General Position Information

Job Title: 30340 – Corporate COTR – GS-14

Salary Range: $86,335 - $157,709 (not applicable for detailees)

Vacancy Open Period: 11/06/2020 – 11/21/2020

Position Type: Cadre, Detailee, External

Who May Apply: Internal and External Candidates, Detailees

Division: COO/CFE

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 or external candidate 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 or up to two grades 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.
  - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
o Current Federal Government employees. (Current GS employees at the same grade or up to two grades lower than the advertised positions grade may apply.)

o Candidates outside the Federal Government.

- For a detaillee assignment:
  o Current Federal Government employees. (Current GS employees at the same grade or up to two grades 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.

- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.

**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.

**Major Duties and Responsibilities (MDRs)**

- Plan, prepare, justify, administer, analyze, forecast, schedule, sequence, timing of actions, coordinate, and monitor budgetary, financial, accounting, or auditing activities to ensure cost-effective support of Intelligence Community (IC) organizations and programs; analyze and assess financial conditions by applying financial principles, policies, methods, techniques, and systems.

- Serve as ODNI's COTR for enterprise service contracts. Coordinate the award fee process with ODNI components and Contracts on enterprise service contracts.

- Provide acquisition strategies for ONDI-wide contracts. Help COTRs develop pre-award contract documentation (Acquisition Plan, Source Selection Plan, Statement of Work, etc.)

- Work with ODNI's acquisition team (Head of Contract Activity (HCA), Contracts, Legal, Program Office, etc.) to provide advice, guidance and oversight to other ODNI COTRS.

- Identify areas of training where COTRs, Program Managers, and other ODNI personnel need additional information. Schedule and conduct continuous learning sessions on these topics.

- Ensure COTRs maintain appropriate post award files.

- Manage the COTR certification processes.
• Review Monthly Status Reports (MSRs) and invoices to ensure vendors are complying with requirement of the Improper Payments Elimination and Recovery Improvement Act (IPERIA). Maintain files for review by auditors.
• Assist Chief Financial Executive (CFE) conduct internal control tests of contracting functions. Collect, review and assemble appropriate documents.
• Assess the performance of subordinates; provide performance feedback on an ongoing basis; assist in providing input to formal performance appraisals; and address performance issues.

Mandatory and Educational Requirements

• Demonstrated ability to provide advice to customers, in context of operation requirements bases on financial analysis and recommends possible courses of action.
• Extensive knowledge of Federal Acquisition Regulations principles, concepts, and practices.
• Knowledge of contract vehicles to include commercial item acquisitions, firm fixed price, and indefinite delivery indefinite quantity, and cost reimbursement.
• Knowledge of the Federal Contract budgetary process, funding practices, and legal requirements.
• Knowledge of common acquisition business and industrial practices.
• Strong understanding of contractor invoices (particularly Fixed Price-Level of Effort and Cost type contracts).
• Experience complying with audit requirements like the Improper Payments Elimination and Recovery Improvement Act (IPERIA)
• Demonstrated ability to prepare briefings to senior managers on varying topics.
• Demonstrated organization and analytical skills.
• Demonstrated customer service and business advisory skills.
• Extensive knowledge of requirements sufficient to work with technical representatives in defining needs.
• Demonstrated ability to provide sound advice to program managers, and executives pertaining to contracting programs, statutes, procedures, problems, and solutions.
• Demonstrated ability to write reports and correspondence in clear, concise language and in appropriate form and style to sufficiently document business decision.

Desired Requirements

Experience:

• Level I COTR or higher.

Education:

• Bachelor’s degree or higher in any field. Preferably Business related major.
• Certifications/Licenses: COTR Level I Certification. or FAC-COR Level I

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 in the cover letter 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:** *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_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 mccreaz@dni.ic.gov (*Zina M.*) in lieu of the group address above.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

**External Candidates:**

**Key Requirements:**

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of an ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

**A complete application 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. **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.

e. **SF-50:** Current or former Federal Government employees must provide an SF-50, “Notification of Personnel Action,” to verify current federal status, position, title, grade, and organization of record.

**WHERE TO SUBMIT:** *External Candidates must submit an application through the www.intelligencecareers.gov.* All attachments should be in Microsoft Word or Adobe PDF format.

**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:** Applicants from federal agencies outside the IC should be sent to either DNI_COO_HRM_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 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

Other Information

External only

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Long-Term Care Insurance: http://www.ltcfeds.com
- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered): http://www.opm.gov/retire/index.asp If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Flexible Spending Accounts for Health Care and Dependent Care: http://www.fsfeds.com/fsafeds/index.asp
- Paid Federal Holidays
- Alternative Work Schedules

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 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.