



General Position Information

Job Title: PC954 - Program Manager - GS-15

Salary Range: \$114,590 - \$164,200 (not applicable for detailees)

Vacancy Open Period: 10/10/2018 – 10/10/2019

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: APF/PE

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 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 permanent cadre.
- For a detailee assignment:
 - Current Federal Government employees. (Current GS employees at the same grade or one grade lower than 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

***** OPEN UNTIL FILLED: This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration.*****

The Assistant Director of National Intelligence for Acquisition, Procurement, and Facilities (ADNI/AP&F) ensures U.S. intelligence superiority by enabling the identification, development, and timely fielding of breakthrough capabilities, by enhancing the collective performance of acquisition and procurement professionals, and by delivering sustainable integrated contracting, facilities and logistics solutions. DDNI/AP&F is the Intelligence Community (IC) catalyst for technical innovation, responsive stewardship, industry collaboration, timely and accurate contracting solutions, and excellence throughout the acquisition lifecycle. The AP&F team leads advanced development and sustainment focused on innovative solutions for the IC enterprise including Major Systems Acquisition, advanced Technology Insertion, IC-wide end-to-end collection architecture, world class IC facilities, and innovative procurement and logistics programs. DDNI(AP&F) fosters innovation and challenges obstacles in pursuit of an IC-wide agile acquisition environment that delivers uncompromised capability at mission pace.

Major Duties and Responsibilities (MDRs)

- Manage the Enterprise Agreements (EA) Portfolio for the ODNI to include: collaborating with ODNI components and IC agencies in the identification of enterprise software, hardware and service needs, the assessment of potential solutions, and the designation of service providers for delivery of IC-wide solutions.
- Collaborate with non-ODNI organizations including Industry representatives to identify and assess potential solutions for inclusion in the EA Portfolio.
- Lead and integrate functional teams to analyze potential program requirements and refine program requirements and continuously coordinate with users to determine appropriate interpretation.
- Chair the IC Enterprise Software Efficiencies (ESE) Steering Group, and participate in forums such as the IT Investment Council in support of identifying emerging software, hardware and service solutions for the IC Information Enterprise, and in promoting adoption of Enterprise License Agreements/Enterprise Agreements (ELAs/EAs) and Services of Common Concern (SoCC).
- Oversee the preparation, justification, and/or administration of budgets and monitor expenditures for program areas.
- Lead, plan, organize, staff, and/or monitor specific IT and software acquisition programs to ensure they meet cost, schedule, and performance requirements throughout the life cycle and maintain accountability for accurate and credible cost, schedule, and performance reporting.
- Establish and oversee a risk management approach to ensure program success.
- Manage ongoing working relationships and expectations with customers, stakeholders, users, and decision authorities throughout the program life cycle.



- Participate in Acquisition Review Boards and Program Management Reviews or similar venues related to the approval and monitoring of EA and SoCC projects.
- Create or oversee the creation of presentations; brief senior IC leaders including the IC CIO Council, The IC Acquisition and Procurement Councils, and the PDDNI.

Mandatory and Educational Requirements

- Expert understanding of roles and missions of enterprise (e.g., agency, department, IC) and other external factors. Superior ability to perceive organizational and political reality and expert understanding of how actions by one entity affect others to identify practical solutions for enterprise mission accomplishment.
- Expert understanding of the organization's financial processes. Prepares, justifies, and administers the project/program budget. Superior ability to oversee procurement and acquisition to achieve desired results; monitor expenditures and analyze cost-benefits to set priorities.
- Superior ability to develop collaborative information and expert knowledge of sharing networks and building alliances with colleagues and counterparts within and/or across the organization, the IC, other government/private organizations, or professional/technical disciplines to achieve organizational outcomes.
- Superior ability to persuade others, builds consensus through give and take, and gains cooperation from others to obtain information and accomplish goals.
- Superior ability to develop and maintain effective working relationships, especially in difficult situations (e.g. when defending or critiquing a position). Superior ability to demonstrate and foster respect, understanding, courtesy, tact, and empathy.
- Superior ability to develop new insights into situations and applies innovative solutions to problems and to improve processes. Designs new methods and tools where established methods and procedures are inapplicable, unavailable, or ineffective.
- Expert knowledge to identify and understand issues, problems, different sources throughout the IC and external agencies to draw conclusions. Superior ability to choose an approach, develop solutions, and take action consistent with IC values, available facts, constraints, and probable consequences.
- Superior ability to use experiences and challenges as opportunities to improve and become more effective. Pursues assignments and other developmental opportunities to stretch skills and to further professional growth. Superior ability to improve the capacity of others and the organization through mentoring, coaching, and knowledge sharing.
- Expert ability to identify, interpret, comply, and with and stay current on relevant regulations, guidelines, laws, and directives.

Desired Requirements

- Project/Program Management Advanced/Expert Level (PM Level III) certification or equivalent.

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 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](mailto:DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov) (classified email system) or [Recruitment TeamB@dni.gov](mailto: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.) 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.

WHERE TO SUBMIT: Applications should be sent to either [DNI-MSD-HR-RR-Team B WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov) (classified email system) or [Recruitment TeamB@dni.gov](mailto: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.) 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 301-243-9043.

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: 301-243-9043; 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.**