



## General Position Information

**Job Title:** 16900 - Senior Facilities Program Manager - GS-15

**Salary Range:** \$114,590 - \$164,200 (not applicable for detailees)

**Vacancy Open Period:** 11/13/2018 – 11/13/2019

**Position Type:** Cadre, Detailee

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

**Division:** ATF/FAC

**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

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

This is an opportunity for:

- An internal 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 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.

## Component Mission

The Assistant Director of National Intelligence for Acquisition, Procurement, and Facilities (ADNI/AP&F) ensures U.S. intelligence superiority by enabling the identification, development, and timely fielding of breakthrough capabilities, by enhancing the collective performance of acquisition and procurement professionals, and by delivering sustainable integrated contracting, facilities and logistics solutions. DDNI/AP&F is the Intelligence Community (IC) catalyst for technical innovation, responsive stewardship, industry collaboration, timely and accurate contracting solutions, and excellence throughout the acquisition lifecycle. The AP&F team leads advanced development and sustainment focused on innovative solutions for the IC enterprise including Major Systems Acquisition, advanced Technology Insertion, IC-wide end-to-end collection architecture, world class IC facilities, and innovative procurement and logistics programs. DDNI (AP&F) fosters innovation and challenges obstacles in pursuit of an IC-wide agile acquisition environment that delivers uncompromised capability at mission pace.

## Major Duties and Responsibilities (MDRs)

- Oversee and lead staff in the establishment of a comprehensive set of relevant community-wide facilities performance metrics and data analytics to monitor Intelligence Community (IC)-wide physical and mission readiness.
- Oversee and lead staff in the development of recommendations regarding and supporting the sharing and joint use of major IC facilities to improve mission effectiveness and efficiency throughout the government.
- Oversee staff in the management of complex IC facilities programs with ill-defined requirements, parallel tasks, multiple dependencies, high risks, and multiple interfaces, ensuring alignment with corporate objectives; programs include IC BUILDER, data center optimization, base operating support services, shared services, and other critical initiatives.
- Lead staff in the scheduling and prioritization of work tasks and critical activities for IC facilities projects from initiation to completion in support of the IC Facilities and Logistics Enterprise Strategy and Facilities Implementation Plan.
- Lead and oversee staff in the development, interpretation, and enforcement of IC facilities directives, standards, policies, and guidelines and the preparation of reports and information required by Office of Management Budget (OMB), Congress, and other government agencies.
- Lead staff in the development and approval process for the annual facilities capital construction and minor maintenance/repair (M/MR) budgets for submission to OMB, the Director of National Intelligence (DNI), and Congress, and monitor, approve, and control facility-related expenditures across the IC.



- Lead staff in the development of financial forecasts and budget assessments and make structured recommendations for new space allocation, construction, occupancy, and warranty to meet IC mission-critical requirements.
- Oversee and lead staff in the execution of facility construction projects, contract negotiations, and the management of contractual obligations as defined in associated contracts to support that program.
- Lead staff in the development of structured recommendations on facility operational improvements that comply with applicable Executive Orders, regulations, and statutes.
- Lead and oversee staff communication with customers ensuring that customer expectations are consistent with realistic time and cost projections, and solicit customer feedback to assess customer satisfaction.
- Lead a team of professional staff to assess performance, collaborate and oversee goal setting, and provide feedback on personal development.

## **Mandatory and Educational Requirements**

- Expert knowledge of Federal policies and practices related to facility procurement and usage.
- Superior ability to manage complex engineering/construction facilities projects, architecture studies and projects, and building operations as well as the ability to plan budgets, leases, expenditures, maintenance, and repairs related to facilities.
- Expert ability to read and interpret blueprints, schematics, construction specifications, and other facilities documents, and make informed decisions regarding the interpretations of this information.
- Expert knowledge of American with Disabilities Act standards, the Occupational Safety Health Administration, and Environmental Protection Agency regulations, safety measures, and Architectural/Engineering Codes.
- Superior ability to coordinate and answer questions from Congress and OMB on facilities related issues.
- Expert knowledge of Congressional and OMB information needs and reporting requirements, capital projects, policies, processes, and procedures, as well as expert knowledge of space management, programming, building design, construction, and maintenance.
- Expert knowledge of Computer Automated Facility Management Systems as well as Building Automated Systems for multi-site locations. • Expert knowledge of the collection, analysis, and reporting of facility metrics, such as Facilities Condition Index data.
- Expert ability to generate cost estimates for major facility projects and develop strategic budgets.
- Superior communication, interpersonal, networking, and analytical skills; superior ability to effectively manage competing priorities while adhering to strict guidelines; and superior ability to work effectively, independently, and also in a collaborative environment.
- Expert ability to direct taskings, assess and manage performance, collaborate on goal setting, and support personal and professional development at all levels of personnel.

## **Desired Requirements**

- Bachelor's Degree or higher in Architecture or Engineering (Civil, Electrical, Mechanical, or General).
- Ten or more years of federal facility management experience to include all phases of the facility life cycle process – planning, programming, design, construction, and operations.
- • At least one of the following certifications: Registered Architect (R.A.), Professional Engineering License (P.E.), Certified Facility Manager (CFM), or Project Management Professional (PMP) certification.
- Five or more years of facility management experience in the Intelligence Community.
- Demonstrated knowledge of Computer-Aided Facility Management (CAFM) and BUILDER systems.



## 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 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.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_B\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [joswida@dni.ic.gov](mailto:joswida@dni.ic.gov) (*Daniel J.*) and [mitchsl@dni.ic.gov](mailto:mitchsl@dni.ic.gov) (*Stephanie 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 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

- 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.
- 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\_B\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [joswida@dni.ic.gov](mailto:joswida@dni.ic.gov) (Daniel J.) and [mitchsl@dni.ic.gov](mailto:mitchsl@dni.ic.gov) (*Stephanie 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 301-243-9043.

## 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: 301-243-9043; Email: [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@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.**