General Position Information

Job Title: IC Procurement Officer/Contracting Officer

Position Number: PC923

Position Grade: GS-15

Salary Range: $126,233 - $176,300 (not applicable for detailees)

Vacancy Open Period: 06/22/2022 – 07/07/2022

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 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 one grade lower than the advertised position grade may apply.

For a cadre assignment:

- Current ODNI permanent cadre.

For a detailee assignment:

- Current Federal Government employees at the same grade or one grade lower than the advertised 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.

- A current Federal Government employee, selected for a detail assignment, 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)

Cultivate and maintain productive working relationships within the Office of the Director of National Intelligence (ODNI) and the Office of the Secretary of Defense to ensure continuing dialogue and active insight into planned and ongoing procurement activities; represent ODNI at meetings, conferences, and other public forums regarding IC procurement and contracting issues or topics.

Lead the development and implementation of effective IC contracting and procurement policies, procedures, and guidance that results in the effective procurement of Major Systems Acquisitions, services, supplies, and research and development.

Lead, collaborate and liaise with IC stakeholders, as appropriate, to address contracting and procurement priorities and initiatives in accordance with DNI and IC SPE goals and objectives.

Provide expert analysis of pending acquisition strategies and support periodic post-award reviews of select IC National Intelligence Program (NIP) procurements.

Lead the preparation and coordination of the DNI's responses to Congressionally Directed Actions and actions from the Office of Management and Budget regarding major IC contracts and procurement efforts; as required, attend meetings with members of Congress and their staffs to discuss, promote, and/or justify procurement programs, policies, and/or procedures.

Lead the identification and adoption of innovative, flexible acquisition policies, procedures and tools for the IC Procurement Enterprise.

Lead and conduct an independent review of contracting and procurement functions and activities within IC agencies and advocate for the identification and implementation of improvements.

Lead and direct the identification of IC contracting and procurement best practices and communicate findings across the IC.

Ensure that IC contracting and procurement policies and practices complement existing federal and Department of Defense regulations.

Lead and participate in outreach activities with industry and academia to develop information and programs that will improve the performance of IC procurement organizations.
Lead, develop and implement formal programs and activities to increase the effectiveness of the recruitment, retention and development of the contracting and procurement workforce with ODNI and the IC.

Lead the preparation and coordination of the annual IC Acquisition Awards Program.

**Mandatory and Educational Requirements**

Extensive knowledge of all types of contracts including fixed price, firm fixed price, indefinite delivery indefinite quantity, cost reimbursement contracts, special purpose contracts, and others.

Extensive organizational and interpersonal skills including demonstrated ability to represent the ODNI and IC when meeting with commercial enterprises and other entities involved in providing services within the IC.

Extensive knowledge of FAR, DFARS, statutes, and acquisition strategies.

Extensive knowledge of common acquisition business and industrial practices.

Demonstrated writing skills sufficient to draft memoranda and policy papers pertaining to Procurement and/or Directorate policies and procedures that use clear and concise language.

Demonstrated ability to prepare and give briefings to senior managers on procurement topics. Demonstrated customer service and business advisory skills.

Demonstrated ability to provide sound advice to IC personnel of all levels pertaining to contract programs, statutes, procedures, problems and solutions.

Demonstrated capability to use initiative and resourcefulness in deviating from traditional methods and researching trends and patterns to develop new methods and propose new policies.

Expert knowledge of the IC and its components, missions, and interrelationships from an acquisition/procurement perspective.

Expert knowledge of Federal procurement and contracting, knowledge of IC and DoD contracting practices. Superior oral and written communication skills, including an expert ability to lead, plan, and communicate effectively with people at all levels and from different organization cultures.

Demonstrated ability to develop and maintain critical relationships and strategic alliances within the ODNI, the IC, DoD and other federal agencies.

Demonstrated ability to apply analytical, strategic, and critical thinking skills to determine procurement strategies and improve the performance of the ODNI and the IC's contracting programs.

**Experience:** Ten years of acquisition/procurement experience.

**Education:** Bachelor's Degree or higher in any field that includes or has been supplemented by, at least 24 semester hours of coursework in Business Administration, Accounting, Contract Administration, Finance, Law, Purchasing, Economics, Industrial Management, Marketing, Quantitative Methods, Organization and Management.
Certifications/Licenses: DAWIA or FAC-C Level III Certification in Contracting or IC Agency equivalent. Certifications in other acquisition fields desired.

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.

**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 detaillee, 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 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. **POSITION NUMBER**: Reference the position 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 within the IC must submit an application through the classified IC Joint Duty Program website. Applicants from federal agencies outside the IC 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).

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 703-275-3888

**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.**