



# 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

## General Position Information

**Job Title:** 19603 – Intelligence Enterprise Exercise Program Officer – GS-14

**Salary Range:** \$102,663 – 157,709

**Vacancy Open Period:** 5/11/2020 – 5/11/2021

**Position Type:** Cadre

**Who May Apply:** Internal ODNI Candidates

**Division:** DNI/COO/FO/PMR

**Duty Location:** Reston, Virginia

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** N/A

**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.

## Who May Apply

Current ODNI cadre GS employees at the same grade or one 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.

**\*\*\*OPEN UNTIL FILLED: This announcement will be open until the position is filled. Cut-off points are scheduled in two-week intervals. After each cut-off point, all compliant applicants received during the previous two weeks will be reviewed for consideration.\*\*\***

## Component Mission:

The Office of the Director of National Intelligence (ODNI), Chief Operating 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.

## **Major Duties and Responsibilities:**

- Oversee the day-to-day related program management of continuity of operations, continuity of government, enduring constitutional government, emergency management, watch operations, capabilities integration, and/or test training and exercises.
- Lead the development, planning and or conduct continuity, emergency management or watch operations exercises, training and/or program evaluation plans, procedures, and methodology.
- Plan for and serve during deployments for National Security Emergencies, National Special Security Events, IC and ODNI national continuity alerts and activations, emergencies, incident management responses, exercises, and other national response and operations initiatives.
- Collaborate with IC partners to ensure that resources are properly arrayed to address continuity requirements identified in existing policy.
- Plan and manage the IC's support to the National Exercise Program, the Department of Defense, Joint Chairman's Program, and other significant U.S. Government exercise programs; plan evaluations and develop reports on program performance, identifying lessons learned and developing strategic objectives for future IC exercise planning.
- Plan and direct the development and execution of the multi-year IC exercise schedule and the coordination of IC-wide exercise activities as directed by the Director of National Intelligence.
- Research, develop and write changes in policies and procedures to ensure appropriate information sharing with regard to continuity and emergency management related programs.
- Participate in the development of the annual "state of the mission" report
- Plan, coordinate, and participate in internal and inter-agency committees, forums, educational classes, awareness campaigns and special events.
- Instruct resiliency focused training topics.
- Develop programs, personnel, budget and training to ensure the continuation of mission in the event of an emergency
- This position is subject to recall 24/7/365, operational shift work to conduct continuity and emergency management operations, which may require irregular work hours, work at locations other than the official duty station, and may include duties other than those specified in the employee's official position description. Travel requirements in support of continuity and emergency management operations may be extensive in nature (weeks to months), with little advance notice, and may require employees to relocate to emergency sites with physically austere and operationally challenging conditions.



## **Mandatory Requirements:**

- Demonstrated ability in program management to include identifying and prioritizing needs, assess situations, and develop processes improvements with recommendations for implementation.
- Demonstrated knowledge of and experience with resiliency focused activities in continuity, risk, emergency management, watch operations, capabilities integration and/or test, training and exercise programs.
- Demonstrated ability to communicate complex technical information, both verbally and written, in a clear, concise manner that that can be understood by a diverse non-technical audience with different perspectives, objectives and priorities.
- Demonstrated ability to build, empower and encourage a diverse group of people with different backgrounds, perspectives and skillsets to work collaboratively and communicate as a team.
- Willingness to become proficient in a broad range of resiliency focused knowledge, skills and abilities in continuity, risk, emergency management, watch operations and test, training and exercise.
- Demonstrated interpersonal, organizational, and problem-solving skills, including demonstrated ability to work effectively both independently and in a team or collaborative environment; and to lead and mentor junior colleagues.
- Ability to work effectively in a team or collaborative environment with a diverse group of people from different backgrounds, perspectives and skillsets.
- Willingness to be recalled around the clock for continuity and emergency management operations.
- Professional certifications focused on continuity and/or emergency management OR the ability to earn a professional certification within 12 months of assignment.

## **Key Requirements and How to Apply**

### **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 performance.

***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\_TM\_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 portifa@dni.ic.gov (Faith P.) and mcreaz@dni.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.

## 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 703-275-3799 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 EEOC 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.**