



General Position Information

Job Title: CO050 -Chief of ODNI Facilities – SNIS Prof Tier 1

Salary Range: \$\$\$\$ (Not Applicable for Detailees)

Vacancy Open Period: 04/21/21 -05 – 05/13/2021

Position Type: Cadre, Detailee

Who May Apply: Internal Candidates, Detailees

Division: DNI/COO/FL

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 opportunity is for:

An internal cadre candidate(s) to fill a SNIS Professional Tier 1 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

Only Senior Service (SNIS, SES, SIS, DISES, DISL) candidates and highly qualified GS-15 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:**
 - Only Senior Service (SNIS, SES, SIS, DISES, DISL) candidates and highly qualified GS-15 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.
- 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 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

The Chief of ODNI Facilities provides expert leadership in the management of ODNI Facilities, Logistics, Environmental Safety & Health, and Strategic Facilities, Logistics, and Audit Readiness in support of agency objectives; influences and integrates existing networks and strategically increases others; forecasts and anticipates mission needs and operational requirements; offers alternatives and expert advice; and organizes and implements logistics and facilities processes for mission services and support. This includes logistics planning and execution, capital building projects and major renovations, and property management and accountability for all facilities.

- Lead efforts to purchase ODNI facilities and establish contracts to support ongoing operations. Develop proposals, plans and integrated schedules to establish the most cost-effective solutions to providing common services to ODNI Components and other tenants occupying ODNI owned facilities. Establish the appropriate program management offices to oversee each compound and effectively manage associated resources based upon the total cost of ownership.
- Lead the development and maintenance of the ODNI facilities master plan, coordinate and conduct feasibility studies and surveys to meet emerging missions and strategic facilities requirements. Ensure full integration into the overall IC master plan and the programming of resources needed to meet capital improvement requirements for ODNI owned facilities
- Lead and directs the IC's Total Asset Management (TAM), audit processes and IC's Logistics Management programs. Develop the integrated work plan to close audit shortcomings.
- Lead a diverse team in successfully defining and managing complex programs and projects that may include ill-defined requirements, ambiguity, parallel tasks, multiple dependencies, high risks, and multiple interfaces;



ensure timelines, costs, deliverables, and outcomes are achieved according to approved plans; and evaluate performance, goal-setting, and provide feedback and guidance regarding personal and professional development opportunities.

- Establish, guide, and oversee ODNI and IC working groups, boards, and committees, as needed, to support accomplishment of corporate and strategic goals.
- Represent the COO, or Office of the COO, on related fora and conduct ongoing collaboration and outreach with stakeholders and partners across the ODNI, IC, Department of Defense, U.S. Government, and oversight organizations (e.g. Congress and OMB), as needed, to meet mission objectives.
- Perform 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.
- Provide leadership, guidance, and oversight of staff in order to elicit, analyze, and define customer/stakeholder requirements, support development of investment plans, and ensure development of business cases spanning multiple Intelligence Community organizations in order to meet stakeholder requirements.
- Manage a cadre of Contracting Officer Technical Representatives (COTRs) to direct resources and to meet requirements.

Mandatory and Educational Requirements

- Extensive knowledge and experience managing facilities programs, projects, and operations, to include space planning and concepts, operations and maintenance programs, recapitalization programs, construction, and acquisitions (i.e. purchasing and leasing facilities).
- Comprehensive knowledge of project management concepts, facility and operational planning, and procedures to include project cost and resource utilization estimation.
- Demonstrated budget, project planning, and execution expertise, including Federal business practices and procedures to formulate and execute budgetary and fiscal responsibilities.

Desired Requirements

- Degree in Engineering, Supply Chain, Logistics, Facility Management, Program Management or related field achieved through an accredited program.
- Extensive leadership experience in total asset management, acquisition/procurement, logistic and supply chain/distribution management, and facility program management.
- Prior experience in contract management and base operations.

Key Requirements and How to Apply

Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI](#) website.



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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 alextaa@dni.ic.gov (Tamara A.) and dewbret@dni.ic.gov (Brett D.) 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.

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.

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.



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- 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_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 alextaa@dni.ic.gov (*Tamara B.*) and dewbret@dni.ic.gov (*Brett D.*) 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

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 EEOC EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION**



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REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.