



## General Position Information

**Job Title:** CO028 – COO/ES/Protocol Team Lead - GS-14

**Salary Range:** \$102,663 to \$157,709 (not applicable for detailees)

**Vacancy Open Period:** 12/30/2020 - 1/21/2021

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal Candidates, External, and Detailees

**Division:** DNI/COO/ES

**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 cadre candidate to fill a GS-14 cadre position.
- External candidates outside of the Federal Government
- 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.

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.
- Candidates outside of the Federal Government may apply.
- Current Federal Government employees, (Current GS employees at the same grade or up to one grade lower than the advertised position grade may apply.)



For a detailee assignment:

- Current Federal Government employees. (Current GS employees at the same grade or up to one grade lower than the advertised position 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.

## 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

- Manage, collaborate in the planning and execution of large, complex, high-level official functions in support of the Director of National Intelligence (DNI) and Principal Deputy Director of National Intelligence (PDDNI).
- Lead staff in the planning, coordination, and execution of event support, in the selection and approval of internal and external locations for official functions, and in the integration of resources and support activities of multiple Office of Director of National Intelligence (ODNI) organizations and disciplines
- Manage, advise and guide senior leadership on the execution of complex protocol activities and functions, apply extensive understanding of the interdependencies of various support disciplines and organizations.
- Lead, maintain productive working relationships with ODNI staff, other Intelligence Community (IC) organizations, and private service providers in order to effectively develop and deliver integrated mission driven solutions to ODNI customers' protocol requirements.
- Manage, apply the principles and methods of official events and meeting planning to prepare, design, and produce invitations, seating diagrams, guest rosters, make recommendations and purchase official gifts, and perform other administrative items related to official events and meetings.
- Lead, define and effectively managing customer relations, ensuring that customer expectations are consistent with realistic time and cost projections and technical feasibility; lead staff in effectively discussing and resolving issues with customers, proactively identifying appropriate service providers from across the ODNI, and integrating their service delivery activities.
- Manage, plan a successful resolution of complex support issues; lead staff in planning, developing, and implementing innovative and effective procedures and processes to solve the most complex and difficult



problems across ODNI projects and/or programs; lead group problem-solving efforts, and guide others in defining, analyzing, and effectively resolving difficult problems.

- Manage, ensure that all aspects of assigned and delegated events are organized, coordinated and monitored in accordance with Chief of Protocol's guidance.
- Lead a team of professional staff, collaborate with professional staff on goal setting, and provide feedback on personal development.

## **Mandatory and Educational Requirements**

- Ability to work flexible and/or long hours to cover ceremonial, social, and official events and related logistics.
- Extensive knowledge of sophisticated diplomatic and protocol procedures and demonstrated ability to plan and implement events, VIP visits, meetings, military ceremonies, and other special occasions; extensive knowledge of internationally accepted protocol methodologies and standards of diplomacy.
- Extensive knowledge of IC membership, structures, interrelationships, and DNI mission priorities as well as all branches of the U.S. Military Services.
- Demonstrated ability to adhere to best practices, standard operating procedures and guidance from leadership.
- Demonstrated analytic and critical thinking skills and ability to coordinate and solve complex support-related problems, identify needs and requirements, and develop non-linear support improvement recommendations for implementation across the ODNI.
- Demonstrated ability and willingness to perform a wide variety of tasks, demonstrated ability to change focus quickly and adapt work habits/schedule to meet mission requirements.
- Demonstrated ability to provide leadership and guidance in the effective coordination of support for high-level official functions; demonstrated ability to manage and mitigate risks, assess customer requirements, identify dependencies, and develop responsive plans.
- Demonstrated ability to show accountability for their work, setting and /or meeting priorities, and organizing and utilizing time and resources efficiently and effectively to achieve the desired results, consistent with the organization's goals and objectives.
- Demonstrated ability to establish regular contact with high-level internal and external resources and have periodic contacts with other offices; demonstrated use of tact and diplomacy in addressing confidential or highly sensitive events, and during contact with foreign dignitaries, senior leaders, employees and customers.
- Demonstrated ability to balance responsibilities and manage multiple projects and assignments; demonstrated ability to manage transitions effectively from task to task, adapting to varying customer needs.
- 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.



- Demonstrated ability to communicate, both verbally and in writing, complex information in a clear, concise manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives.
- Extensive knowledge of Microsoft office and other graphic design software and database application systems.
- Demonstrated ability to direct taskings, assess and manage performance, collaborate on goal setting, and support personal and professional development of all levels of personnel.
- Demonstrated ability to apply knowledge of the program principles, concepts, policies, objects and methods of official events and meeting planning.
- Demonstrated ability to apply judgment in order to deliver mission driven solutions.

**Desired Requirements or qualifications:** None.

**Key Requirements and How to Apply:**

### Internal ODNI Candidates

**A complete application package must include:**

- 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.
- 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.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- 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\_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.

**External Candidates:**

Key Requirements:



- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of an ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

## **A complete application must include:**

- 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.
- 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.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
- 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.

**WHERE TO SUBMIT:** *External Candidates must submit an application through the [www.intelligencecareers.gov](http://www.intelligencecareers.gov).* All attachments should be in Microsoft Word or Adobe PDF format.

## **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:**

- WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- 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.
- 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.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.



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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

- 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\\_HRM\\_HR\\_OPS\\_TEAM\\_A\\_WMA@cia.ic.gov](mailto:DNI_COO_HRM_HR_OPS_TEAM_A_WMA@cia.ic.gov) (classified email system) or [Recruitment\\_TeamA@dni.gov](mailto:Recruitment_TeamA@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [portifa@dni.ic.gov](mailto:portifa@dni.ic.gov) (Faith P.) and [mccreaz@dni.ic.gov](mailto:mccreaz@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](mailto:Recruitment_TeamA@dni.gov)

## Other Information

### External only

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfeds.com>
- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered): <http://www.opm.gov/retire/index.asp> If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.



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- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependent Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules

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](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) and [DNI\\_Diversity\\_WMA@cia.ic.gov](mailto:DNI_Diversity_WMA@cia.ic.gov), by unclassified email at [DNI\\_DRA@dni.gov](mailto: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.**