General Position Information

**Job Title:** EC014 – Deputy Chief, IC Facilities and Logistics - GS-15

**Salary Range:** $121,316.00 - $170,800.00

**Vacancy Open Period:** 11/17/2020 – 12/15/2020

**Position Type:** Cadre, Detailee

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

**Division:** PC/APF

**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

This is an opportunity for:

- An internal candidate to fill a GS-15 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 below the advertised position 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 GS-15 and one grade below 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 Policy and Capabilities Directorate is focused on ensuring the IC is best postured to meet the future challenges and threats confronting our nation.

Major Duties and Responsibilities (MDRs)

- Supports the Director of IC Facilities and Logistics in the oversight, direction and professional development of its assigned staff, and the development, management and execution of its authorized budget.
- Performs personnel management responsibilities with a focus on building a high performance workforce; promote team building and a collaborative work environment; ensure goals and performance objectives are understood; assess performance and provide timely feedback, recognition, and remediation.
- Represents the DNI or Office on IC Facilities and Logistics matters and conduct ongoing collaboration and outreach with stakeholders and partners across the ODNI, IC, Department of Defense, United States Government, and oversight organizations (e.g., Congress and OMB), as needed, to meet mission objectives
- Facilitates the development, enhancement, integration, standardization, and the leveraging of IC resources to increase the IC's coordination, collaboration, and sharing of data and IC facilities, logistics, TAM, and environmental energy capabilities.
- Provides leadership, guidance, and oversight of staff in order to elicit, analyze, and define customer/stakeholder facilities and logistics requirements, support development of investment plans, and ensure development of business cases spanning multiple Intelligence Community organizations in order to meet stakeholder requirements.
- Oversees the financial planning, budgeting, and execution of NIP-related activities for IC Facilities and Logistics.
- Manages, leads and develops dynamic and long-term IC Facilities and Logistics planning efforts in the current and anticipated planning structure.

Mandatory and Educational Requirements

- Demonstrated experience leading a diverse workforce, providing career development and transparent work performance evaluations/assessments.
- Expert knowledge and demonstrated experience applying program management principles and methods to plan and execute complex projects, including developing new methods, approaches and procedures.
- Demonstrated expert abilities to manage multi-million dollar projects, initiate estimate resource requirements, define milestones and deliverables, monitor activities, and evaluate and report accomplishments
- Expert knowledge in facilities, logistics, TAM and/or environmental energy laws, policies, planning and processes.
• Ability to communicate effectively and efficiently in a clear and concise manner to a wide range of audience, and present ideas and concepts, explain projects and programs, briefing activities, and provide guidance to the workforce.
• Proven expert interpersonal, organizational and problem solving skills, including superior ability to work effectively both independently and in a collaborative environment.
• Knowledge and experience related to business transformation, in particular how to establish efficiencies in the procurement and occupation of facilities across the Federal government, as well as logistics and asset management programs.
• Minimum five years of work experience in facilities, logistics, total asset management, and/or environmental energy management.
• Bachelor's Degree in Engineering, Logistics Management, or a related Facilities/Logistics field from an accredited institution.

Desired Requirements

• Minimum five years of work experience in facilities, logistics, total asset management, and/or environmental energy management.
• Master's Degree in Engineering, Logistics Management, or a related Facilities/Logistics field from an accredited institution
• Professional Project Management Certification and/or National Property Managers Association Certification.

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_TM_HR_OPS_TEAM_B_WMA@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants experiencing technical issues should contact the HR POC for guidance. Applicants submitting via JWICS are requested to submit their materials to both majettm@dni.ic.gov (Maya M.) and ZACKERN@dni.ic.gov (Natalia Z.) 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.

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 experiencing technical issues should contact the HR POC for guidance. Applicants submitting via JWICS are requested to submit their materials to both majettm@dni.ic.gov (Maya M.) and ZACKERN@dni.ic.gov (Natalia Z.) 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.
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_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3799 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.