General Position Information

Job Title: Corporate COTR

Position Number: CO120

Position Grade: GS15

Salary Range: $126,233 - $176,300

Vacancy Open Period: 06/17/2022 – 07/04/2022

Position Type: Cadre

Who May Apply: Internal ODNI Candidates

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:

- An internal candidate to fill a GS-15 cadre position.

Who May Apply

- For a cadre assignment:
  - Current ODNI permanent cadre 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 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 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 such areas as human resources, diversity & inclusion, finance and budget, information technology, security, facilities, and information management. The COO is also responsible for ODNI's emergency planning.

Major Duties and Responsibilities (MDRs)

Lead a team of professional staff and assess performance, collaborate and oversee goal setting, and provide feedback on personal development.

Supervises other corporate COTR's work within HCA.

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.

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.

Assess the performance of subordinates; provide performance feedback on an ongoing basis; assist in providing input to formal performance appraisals; and address performance issues.

Assist the Business Operations on an as needed basis to perform the following activities: ODNI Acquisition Review Board, Contracting Officer Technical Representative (COTR) Certifications & Training, Basic Contract Request (BCR) Reviews, Contract Audit/Reviews, and Congressional Reporting.
Mandatory and Educational Requirements

Expert knowledge of the IC and its components, missions, and interrelationships, including the superior ability to lead broad-based teams regarding key IC financial management issues.

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 II COTR or higher.

Education: Bachelor’s degree or higher in any field. Preferably, Business related major.

Certifications/Licenses: COTR Level II Certification. or FAC-COR Level II
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. **POSITION NUMBER**: Reference the position 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-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.

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 703-275-3888

**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: 703-275-3888; Email: HRM-HR-OPS-VACANCY-TEAM@dni.gov.
Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

COVID-19 Vaccination Requirement: To ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the federal government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for federal employees. Therefore, to the extent a federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply.

Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

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 Reasonable Accommodation Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3900 or by FAX at 703-275-1277. Your request for reasonable accommodation will be addressed on a case-by-case basis.

THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE ‘HOW TO APPLY’ SECTION ABOVE.