



General Position Information

Job Title: Chief, Continuity & Operations Support Office

Position Number: 30954

Position Grade: SNIS Executive Tier 2

Salary Range: NONE PROVIDED

Vacancy Open Period: 06/16/2022 – 07/01/2022

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/COO/COSO

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 is an opportunity for:

- An internal candidate to fill a SNIS Executive Tier 2 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, and DISL) candidates may apply. GS employees may not apply.

- For a cadre assignment:
 - Current ODNI permanent cadre.
- For a detailee assignment:
 - Current Federal Government employee at the same grade as 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 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 Continuity & Operations Support Office (COSO) provides around-the-clock intelligence support to the broader ODNI leadership team. COSO, through its Watch Operations and Preparedness & Mission Resilience (PMR) missions, develops and rapidly disseminates situational awareness intelligence and other products, facilitates information sharing to promote a common intelligence picture, enables ODNI operations through crisis management and response planning, manages ODNI exercise and special event support, coordinates Intelligence Community policy development related to these efforts, and ensures the DNI and PDDNI have the information and support capabilities needed to lead the Community under all operational conditions.

The COSO Chief also serves as the PDDNI's primary advisor for her role as the IC Continuity Coordinator. As ODNI assumes a greater role in owning and operating multiple IC-level campuses, the Chief of COSO will play a critical role in ensuring the DNI, PDDNI, and COO are fully aware of the operating status of all ODNI facilities and other IC agencies.

The COO seeks an experienced and highly effective senior officer to serve as the Chief of COSO and oversee all of the required activities to maintain situational awareness for the most senior leadership of ODNI while also conducting all of the contingency planning, policy development, exercise planning, program management and assessments of all current capabilities needed to sustain operations in normal or severely degraded operational environments. Two functional offices, each headed by a Senior National Intelligence Service (SNIS) executive, report to this position and these offices are accountable for managing the day-to-day operations of their respective areas.

Specific tasks assigned to this role include:

Guide development of strategic plans, evaluation of plan effectiveness and IC performance, and development of performance and resource recommendations to support the IC's overall attainment of the U.S. Government's strategic objectives.

Oversee the development and coordination with partner agencies of any policies needed to execute assigned areas of responsibility.

Partner with U.S. Government agencies or other organizations to ensure the delivery of effective and efficient mission support services to customers under all operating conditions.

Oversee and manage the conduct of foreign or domestic intelligence relationships, and serve as principal interface with external entities on all situational awareness issues or continuity operations.



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Lead and manage a professional staff 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.

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 elements in order to meet stakeholder requirements.

Manage and oversee the financial and budgetary management for all continuity operations and identify shortfalls or overages for inclusion in future budget builds.

Serve as the PDDNI's primary advisor for IC Continuity issues.

Mandatory and Educational Requirements

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

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

Demonstrated success in solving complex and hard problems with limited prior experience on the subject in question.

Excellent 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.

Excellent team building skills and a proven ability to work effectively to advance the goals of partner organizations.

In depth understanding of the timelines and decision points needed to cut major changes into the budget process and when the organization must submit adjustments for approval by Congress and OMB.

Desired Requirements

Prior experience operating a major watch center or leading continuity 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.

Extensive experience establishing and assessing service agreements or service level agreements between federal agencies and developing alternative approaches to meet mission needs.

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

Professional certification as a Contracting Officer's Technical Representative or as a Program Manager with demonstrated success managing large, complex programs with multiple, contributing lines of effort.

Key Requirements and How to Apply

Internal ODNI Candidates:



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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_semo_wma@cia.ic.gov (classified email system) or DNI_CMO_HC_SEMO@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. **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_semo_wma@cia.ic.gov (classified email system) or DNI_CMO_HC_SEMO@dni.gov (unclassified email system).

All attachments should be in Microsoft Word or Adobe PDF format.



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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 703-275-3300.

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: 703-275-3300; Email: DNI_CMO_HC_SEMO@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 703-275-1217 . 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.