General Position Information

Job Title: PF148 – Division Chief – GS-15

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

Vacancy Open Period: 10/21/2020 – 11/05/2020

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/ICCFO/RMG/ODPD

Duty Location: McLean, Virginia

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 candidates 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 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 at the same 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.

Component Mission:

The Office of the Chief Financial Officer (CFO) leads the development, negotiation, and presentation of the National Intelligence Program (NIP) budget to the President and the Congress. The CFO's three main responsibilities include resource management (budget analysis, formulation, justification, and execution), performance planning and evaluation, and financial management improvement.

Major Duties and Responsibilities:

- Manage, lead, and oversee efforts to formulate, submit, and justify the Non-Defense Department NIP budget justification to Congress.
- Actively engage and guide Non-Defense NIP component programs to develop budgets that support national security objectives.
- Analyze Non-Defense NIP component budget requests and budget execution data for accuracy and consistency with DNI priorities, compliance with guidance, regulations, laws, and sound budgeting and financial management practices.
- Participate in the production of the annual Congressional Budget Justification Books.
- Review, monitor, and summarize Congressional budget actions such as budget marks and other relevant legislation as they pertain to the NIP and provide input for appeals to Congressional budget markups.
- Conduct substantive and editorial review of a heavy volume of written material, and prepare and contribute to the development of products such as Congressional testimony, responses to Congressional queries, Questions for the Record, Congressionally Directed Actions, and letters and memoranda regarding program, budget, and execution issues.
- In collaboration with OMB, direct the apportionment and allotment of Non-Defense NIP funds and monitor execution.
- Identify and evaluate key program and budget issues within the Non-Defense NIP components, developing program proposals, evaluating alternatives, and providing recommendations.
- Interact regularly with Department Comptrollers, Non-Defense Program OMB Examiners, and Congressional oversight committees on budget issues.
- Lead independent studies, as necessary, to understand Non-Defense NIP budget trends and issues pertaining to IC-wide initiatives.
- Monitor and assess Non-Defense NIP budget spend rates and advise leadership of anomalies and corrective action plans, including operating year budget reports and reprogramming requests.
- Establish controls and provide extensive technical analyses and budgetary advice and guidance regarding the development and implementation of Non-Defense NIP resource allocations and plans in order to defend budget activities.
- Analyze and evaluate continual changes in program plans and funding and their effect on financial and budget program milestones.
- Lead a team of professional staff, assess performance, collaborate and oversee goal setting, and provide feedback on personal and professional development.
Mandatory Requirements:

- Expert knowledge of the IC, Department of Defense (DOD) or Non-Defense Departments, OMB, and Congressional budget processes and procedures.
- Mastery of the concepts, principles, practices, laws, and regulations of budgeting and/or financing.
- Excellent knowledge of and experience with NIP budget formulation programming and budget execution processes.
- Demonstrated ability to conduct independent research and filter and synthesize data to analyze complex program and budget issues, and produce clear, logical, and concise products.
- Ability to plan strategically and manage multiple tasks and projects under short deadlines.
- Strong interpersonal and superior oral and written communication skills to collaborate with internal and external stakeholders and make recommendations to
- ODNI senior leadership on current and future Non-Defense NIP resources.

Key Requirements and How to Apply

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_HRM_HR_OPS_TEAM_A_WMA@cia.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system).

Applicants experiencing technical issues may submit their application via email to either email system.

Applicants submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov (Faith P.) and mccreaz@dni.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 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.

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_COO_HRM_HR_OPS_TEAM_A_WMA@cia.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 portifa@dni.ic.gov (Faith P.) and mccreaz@dni.ic.gov (Zina) 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_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3900 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.