



General Position Information

Job Title: 29799 - Procurement Executive - SNIS Executive Tier 2

Salary Range: None provided (not applicable for detailees)

Vacancy Open Period: 03/25/2019 – 03/25/2020

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: ATF/PE

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.

***** 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.*****

Position Information

This is an opportunity for:

- 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, DISEL) candidates may apply. GS employees may not 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. Only Senior Service (SNIS, SES, SIS, DISES, DISEL) candidates may apply. GS employees may not 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, Technology, and Facilities (ADNI/AT&F) ensures U.S. intelligence superiority by enabling the identification, development, and timely fielding of breakthrough capabilities, innovatively applying advanced technologies and acquisition excellence. DDNI/AT&F is the Intelligence Community (IC) catalyst for technical innovation, responsive stewardship, and acquisition excellence addressing the key intelligence challenges by leading advanced research and development focusing on disruptive technology leaps, integrating the IC Science and Technology (S&T) enterprise, developing and evaluating an IC-wide, end-to-end collection architecture to promote innovation and responsible financial stewardship, and establishing and maintaining an agile and transparent best-practice environment that promotes IC acquisition success.

Major Duties and Responsibilities (MDRs)

- The Director of National Intelligence (DNI) serves as the head of the Intelligence Community (IC). The DNI also acts as the principal advisor to the President and the National Security Council for intelligence matters related to national security; and oversees and directs the implementation of the National Intelligence Program. The DNI leads intelligence integration and forges an intelligence community that delivers the most insightful intelligence possible. The Deputy Director of National Intelligence for Enterprise Capacity (DDNI/EC) is responsible to the DNI for all matters pertaining to IC resources, workforce, systems, technology and infrastructure, with five reporting components: Acquisition, Procurement and Facilities, IC Chief Financial Officer, IC Chief Human Capital Officer, IC Chief Information Officer, and Systems & Resource Analyses. The Assistant Director of National Intelligence for Acquisition Procurement & Facilities (ADNI/AP&F) ensures U.S. intelligence superiority by enabling the identification, development and timely fielding of breakthrough capabilities, innovatively applying advanced technologies and promoting acquisition excellence. ADNI/AP&F is the Intelligence Community (IC) catalyst for technical innovation, responsive stewardship, and acquisition & procurement excellence addressing the key intelligence challenges by establishing and maintaining an agile and transparent best-practice environment that promotes innovation, responsible financial stewardship, and IC acquisition and procurement success. The Intelligence Community Senior Procurement Executive (IC SPE) reports to the ADNI/AP&F and is responsible for oversight of IC procurement programs, policies and processes and strategic sourcing initiatives; fostering a well-qualified mission focused IC procurement workforce; and promoting IC level industry outreach. Major duties and responsibilities include the following:



- Serve as principle advisor to DDNI/EC, ADNI/AP&F, the IC CIO, and other senior officials within the ODNI on contracting and procurement matters;
- Support a flexible acquisition environment that facilitates rapid exploitation of emerging technologies and innovation within industry;
- Oversee IC-wide strategic sourcing of commodities, services, and technology to include the IC Enterprise Agreement (IC EA) program and relevant Services of Common Concern (SoCC);
- Oversee procurement policy activities across the IC and set strategies to develop the vision, goals, objectives and direction of policy activities for IC-wide procurement policies and activities that align with the National Intelligence Strategy DNI strategic goals and objectives;
- Chair the IC Procurement Executive Council and promote sharing and understanding of best practices in acquisition, contracting and procurement and policies within the IC;
- Represent the IC on contracting and procurement matters to external entities, coordinating with ODNI Office of General Counsel and with affected IC elements, as appropriate;
- Coordinate with IC elements and ODNI components to facilitate the effective IC contracting and procurement activities and execution of National Intelligence Program (NIP) funds;
- Create and sustain partnerships with other IC elements to include Senior Procurement Executives and other ODNI leaders. Develop and maintain a network of senior-level contacts within DoD and the IC to ensure a continuing dialogue and active insight into ongoing and planned procurement efforts, policy developments and technology activities.
- Lead a professional staff, assess performance, oversee goal setting, and provide feedback on personal and professional development. Interact with managers to ensure compliance and collaboration with policies which aid in developing the organizational culture.
- Maintain effective working relationships with other ODNI and IC components and other government agencies to address issues that span multiple mission or program areas.
- Lead the development and implementation of building a workforce and culture to deliver services that exceed customer expectations.

Mandatory and Educational Requirements

- Expert knowledge of the IC and its component, missions, and interrelationships from a procurement perspective.
- Expert knowledge of Federal procurement and contracting, CIA contracting policies and procedures, knowledge of DoD contracting, and the ability to formulate a vision and policies for IC-wide procurement programs.
- Demonstrated ability to develop and maintain critical relationships and strategic alliances within the ODNI, the IC, DoD and other federal agencies.



- Significant experience leading a team of procurement professionals.
- Level III Contracting Certification. Excellent performance as a Senior Contracting Officer with unlimited warrant authority.
- Strong analytical and critical thinking skills, including the ability to think strategically, identify needs and requirements, recommend organizational strategies, and propose innovative solutions supporting policy formulation or program planning.
- Demonstrated expertise in strategic and tactical planning including the ability to develop procurement strategies and execute programs, plans, and initiatives relating to contracting and procurement efforts. • Demonstrated knowledge of unique CIA contracting and procurement authorities and processes

Desired Requirements

- Master's degree or a combination of experience and higher education in a business, technical or related field coupled with progressively higher levels of assignments.
- Experience with the acquisition of major defense and/or large scale intelligence collection systems.
- Experience on IC or DoD senior staff or oversight experience.
- Project or program/management certification or 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_COO_TM_HR_OPS_TEAM_B_WMA@cia.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 jowida@dni.ic.gov (Daniel J.), mitchsl@cia.ic.gov (Stephanie M.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.



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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

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_COO_TM_HR_OPS_TEAM_B_WMA@cia.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 (Daniel J.), mitchsl@cia.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 301-243-1318.

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: 301-243-1318; Email: 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, by unclassified email at 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.**