



General Position Information

Job Title: PA156 - COO/F&L/ODNI Chief of Support, R3 Facility - GS-14

Salary Range: \$114,590 - \$148,967 (not applicable for detailees)

Vacancy Open Period: 3/7/2019 – 3/22/2019

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: COO/COO

Duty Location: Reston, 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-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 as 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.
- For a detailee assignment:
 - Current Federal Government employees. (Current GS employees at the same grade as 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.

Component Mission

The Office of the Director of National Intelligence (ODNI), Chief Operations 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 COO provides its customers with a full range of support services and integrated solutions needed to accomplish the Office of the Director of National Intelligence (ODNI) mission. COO staff provide proactive, comprehensive support, delivered with efficiency, professionalism, and a strong focus on cost value. Mission support services include Finance, Employee/Management Relations, Executive Secretariat, Facilities and Logistics, Information Technology and Infrastructure, Ombudsman, Preparedness and Mission Resilience, Security and Counterintelligence, Senior Executive Management, and Talent Management. To achieve efficiency, COO also brokers support from other agencies for additional services, including fleet, travel and medical support. To ensure ODNI customer satisfaction, COO conducts workforce outreach, performance management, and quality assurance reviews for each business area.

COO strives to be the premier support services platform in the IC. COO Facilities and Logistics (F&L) provides, manages, and maintains adequate facility space to house ODNI staff and support the ODNI mission, regardless of the location. This also includes facilities oversight, logistics support, and environmental safety and health services for four (4) sites with eight (8) buildings; encompassing approximately 1.5 million square feet of space. COO F&L serves the ODNI staff exclusively and enables planning and coordination of ODNI F&L requirements. We act as the primary ODNI liaison with F&L service providers and other organizations to accomplish ODNI projects. We have COO F&L staff to accomplish small projects (i.e. conceptual designs, planning, programming, and procurements, etc.), and have the expertise to coordinate and provide appropriate follow-up and monitoring for larger projects. In addition to traditional facilities functions (facilities operations, space management, and real property), COO F&L functions include logistics procurement, asset management, and service level agreements. We also have an Environmental Safety & Health (ESH) office to protect employees, the public, and the environment and to comply with applicable laws and protect ODNI's reputation. COO F&L leadership continually strives to provide the best workplace for F&L teammates. We have flexible work schedules and a positive work environment that enables the successful achievement of F&L staff's personal goals at the same time the overall ODNI mission. On the COO F&L Team, we value ourselves – "We avail ourselves of the opportunities to take



care of ourselves and our families to ensure we are motivated to effectively perform our duties when called upon..." We value each other – "We all bring valuable skill sets to the job, and strive to cultivate and share those skills to ensure completion of the mission and the personal fulfillment of our teammates in a mutually supportive environment..." We value the mission – "We work with each other to support the operational missions that are securing our shared American experience, within the confines of our Constitutional protections, at a reasonable cost to our fellow taxpayers." One Team, One Fight!"

Major Duties and Responsibilities (MDRs)

- Serve as the COO/ODNI Chief of Support in Reston, responsible for overseeing the COO F&L staff and service support platform to provide a full range of support services and integrated solutions needed to accomplish the Office of the Director of National Intelligence (ODNI) and other facility tenants' mission.
- Lead and provide day-to-day oversight of all mission support activities (Facilities, Logistics, IT, Security, CI, HR) and serve as the conduit for reach back support to various mission support offices at the ODNI headquarters.
- Coordinate and integrate all campus support activities with the General Services Administration (GSA), DIA Reston Support Activity (RSA), and ISG service providers. Ensure all support activities are executed in support of mission requirements in an efficient and effective manner and ensure all facility systems are maintained in accordance with industry best practices to maintain facility readiness.
- Serve as ODNI liaison for all mission support-related functions and services, to include space requirements, renovations and tenant service support agreements.
- Provide oversight to complex Office of the Director of National Intelligence (ODNI) facilities projects or programs ensuring alignment with corporate objectives, including those projects or programs with ill-defined requirements, parallel tasks, multiple dependencies, high risks, and multiple interfaces; lead the scheduling and prioritization of work tasks and prioritize critical activities for facilities projects from initiation to completion.
- Provide strategic oversight and direction in the monitoring, identification, and resolution of day-to-day ODNI facilities issues, including those related to heating and cooling, ventilation, lighting, cleanliness, sanitation, the general appearance of buildings and grounds, and emergency situations.

Mandatory and Educational Requirements

- Demonstrated communication, interpersonal, networking, and analytical skills; superior ability to effectively manage competing priorities while adhering to strict guidelines; and superior ability to work effectively, independently, and also in a collaborative environment.
- Demonstrated ability to lead, develop, interpret, and enforce ODNI facility policies and building operation guidelines and manage the preparation of reports and information required by ODNI, Office of Management Budget (OMB), Congress, and other government agencies.
- Demonstrated ability to develop financial forecasts, conduct analysis, and lead campus projects concerning space management and occupancy, security and life safety, within the ODNI.



Desired Requirements

- COTR certification or willingness to obtain COTR certification within 90 days.
- At least one of the following certifications (or pursuing certification): Project Management Professional (PMP), Certified Property Professional (CCP), Certified Facility Manager (CFM), Professional Engineer License (P.E.), or Registered Architect (R.A.)
- Bachelor's degree or higher in Business Management, Architecture, Engineering (Civil, Electrical, Mechanical, or General) or related technical/management fields.

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-MSD-HR-RR-Team_A_WMA@dni.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 H.*) and mcreaz@cia.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.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_A_WMA@dni.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 H.*) and mcreaz@cia.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.



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

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_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.**