



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

General Position Information

Job Title: 19603 – COO/PMR/Operations Group Chief – GS-14

Salary Range: \$121,316 -157,709 (not applicable for detailees)

Vacancy Open Period: 10/6/2020 – 10/21/2020

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/COO/PMR/OG

Duty Location: McLean, Virginia

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 candidates to fill a GS-14 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 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 at the same 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.

Component Mission:

The Office of the Director of National Intelligence (ODNI), Chief Operating Officer (COO) 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 COO 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 COO oversees the internal management of the ODNI.

The Office of Preparedness and Mission Resilience (DNI/COO/PMR) facilitates Intelligence Community (IC)-wide mission resilience through emergency management to reduce the impact of emergencies on the IC workforce and government property and 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, exercising and managing the ODNI's internal continuity and emergency management programs. The selected position will be responsible for the overall operational readiness of PMR programs, personnel and resources. This includes managing an ODNI PMR mission area and day-to-day operations. This position is also responsible for managing programs that execute and coordinate the activation and mobilization of resources, communications, logistics, risk assessments, and collaborating with stakeholders to ensure a unity of effort.

Major Duties and Responsibilities:

- Manage and lead day-to-day programs that operationally enable continuity of operations, continuity of government, enduring constitutional government, emergency management, watch operations, capabilities integration and test training and exercise programs;
- Manage budget and staffing requirements, policies and procedures, accountable equipment and resources;
- Plan for, lead and advise senior ODNI Leadership during deployments for National Security Emergencies, National Security Special Events, IC and ODNI national continuity alerts and activations, emergencies, incident management responses, exercises, and other national response and operations initiatives;
- Manage and lead an ODNI PMR Mission Area;
- Manage and lead plans and support programs that enable the relocation and response elements of continuity and emergency management resources;
- Manage and lead the tacking of critical personnel and resources;
- Facilitate and lead ODNI PMR Mission Area forums;
- Oversee the development of programs, personnel budget and training to ensure the continuation of mission in the event of an emergency;



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

- Develop national intelligence and preparedness policy to support mission requirements, as need.
- This position is subject to recall 24/7/365, operational shift work to conduct continuity and emergency management operations, which may require irregular work hours, work at locations other than the official duty station, and may include duties other than those specified in the employee's official position description. Travel requirements in support of continuity and emergency management operations may be extensive in nature (weeks to months), with little advance notice, and may require employees to relocate to emergency sites with physically austere and operationally challenging conditions; and
- All group chief positions may be reassigned to lead another PMR mission area to fill a critical mission need.

Mandatory Requirements:

- Extensive ability in program management oversight to include prioritizing group needs, requirements, and resources with other programs at the PMR corporate level;
- Demonstrated knowledge of and experience with resiliency focused activities in continuity, risk, emergency management, watch operations, capabilities integration and/or test, training and exercise programs;
- Demonstrated ability to communicate, both oral and in written, complex information in a clear, concise manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives;
- Superior ability to build, empower and encourage a diverse group of people with different backgrounds, perspectives and skillsets to work collaboratively and communicate as a team;
- Superior ability to lead and manage capabilities, including that ability to effectively direct taskings;
- Willingness be recalled around the clock for continuity and emergency management operations; and
- Professional certifications focused on continuity and/or emergency management OR the ability to earn a professional certification within 12 months of assignment.

Desired:

- Superior ability to manage the development of plans, procedures, job aids and checklists, reports, and internal training process for employees;
- Superior ability to ensure readiness for continuity, risk, emergency management, watch operations, capabilities integration and/or test, training and exercise programs;
- Superior ability to supervise, develop and mentor employees, write performance reviews, Individual Development Plans and other employee focused processes;
- Ten or more years of experience conducting resiliency focused activities that directly support continuity, risk, emergency management or test, training and exercise programs for a government or private organization;
- Bachelor's degree; and
- Graduate degree.



Key Requirements and How to Apply

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_TM_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.

Applicants submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov (Faith P.) and mcreaz@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.



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 either DNI_COO_TM_HR_OPS_TEAM_A_WMA@cia.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov (*Faith P.*) and mcreaz@dni.ic.gov (*Zina*) 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

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_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at 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.**