



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

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## General Position Information

**Job Title:** External Review Panel Program Manager

**Position Number:** 25698

**Position Grade:** GS15

**Salary Range:** \$122,530 - \$172,500 (not applicable for detailees)

**Vacancy Open Period:** 08/26/2021 – 09/16/2021

**Position Type:** Cadre, Detailees

**Who May Apply:** Internal and External Candidates, Detailees

**Division:** DNI/IG/CPD

**Duty Location:** Reston, 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 external 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 below 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.



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- Current Federal Government employees. (Current GS employees at the same grade or one grade below the advertised positions grade may apply.)
- Candidates outside the Federal Government.
- 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 at the same or one grade below the advertised positions 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.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.

## **Component Mission**

The Inspector General (IG) conducts, supervises, and coordinates inspections, audits, investigations, and reviews relating to the programs and operations over which the Director of National Intelligence has authority and responsibility.

The Intelligence Authorization Act for Fiscal Year 2010 established the Office of the Inspector General of the Intelligence Community within the Office of the Director of National Intelligence. The ICIG's mission is to provide independent and objective oversight of the programs and activities within the responsibility and authority of the Director of National Intelligence, to initiate and conduct independent audits, inspections, investigations, and reviews, and to lead and coordinate the efforts of the Intelligence Community Inspectors General Forum. The ICIG's goal is to have a positive and enduring impact throughout the Intelligence Community, to lead and coordinate the efforts of an integrated Intelligence Community Inspectors General Forum, and to enhance the ability of the United States Intelligence Community to meet national security needs while respecting our nation's laws and reflecting its values. The Forum consists of the twelve statutory and administrative Inspectors General having oversight responsibility for an element of the Intelligence Community. The Chair of the Forum is the Inspector General of the Intelligence Community.

## **Major Duties and Responsibilities (MDRs)**

Support the goals and mission of the Center for Protected Disclosures (CPD) including outreach, training, reprisal investigations, congressional disclosures, and external reviews under applicable whistleblower protection laws and regulations (e.g.: ICWPA, PPD-19, ICD 120, 50 U.S.C. §§ 3234, 3341, and 3236.).



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Lead inter-IC IG component resources in planning and implementing initiatives to advise and identify recommendations to the Director, CPD for promoting IC whistleblowing and source protection.

Assist the Director, CPD in the development and implementation of strategies for promoting lawful whistleblowing, gathering and analyzing information and/or evidence of investigative and review failure and misconduct, to include interviewing key individuals, administering oaths, or affirmations, collecting and analyzing high volumes of information, and drafting reports on appeals presented.

Analyze and review requests for IG External Review under PPD-19, Section C and 50 U.S.C. § 3236, to include reviewing completed reports of investigation (ROIs), reviews, and pending ERP requests; all information provided by the requestor and the local agency Inspector General; and, analysis of the framing allegation(s), determining elements of proof, and identifying level of investigative sufficiency.

Manage the External Review Panel (ERP) request queue; prepare and present written documents including: reports of investigative completeness; memoranda to management; requests for additional information; brief IC senior leaders on the status of review requests and final ERP determination; track and report ERP metrics on a quarterly basis.

Track and summarize metrics of corrective action – including remedy and disciplinary action – taken by IC elements found to have reprimed against IC employees and contractors. Develop presentations and brief the IG, Principal Deputy IG, the Director, CPD, and Front Office leadership to fully inform them of the ERP program's health and effectiveness.

Serve as an outreach consultant to the Director, CPD and, based on assignment, provide substantive advice and counsel on the development of the means to reach potential disclosers.

Lead staff in planning, managing, and coordinating operational and administrative matters, reviewing and investigating issues, and developing solutions and options; provide leadership to staff in the identification of situations and issues affecting organizational equities and the status of multiple projects.

Execute, with the Director, CPD, an annual comprehensive IC whistleblowing outreach plan focused on IC areas chosen by the Director, CPD to effectively communicate the IC IG's mission, vision, and goals to a specific set of assigned stakeholders; plan should include, but not be limited to, goals and objectives, situational analysis, key messages, target audiences, and planned communications events, programs, and activities.

Provide subject-matter expertise to the Director, CPD for the training of IC personnel tasked with executing whistleblowing protections under applicable laws and regulations (e.g.: PPD-19 and ICD-120).

Performs other duties assigned.

## **Mandatory and Educational Requirements**

Superior ability to partner with an inter-component team, develop work plans, conduct highly complex review projects, and write reports analyzing findings.

Superior ability to exercise sound judgment and form objective conclusions/recommendations based on empirical facts, evidence, and other pertinent information.



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Superior analytical and critical thinking skills, including the ability to think strategically, identify needs and requirements, and develop recommendations based on qualitative and quantitative data.

Superior ability to examine information, identify problems, uncover root causes, develop findings and leads, and make cogent, actionable recommendations.

Superior interpersonal and negotiation skills, including ability to interview, negotiate, brief senior officials, and work effectively, independently, and in a team or collaborative environment.

Demonstrated ability to exemplify IC IG core values of Integrity, independence, Commitment, Diversity, and Transparency.

Demonstrated oral and written communication skills with the ability to conduct independent research, filter and synthesize data, and produce clear, logical, and concise written products.

Superior analytical, critical thinking and problem solving skills, including the superior ability to interpret complex information from multiple sources.

Demonstrated ability to manage competing priorities under strict deadlines while maintaining a high level of attention to detail; demonstrated ability to work effectively with senior leaders in a high profile and demanding office.

Demonstrated ability to develop innovative and flexible solutions that result in the identification of new or innovative ways to handle unfamiliar or complex problems, make key contributions to group efforts, and take initiative.

Demonstrated ability to listen, clarify, and convey understanding of others' ideas, comments, and questions as well as the ability to integrate and build upon diverse opinions.

Demonstrated excellence in performing whistleblower reprisal investigations through superior knowledge of relevant whistleblower laws and policy with a working knowledge of applicable case law related to whistleblowing.

## **Desired Requirements**

Background as an attorney is highly desired, but not required for this position.

## **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.



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- 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:** *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.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## External Candidates:

### Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of an 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 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.
- e. **SF-50:** 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.
- f. **APPLICANTS CURRENTLY EMPLOYED BY A COMPETITIVE SERVICE AGENCY:** Must provide a written statement that they understand that, if selected for a position with ODNI, they are leaving the competitive service voluntarily to accept an appointment in the excepted service.



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**WHERE TO SUBMIT:** *External Candidates must submit an application through the [www.intelligencecareers.gov](http://www.intelligencecareers.gov).* All attachments should be in Microsoft Word or Adobe PDF format.

## **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:** Applicants from federal agencies outside the IC 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). 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.





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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](mailto:recruitment_TeamA@dni.gov)

## Other Information

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

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- 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.
- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependent Care: <http://www.fsafeds.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](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) and [DNI\\_Diversity\\_WMA@cia.ic.gov](mailto:DNI_Diversity_WMA@cia.ic.gov), by unclassified email at [DNI\\_DRA@dni.gov](mailto: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 EEOC 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.**