



## General Position Information

**Job Title:** 20654 - COO/PMR/Executive Officer - GS-13

**Salary Range:** \$81,548 - \$126,062 (not applicable for detailees)

**Vacancy Open Period:** 02/07/2019 – 02/07/2020

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** CMO/CMO

**Duty Location:** McLean, 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 internal candidate to fill a GS-13 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.

**\*\*\*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 applicants received during the previous two-weeks will be reviewed for consideration.\*\*\***

## Component Mission

The Office of the Director of National Intelligence (ODNI), Chief Management Officer (CMO) has the responsibility and authority for supervising, coordinating, providing guidance, and administering the Director of National Intelligence's (DNI) direction to the ODNI, as well as providing guidance to the ODNI centers. This includes integrating and synchronizing policy, plans, positions, procedures, and cross-functional issues. The CMO is responsible for synchronizing and integrating the ODNI staff to execute all missions and tasks designated by the DNI and the Principal Deputy Director of National Intelligence (PDDNI). In addition, the CMO oversees the internal management of the ODNI.

The COO the Office of Preparedness and Mission Resilience (PMR) facilitates Intelligence Community (IC)-wide continuity planning to sustain mission essential functions under all conditions. This includes IC support to Continuity of Government (COG) efforts, providing guidance and coordination for IC Continuity of Operations planning, and managing the ODNI's internal continuity and emergency management programs.

## Major Duties and Responsibilities (MDRs)

- Serve as the preparedness and mission resilience Manager/Executive Officer for the office of the COO. Leads and supports a variety of management services essential to the direction and operation of this organization. The qualifications require a thorough knowledge and understanding of management leadership, principles, practices, methods and techniques, and skills in integrating management services with the general management of an organization.
- As directed coordinate operational and administrative matters, review and investigate issues, and develop initial solutions and options; maintain situational awareness of issues affecting organizational equities and the status of multiple projects.
- Contribute to the development of processes to monitor the dissemination of information, continually improving and maintaining suspense database systems; maintain records in compliance with regulations and sensitive compartmentation.
- Lead and manage the office Fleet of Vehicles ensuring a minimum operational rate of 90%.
- Lead and manage all logistics operations to ensure smooth day to day operations.



## Mandatory and Educational Requirements

- Knowledge of the ODNI, IC agencies' mission, organization, collection, and production responsibilities, as well as ODNI and IC administrative policies, procedures, and authorities.
- Oral and written communication skills to communicate effectively with key stakeholders throughout the IC and United States Government.
- Analytical, critical thinking, and problem solving skills, including the ability to interpret complex information from multiple sources.
- Interpersonal, organizational, and problem-solving skills, including the ability to develop working relationships and networks with internal and external managers and staff.
- Research, planning, and organization skills, and ability to manage changing and competing priorities under strict timelines while maintaining a high level of attention to detail.
- Ability to work effectively with ODNI leaders in a highly active, fast-paced, and demanding organization.

## Desired Requirements

- Continuity of Operations experience
- Continuity of Government experience
- Emergency Management experience

## Key Requirements and How To Apply

### Internal ODNI Candidates:

A complete application package must include:

- 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.
- 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.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- 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\\_A\\_WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov) (classified email system) or [Recruitment\\_TeamA@dni.gov](mailto:Recruitment_TeamA@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to



submit their materials to both [portifa@dni.ic.gov](mailto:portifa@dni.ic.gov) (*Faith H.*) and [mccreaz@dni.ic.gov](mailto: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-MSD-HR-RR-Team\\_A\\_WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov) (classified email system) or [Recruitment\\_TeamA@dni.gov](mailto:Recruitment_TeamA@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [portifa@dni.ic.gov](mailto:portifa@dni.ic.gov) (*Faith H.*) and [mccreaz@dni.ic.gov](mailto: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.

## **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](mailto: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\\_COO\\_TM\\_EEOD\\_RA\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov), by unclassified email at [DNI-EEOD\\_WMA@cia.ic.gov](mailto: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.**