HR_OPS_TEAM_D_WMA@cia.ic.gov (classified email system) or Recruitment_TeamD@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both kurtjen@dni.ic.gov (Jen K.) and zackern@dni.ic.gov (Natalia Z.) in lieu of the group address above.

**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.

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.

To verify receipt of your application package ONLY, you may call 703-275-3663.

**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: 703-275-3663; Email: Recruitment_TeamD@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 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.