



General Position Information

Job Title: PC753 - Deputy Division Chief, Community Learning Development Division - GS-15

Salary Range: \$134,789 - \$164,200 (not applicable for detailees)

Vacancy Open Period: 3/07/2019 – 3/22/2019

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: CHCO/FLPO

Duty Location: Bethesda, MD

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. (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 Chief Human Capital Officer (CHCO) supports the Office of the Director of National Intelligence by establishing and overseeing the implementation of the full range of Human Capital programs, processes, and policies. The CHCO has established the Strategic Human Capital Plan for the Intelligence Community (IC) that deals directly with talent, performance, and leadership to attract, engage, and unify an innovative and results-focused workforce in support of the National Intelligence Strategy—and ultimately the security of our nation. Following the IC Strategic HC Plan, the Office of the CHCO develops and implements policies, practices, and processes that leverage commonality across the IC and maximizes the strengths of individual agencies.

Major Duties and Responsibilities (MDRs)

- Support Chief, CLDD's role as the IC Senior Language Authority (SLA). In this role, help ensure the success of the IC Foreign Language Executive Committee (FLEXCOM), which is the Senior Executive-level advisory body on foreign language for the IC.
- Help influence the direction, effectiveness, and integration of IC foreign language programs and initiatives and present a "sense" of the language community to the ADNI/HC and the DNI.
- Support Chief, CLDD's efforts to oversee the activities of the Foreign Language Program Office, to include supporting ongoing efforts to implement the objectives of the IC's Foreign Language Strategic Plan (FY 2017-20). These objectives include finding ways to improve the numbers and proficiency of the IC's foreign language professionals and overseeing the development of Human Language Technology (HLT) requirements to improve the IC's capability to process collected foreign language material.
- Support Chief, CLDD, in leading the mission of the Intelligence Learning Network (ILN). This responsibility includes ensuring delivery of and continuously improving the following four IC courses: Meet the Intelligence Community (online), Understanding the Intelligence Community (UIC), Integrating the Intelligence Community (IIC), and Leading the Intelligence Community (LIC). This responsibility also includes advancing nascent ILN alumni programs for UIC, IIC, and LIC.
- Support Chief, CLDD, in advancing IC Training Council efforts, to include helping develop agendas and implementing objectives in the Modernize IC Learning Implementation Plan.
- Support Chief, CLDD, in advancing the initiatives of the Mandatory Training Reciprocity Working Group, to include overseeing the development of single IC courses for the seven mandatory training courses listed in the PDDNI's November 2017 memo on mandatory training reciprocity.



- Assist Chief, CLDD, in leading, managing, and directing government staff in both the Intelligence Learning Network and Foreign Language Program Office. Collaborate on goal setting, prepare performance objectives, and provide timely performance feedback to employees.
- Help manage day-to-day activities, workflow, and prioritization of key tasks or assignments for both government and contractor staff in CLDD.
- Provide career development advice and mentoring to government staff, with an eye towards continual learning and employee development.
- Help oversee the execution of CLDD's travel and training budget and support Chief, CLDD's efforts to build a more agile, diverse, inclusive, and expert workforce.

Mandatory and Educational Requirements

- Strong interpersonal leadership and managerial capabilities, including the ability to effectively direct tasking, assess, and manage performance, and oversee personal and professional development of government staff.
- Expert ability to plan and manage complex, multi-faceted projects involving government and contractor personnel.
- Experience using data analytics to inform strategic decisions, identify trends or issues, and report key findings and recommendations to decision makers.
- Knowledge of IC elements, requirements, functions, interrelationships, and the role of language and technology in meeting IC requirements and supporting IC missions.
- Extensive knowledge of professional education, training, and career development, to include knowledge of concepts, theories, and models of contemporary learning.
- Extensive knowledge of adult education principles, evaluation levels, and methodologies; knowledge of instructional technology and distributed/distance learning, and simulations.
- Strong interpersonal and teambuilding skills; ability to build and support a diverse, open, and collaborative IC teams in both the foreign language and training and education communities.

Desired Requirements

- Expert knowledge of foreign language initiatives that encompass operations, education, training and technological research.
- Demonstrated proficiency in one or more foreign languages.
- A master's degree in education or a combination of higher education in a related field coupled with working experience in the education field.

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: Applications should be sent to either DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (Daniel J.), mitchsl@cia.ic.gov (Stephanie M.), and perryad@dni.ic.gov (Adriane P.) 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 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.



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- 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: Applications should be sent to either DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (Daniel J.), mitchsl@cia.ic.gov (Stephanie M.), and perryad@dni.ic.gov (Adriane P.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

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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 301-243-1318.

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.

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_COO_TM_EEOD_RA_WMA@cia.ic.gov, by unclassified email at DNI-EEOD_WMA@cia.ic.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. 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.**



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