Executive Office of the President
Office of Management & Budget
Federal Enterprise Architecture
Program Management Office
(FEA PMO)
Detail Program

A unique opportunity for:
- Career development and personal growth;
- Sharing leadership and management experiences; and
- Developing the strategic direction for the federal government community

Summary
The Executive Office of the President (EOP) invites applications for the FEA PMO Detail Program. The program offers individuals at the GS 12-15 level the opportunity to assist in formulating OMB's strategic direction for Information Technology policy and in developing the Federal Government's Enterprise Architecture (EA).

Benefits
Current and past program participants and sponsoring agencies express the positive experience of working alongside federal government leaders.

Advantages identified by past detailees include opportunities to:
- Share knowledge and experience with government leaders;
- Meet and network with a wide variety of individuals throughout the government; and
- Research, discuss and implement a variety of leadership and management issues.
- Participate in Action Learning Teams.

Program participants return to their home agencies with new skills and perspectives which serve to improve agency performance and service to citizens. Development assignments usually last six months.

Responsibilities
The activities and responsibilities of the FEA PMO detailees include, but are not limited to:

Agency Liaisons:
- Functioning as an "EA Account Manager" researching and providing Federal Enterprise Architecture (FEA) and E-Gov answers to agency EA questions. As appropriate, function as the liaison regarding agency EA activities and the OMB IPT analysts and the OMB Resource Management Office
- Evaluate the annual and quarterly agency EA Assessment submissions and provide written recommendations to the FEA Chief Architect for inclusion on the President's Management Agenda (Scorecard).

- Coordinate with the federal agency CIO's and Chief Architect's to ensure that all EA related inquiries are answered.
- Attend agency meetings with the FEA Chief Architect. Brief the FEA Chief Architect before the meeting on potential attendees and issues. Ensure that documentation is prepared and distributed for the meeting

Lines of Business (LoB) Support:
- Provide High-level Architectural Advice to the Line of Business Portfolio Manager
- Assist the Portfolio Managers, Line of Business architects and Line of Business Project Managers in the development of the architectural products for the Line of Business
- Attend the LOB Steering Committee meetings and offer expertise on architectural issues as required
- Represent the FEA PMO on working committees.
- Review all architectural work products and deliverables. Produce a written report of conclusions and comments resulting from any review. Submit report to the Portfolio Manager and the FEA Chief Architect.
- Brief the Portfolio Manager and the FEA Chief Architect on architectural LOB issues as appropriate

Communication and Outreach Activities:
- Represent the FEA PMO at meetings as requested by the FEA Chief Architect. These meetings include those sponsored by the EA Governing bodies (e.g. the Chief Architecture Forum (CAF), the Architecture and Infrastructure Committee (AIC), etc.)
- As appropriate, brief the FEA Chief Architect and/or other members of the FEA PMO on the results of meetings. Specifically be prepared to mention any discussions that may reflect on the role of the FEA PMO
- Provide a written review of any documentation produced by governance bodies. Submit the review to the Chief Architect and the lead of the governance body. Ensure that final reviews and supporting documentation are placed in the appropriate manual and/or on-line file repositories.

Special Assignments:
- Perform special assignments at the request of the FEA Chief Architect. These include but are not limited to:
    - Efforts in support the FEA Action Plan Collaboration with other areas of OMB Supporting Agency and Industry Forums
    - Research opportunities with academic institutions

Qualifications
All interested applicants for this detail opportunity must meet the following qualifications:
- Six month commitment to the Office of Management & Budget in Washington, DC;
- Extensive leadership and management experience;
- Strong communications and interpersonal skills; and

- Willingness of the sponsoring agency to provide salary, benefits and any travel/relocation costs.

Applicants should have demonstrated experience in one or more of the following areas:
- Leadership training and development
- Strategic Planning
- Information Technology
- Enterprise Architecture
- Business & Systems Engineering
- Federal IT policy

Contact
Should you have any questions or need any clarifications about this opportunity, please contact the Federal Enterprise Architecture Program Management Office at fea@omb.eop.gov or (202) 395-0342.