General Position Information

**Job Title:** PF275 - Deputy Group Chief, Standards & Compliance Group - GS-14  
**Salary Range:** $102,663 - $157,709 (not applicable for detailees)  
**Vacancy Open Period:** 02/28/2020 – 02/28/2021  
**Position Type:** Cadre, Detailee  
**Who May Apply:** Internal ODNI and External Candidates, Detailees  
**Division:** DNI/EC/IC CIO  
**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 or external candidate to fill a GS-14 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 or up to 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.
  - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
  - Current Federal Government employees. (Current GS employees at the same grade as the advertised position grade may apply.)
  - Candidates outside the Federal Government.
• For a detailee assignment:
  o 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.
• For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.
• 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 Deputy Director of National Intelligence for Enterprise Capacity (DDNI/EC) is responsible to the DNI for all matters pertaining to IC resources, workforce, systems, technology and infrastructure, with five reporting components: Acquisition, Procurement and Facilities, IC Chief Financial Officer, IC Chief Human Capital Officer, IC Chief Information Officer, and Systems & Resource Analyses.

Major Duties and Responsibilities (MDRs)

• Provide leadership and/or "light touch" oversight focused on IC-wide safe, secure, and compliant capabilities through a well-defined IC EA Compliance Strategy and an outcome driven EA Compliance Assessment Process.

• Provide IC CIO leadership by building and expanding trusted partnerships/relationships with IC Elements, DoD partners, FVEY partners, and Service Providers to achieve the desired mission outcome focused on what is achievable now and thinking in future terms of what could be achievable tomorrow in a federated environment.

• Provide leadership building trusted partnerships across the IC DoD in the development and management of a governance fora focused on: Change Management - assessing standard deliverable artifacts delivered in each of the Reference Architecture Framework focus areas within the process (example: strategic purpose, business/mission desired outcomes, metrics, scope, principles, vocabulary, design patterns, implementation patterns, technical guidance, standards implementation plans, etc.).

  • Provide leadership building trusted partnerships across the IC DoD in the development and management of Configuration Management practice- assessing the implementation through test driven development and self, peer, and enterprise certification compliance to deliver operational capability.

  • Develop a Standard Operating Procedure (SOP) for how these artifacts will be managed in the Enterprise Standards Baseline (ESB) registry/repository.

• Independently manage, lead, and/or oversee complex IT projects or programs that may include ill-defined requirements, ambiguity, parallel tasks, multiple dependencies, high risks, and multiple interfaces; ensure alignment with strategic or corporate objectives; lead the definition and review of customer and stakeholder requirements; ensure plans and schedules are developed and followed throughout the life of the project.

• Manage and lead project implementation and quality assurance by effectively evaluating and monitoring cost, schedule, and performance, assessing variances from the plan, and overseeing the execution of necessary corrective actions; lead project performance reviews and control gates, gather important information, and make authoritative decisions about required next steps; oversee the development and maintenance of appropriate project documentation.
• Plan, manage, and mitigate project risks by identifying the risk tolerances customers and other stakeholders to determine overall acceptable levels of risk; conduct risk analysis to identify and prioritize risks; characterize threats and opportunities to determine mitigation strategies.

• Conduct substantive reviews of an extensive volume of written materials, and prepare or contribute to written and verbal products including congressional testimony or responses to inquiries, senior-level issue papers or briefings, and letters and memoranda.

• Initiate, cultivate, and maintain productive working relationships with colleagues, experts, IC members, and policy committees and use these relationships to share information of IC interest; attend internal and external training, seminars, or conferences on broad intelligence topics or more strategic subject areas.

• Plan, promote, produce and develop a broad range of policies, processes, and guidance on subject areas including counterintelligence (CI), counterterrorism (CT), counterproliferation (CP), Cyber, Information Sharing Environment (ISE), Information Technology (IT), Human Capital (HC), Security, or other enabling functions, and intelligence disciplines and communicate these policies, processes, and guidelines to community stakeholders.

• Plan and conduct the review and analysis of policies, processes, and guidelines that are contained in US Government and Intelligence Community (IC) Directives, Policy Guidance, Standards, plans, and memoranda to ensure equities are addressed and relevant concerns are resolved.

Mandatory and Educational Requirements

• One year of specialized experience at the next lower GS-grade (or equivalent). IT-related experience may be demonstrated by paid or unpaid experience and/or completion of specific, intensive training (for example, IT Certification). IT-related experience demonstrating each of the four competencies (Attention to Detail, Customer Service, Oral Communication, and Problem Solving). Two years of program or project management experience within the last five years.
• Bachelor’s degree in business, computer science, engineering, information science, information systems management, mathematics, operations research, statistics, or technology management or degree that provided a minimum 24 semester hours in one or more of the fields identified above and required the development or adaptation of applications, systems or networks.
• Demonstrated ability to apply knowledge of ODNI and IC organizations and relevant customer organizations or operations (e.g., intelligence disciplines, military, policymakers, and law enforcement) in order to effectively address their national intelligence requirements and provide appropriate policy responses to meet IC needs.
• Demonstrated interpersonal, organizational, and problem-solving skills, including demonstrated ability to work independently and in a collaborative environment effectively with senior officials, management, teams, and colleagues.
• Demonstrated written and oral communication skills with demonstrated ability to articulate complex intelligence issues to a wide audience, including the ability to write policy or analytic products for the senior U.S. Government officials and the IC workforce.

Desired Requirements

• Education: Master’s degree in computer science, engineering, information science, information systems management, mathematics, operations research, statistics, or technology management or degree that provided a minimum 24 semester hours in one or more of the fields identified above and required the development or adaptation of applications, systems or networks.
• Certifications/Licenses: FAC-C P/PM or equivalent PM certification; DOD Level II PM certification.
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_B_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 majetmm@dni.ic.gov (Maya M.) and ZACKERN@dni.ic.gov (Natalia Z.) in lieu of the group address above.

External Candidates:

Key Requirements:
- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of a ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

A complete application 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. **COVER LETTER**: Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

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**: External Candidates must submit an application through the classified IC Applicant Gateway website at https://apply.intelligencecareers.gov/job-listings?agency=ODNI. Applicants experiencing technical issues, or inability to access the IC Applicant Gateway website may submit their application via email to either DNI_COO_TM_HR_OPS_TEAM_B_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 majetmm@dni.ic.gov (Maya M.) 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 majettm@dni.ic.gov (Maya M.) 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 703-275-1250.
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: 703-275-1250 ; Email: Recruitment_TeamB@dni.gov

Other Information

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Long-Term Care Insurance: http://www.ltcfeds.com
- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered):
  http://www.opm.gov/retire/index.asp If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Flexible Spending Accounts for Health Care and Dependent Care: http://www.fsfeds.com/fsafeds/index.asp
- Paid Federal Holidays
- Alternative Work Schedules

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.