



## General Position Information:

**Job Title:** CO040-Deputy COO-SNIS Executive Tier 2

**Salary Range:** None provided (not applicable for detailees)

**Vacancy Open Period:** 03/10/21-03/25/21

**Position Type:** Cadre, Detailee

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

**Division:** DNI/COO

**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 a SNIS Executive Tier 2 cadre position in the ODNI.

- An internal candidate to fill a SNIS Executive Tier 2 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

**Only Senior Service (SNIS, SES, SIS, DISES, DISL) employees. GS employees are not eligible to apply.**

Who 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 cadre.



- 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.

## **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 level and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current level and salary.

## **Component Mission**

The Office of the Director of National Intelligence (ODNI) Chief Operating Officer (COO) has the responsibility for advising the Director of National Intelligence (DNI) and administering the DNI's vision and direction to the ODNI enterprise. This includes synchronizing policy, plans, procedures, and cross-functional issues. The COO is responsible for integrating the ODNI staff to execute all missions and tasks designated by the DNI and the Principal Deputy Director of National Intelligence (PDDNI), and for overseeing the internal management of the ODNI.

The COO oversees all ODNI business operations, including Human Resources Management, the Chief Financial Executive, the ODNI Chief Information Officer, Security, Counterintelligence, Information Management, Facilities & Logistics, Protocol, DNI Watch, the Executive Secretary, Governance, and Diversity & Inclusion. The COO is also responsible for the management and execution of ODNI Continuity of Operations and Continuity of Government plans, training, and remote facilities.

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

Provide direct support to the COO on myriad complex issues, activities, and programs that affect the entire ODNI. The Deputy COO may also lead special projects for the COO as needed.

Assist the COO in overseeing the corporate governance of the ODNI.

Oversee the preparation for the ODNI annual financial audit and assist with management of the ODNI Program of the National Intelligence Program, including preparation of the ODNI budget and the related Congressional Budget Justification Book.

Oversee the annual preparation and coordination of Service Agreements.

Assist the COO with the program management of the Intelligence Community Campus-Bethesda, the Liberty Crossing campus, and other ODNI facilities, ensuring the allocation of workspace to meet the needs of all ODNI components.

Serve as the Secretary to the Executive Review Board on sensitive personnel matters by coordinating speakers, maintaining minutes, and facilitating leadership decision making.



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

Exercise the authority to approve/disapprove major personnel transactions, including decisions related to disciplinary and security clearance actions, in coordination with appropriate ODNI staff entities.

Collaborates daily with the elements of the COO Front Office to ensure the smooth functioning of the office.

Assist in the daily management and oversight activities of the office's diverse business operations, including Human Resources Management, the Chief Financial Executive, the ODNI Chief Information Officer, Security, Counterintelligence, Information Management, Facilities & Logistics, Protocol, DNI Watch, the Executive Secretary, Governance, and Diversity & Inclusion.

## **Mandatory and Educational Requirements:**

Experience with the National Intelligence Program, building budgets, and monitoring the execution of funds.

Familiarity with the full range of civilian personnel policies as used by the ODNI and federal government.

Familiarity with the roles and responsibilities of the IC EEOD staff, the IC IG staff, and the Civil Liberties, IC CIO staff, Privacy and Transparency office staff.

Familiarity with IT programs, including project development and security implications and FISMA.

Familiarity with management of facilities and logistics.

Knowledge of ODNI internal policies especially as they pertain to personnel management and disciplinary activities.

Proven experience leading and/or administering a larger organization.

Strong supporter of workforce diversity.

Demonstrated ability to interact and communicate with individuals from diverse professional backgrounds.

Excellent communication and interpersonal skills, including ability to exert influence with senior leadership and communicate effectively at all staff levels, both internal and external to the organization.

Proven ability to prepare finished assessments and other written products with an emphasis on strategic planning, clear organization, and concise and logical presentation.

Demonstrated experience in resource management (personnel and financial management).

## **Desired Requirements:**

Experience managing in two or more core business areas of the COO enterprise, such as Human Resources Management, the Chief Financial Executive, the ODNI Chief Information Officer, Security, Counterintelligence, Information Management, Facilities & Logistics, Protocol, DNI Watch, the Executive Secretary, Governance, Diversity & Inclusion, Continuity of Operations, and Continuity of Government.



Proven track record of providing direct support to an agency-level Front Office, Principal, or Deputy.

Expert knowledge of IC and ODNI administrative policies, procedures, and authorities.

Extensive knowledge of the internal and external ODNI processes and timelines for when decisions need to be made to influence the long-term investment of resources to change or adjust mission direction.

## 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\\_hrm\\_semo\\_wma@cia.ic.gov](mailto:dni_coo_hrm_semo_wma@cia.ic.gov) (classified email system) or [DNI\\_CMO\\_HC\\_SEMO@dni.gov](mailto:DNI_CMO_HC_SEMO@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 [HOYLEGR@dni.ic.gov](mailto:HOYLEGR@dni.ic.gov) (*Greta H.*) and [cartecd@dni.ic.gov](mailto:cartecd@dni.ic.gov) (*Cynthia C.*) in lieu of the group address above.

### 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 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.



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

**WHERE TO SUBMIT:** Applications should be sent to [DNI\\_CMO\\_HC\\_SEMO@dni.gov](mailto:DNI_CMO_HC_SEMO@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [HOYLEGR@dni.ic.gov](mailto:HOYLEGR@dni.ic.gov) (*Greta H.*) and [cartecd@dni.ic.gov](mailto:cartecd@dni.ic.gov) (*Cynthia C.*) 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 703-275-3300.

## **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: 703-275-3300; Email: [DNI\\_CMO\\_HC\\_SEMO@dni.gov](mailto:DNI_CMO_HC_SEMO@dni.gov)

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 703-275-3799 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 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.**