General Position Information

Job Title: PB016 - IC Acquisition Oversight Officer - GS-15
Salary Range: $112,021 - $161,900 (not applicable for detailees)
Vacancy Open Period: 05/19/2017 – 06/09/2017
Position Type: Cadre, Detailee
Who May Apply: Internal ODNI Candidates, Detailees
Division: ATF/ACQ
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 or one grade lower than 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 cadre.
  - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
- For a detailee assignment:
  - Current Federal Government employees.

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 Assistant Director of National Intelligence for Acquisition, Technology, and Facilities (ADNI/AT&F) ensures U.S. intelligence superiority by enabling the identification, development, and timely fielding of breakthrough capabilities, innovatively applying advanced technologies and acquisition excellence. DDNI/AT&F is the Intelligence Community (IC) catalyst for technical innovation, responsive stewardship, and acquisition excellence addressing the key intelligence challenges by leading advanced research and development focusing on disruptive technology leaps, integrating the IC
Science and Technology (S&T) enterprise, developing and evaluating an IC-wide, end-to-end collection architecture to promote innovation and responsible financial stewardship, and establishing and maintaining an agile and transparent best-practice environment that promotes IC acquisition success.

Major Duties and Responsibilities (MDRs)

- Lead acquisition planning efforts and engage with IC elements, ODNI offices, and DoD oversight stakeholders to ensure new Major System Acquisition (MSA) programs are successfully initiated.
- Conduct oversight of MSAs and review/assess program execution against Milestone Decision Authority (MDA) approved baselines for cost, schedule, and performance through periodic program reviews. Engage with agency program and acquisition leadership to help identify and facilitate resolution of program deficiencies.
- Actively collaborate with other ODNI portfolio leads/managers to provide an accurate characterization of program requirements, planning, budgeting and execution activities.
- Advocate for and initiate tailoring of acquisition processes and activities to ensure the intent of acquisition oversight is met, while minimizing non-value-added tasks/artifacts associated with program milestones.
- Review IC element budget submissions, CBJBs, Congressional marks, and other budget related artifacts and provide value added analysis on NIP investments and decrements to AT&F senior staff.
- Identify Acquisition efficiencies, to include proposed policy, guidance and procedural changes to streamline oversight processes, while ensuring the appropriate level of insight into program activities. Identify acquisition/program management best practices/lessons learned and share through cross-IC engagements.
- Represent ODNI/AT&F at agency, component and IC level events/engagements related to acquisition topics.
- Create, cultivate, and maintain relationships with DoD colleagues by sharing information of interest & exchanging knowledge to promote the conduct of effective & efficient oversight for acquisition programs.

Mandatory and Educational Requirements

- Experience in management of medium to large acquisition programs within the IC, DoD or industry.
- Project/Program Management Advanced/Expert Level certification or equivalent.
- Bachelor’s degree in Business Administration, Management, or technical discipline such as Engineering or Information Technology or equivalent experience.
- Expert understanding of roles and missions of IC agency, department and community level organizations and functions, including the contributions and dependencies associated with of non-IC organizations.

Desired Requirements

- Superior ability to persuade others, build consensus through give and take, and gain cooperation from others to obtain information and accomplish goals.
- Superior ability to develop collaborative and knowledge sharing networks and build alliances with colleagues and counterparts within and across organizational boundaries.
- Expert analytic and critical thinking skills, and the ability to develop non-linear process improvement recommendations for implementation at the agency and IC level.
Key Requirements and How To Apply

For Joint Duty, paste only the Applicants from federal agencies within the Intelligence Community (IC) paragraph into the Conditions section

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 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. **WHERE TO SUBMIT**: Applications should be sent to either DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both clrkm@cia.ic.gov (Monica C.) and mccreaz@cia.ic.gov (Zina M.) 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.

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 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.
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. **WHERE TO SUBMIT**: Applications should be sent to either DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both clrkmon@cia.ic.gov (Monica C.) and mccreaz@cia.ic.gov (Zina M.) 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.

To verify receipt of your application package ONLY, you may call 703-275-3799.

**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: 703-275-3799; Email: Recruitment_TeamA@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-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. 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.**