



General Position Information

Job Title: Mission Assurance Officer – Chief Incident Management Team

Position Number: 30574

Position Grade: GS-14

Salary Range: \$103,690 - \$159,286 (not applicable for detailees)

Vacancy Open Period: 11/15/2021 – 11/30/2021

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/COO/PMR

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 or up to 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 up to one grade lower than the advertised positions 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 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 (MDRs)

The COO seeks an experienced and highly effective senior officer to serve as a Mission Assurance Officer & Chief, Intelligence Community Incident Management Team. The position is designed for a GS-14, but highly motivated and effective GS-13s may apply. This position provides oversight, guidance and leadership in the planning, development and implementation of IC continuity programs and capabilities that ensure the continuation of essential functions during all hazards including localized acts of nature, accidental, technological or attack related emergencies with immediate action given to infectious disease. Associated activities evaluate programs against continuity or related mission assurance priorities, policies, alternatives and objectives; provide strategic planning, prioritization and de-confliction of information associated with continuity planning. This position reports to the Chief, Mission Resilience Group within the Preparedness and Mission Resilience Office. Two functional groups of civil servants and contractor support reports to this position and maintains accountability for managing the day-to-day operations of their respective area. Specific tasks assigned to this role include:

Lead a team of professional staff and assess performance, collaborate and oversee goal setting, and provide feedback on personal development.

Evaluate the IC's efforts to build and sustain a continuity capability against existing requirements.

Under Instruction 20.18 this position serves as the Incident Commander (IC) for the ODNI's COVID-19 Response and Recovery. The individual responsible for on-scene incident activities, including developing incident objectives, ordering and releasing resources to the extent permissible by their authorities, and conducting incident operations consistent with law, regulations, and policies.



Lead the engagement and facilitation of collaborative activities with internal ODNI and external IC partners and other government agencies; as requested, lead and represent the organization in interagency working groups, and in doing so, effectively recognize, value, build, and leverage diverse and collaborative networks with these organizations.

Lead the management, coordination, and provision of advice on infection surveillance, screening, education, and counter-control measures to assist in reducing risk and impact of infectious disease.

Lead the research, presentation, and provision of recommendations concerning existing and emerging regulations and guidance. Conduct recurring audits of preparedness and response policies, plans and efforts relative to infectious disease and items of biological impact.

Manage and participate in clinical and non-clinical ODNI, IC, national, bilateral, and multilateral meetings, as well as working groups and committee meetings on issues of interest.

Be operationally flexible to fill multiple roles, operational periods, and after hours coordination during emergencies.

Liaise with IC partners to ensure that resources are properly arrayed to address continuity requirements identified in existing policy.

Mandatory and Educational Requirements

Outstanding leadership at the senior level of a diverse organization that requires integration across multiple organizational boundaries.

Superior team building skills and briefing capability

Demonstrated expertise in collaborating with IC partners, and integrating information to develop products for ODNI decision makers.

Demonstrated experience leading strategic planning, process improvement, or change management while ensuring multiple, high-visibility tasks remain on target for execution.

Demonstrated capability in addressing complex and hard problems with limited and/or conflicting information.

Superior interpersonal skills with the proven ability to communicate effectively with a highly diverse and inclusive workforce using a variety of techniques to ensure full commitment to the goals and mission of the organization.

Desired Requirements

Prior experience with watch center operations or leading continuity/emergency planning for a major organization or agency.

Excellent knowledge of the roles and responsibilities of other IC agencies and what capabilities they bring to bear on different problem sets.

Prior experience developing and using data analytics to establish quantifiable metrics.



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-HR-HRM-TEAMA-Mailbox@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.

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 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.



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- 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-HR-HRM-TEAMA-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamA@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 703-275-3799.

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.

The Office of the Director of National Intelligence (ODNI) requires its employees to be fully vaccinated against COVID-19 pursuant to Executive Order 14043 of the President of the United States. As required, Federal employees must be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, etc), with exceptions only as required by law. If selected, you will be required to be vaccinated against COVID-19 and submit documentation of proof of vaccination by November 22, 2021 or before appointment or onboarding with ODNI, if after November 22, 2021. ODNI will provide additional information regarding what information or documentation will be needed and how you can request a legally required exception from this requirement. All employees requesting either a



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medical or religious exception, must follow the Guidelines from the Office of Personnel Management and/or Safer Federal Workforce Task Force.

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