



# 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:** PE283 – Contracting Officer Technical Representative (COTR) – GS-14

**Salary Range:** \$121,316 - \$157,709 (not applicable for detailees)

**Vacancy Open Period:** 10/8/2020 – 11/5/2020

**Position Type:** Cadre, Detail

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** DNI/ICCFO

**Duty Location:** Bethesda, Maryland

**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 candidates 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

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.

Current GS employees at the same grade may apply.

- For a cadre assignment:
  - Current ODNI permanent cadre.
- For a detailee assignment:
  - Current Federal Government employees at the same 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 Chief Financial Officer (CFO) leads the development, negotiation, and presentation of the National Intelligence Program (NIP) budget to the President and the Congress. The CFO's three main responsibilities include resource management (budget analysis, formulation, justification, and execution), performance planning and evaluation, and financial management improvement.

## Major Duties and Responsibilities:

- Work on matters pertaining to day-to-day operations and the full life cycle of contracting from planning and execution to contract administration and support of core mission functions.
- Assist on efficient organizational operations and institute effective contracting principles, techniques, and procedures by comprehension of Agency strategic vision.
- Work, as part of a team, on contract administration to include critical review of proposed changes; ensuring compliance with contract terms and conditions; resolving delays and disputes; and ensuring contract completeness in preparation for contract closeout.
- Collaboratively work with Program Managers to plan, develop and establish acquisition strategies for each program, emphasizing flexibility while ensuring sufficient rigor to enable program success.
- Assist with the building and maintenance of current and relevant knowledge and expertise on contracts, grants, consortia partnerships, prize competitions, and other mechanisms to support programs where innovative or special contractual arrangements are desired.
- Assist with the management of all contract administration to include critical review of proposed changes; ensuring compliance with contract terms and conditions; resolving delays and disputes; and ensuring contract completeness in preparation for contract closeout.
- Assist in resolving and executing program budgets, as a business advisor to program office; coordinate with the contract team throughout life cycle of the contract.
- Maintain all supporting contract documentation in repository for audit purposes
- Communicate complex contract issues with senior leadership
- Serve as the business liaison between the CO, Program/Task Manager, and the contractor responsible for monitoring performance, providing designated direction, administrative oversight, clarification, and guidance with respect to the contract terms and conditions and SOW, assuring timely delivery as set forth in the contract and prepare annual contractor performance reports.



## **Mandatory Requirements:**

- Thorough knowledge and familiarity with Federal Acquisition Regulations principles, concepts, and practices, reform initiatives, and policies and procedures, and demonstrated ability to apply effectively these laws, regulations and procedures to determine contracting methods, types of acquisition instruments, business and negotiation strategies, techniques of cost analysis, and determination of contractor responsibility, methods of monitoring the performance of long term contracts and agreements with multiple partners, and contract and agreement administration.
- Thorough knowledge of contract vehicles to include independent contractor, commercial item acquisitions, firm fixed price, and indefinite delivery indefinite quantity, cost reimbursement, and intergovernmental agreements.
- Thorough knowledge of the organization's budgetary process, federal fiscal, funding practices, and legal requirements.
- Ability to prepare briefings to senior managers on procurement topics.
- Demonstrated organization and analytical skills.
- Demonstrated customer service and business advisory skills.
- Ability to exercise good judgment to make effective decisions based on the interpretation of contracting regulations and practices that affect various organizational units and at various levels.
- Ability to write reports and correspondence in clear, concise language and in appropriate form and style.

## **Desired:**

### Experience:

At least two years of progressively responsible professional contracting experience comparable to next lower level in this occupation. Demonstrated experience in Key COTR Competencies for 1 year as a Level 1 COTR.

### Education:

Bachelor's degree or higher in any field that includes or has been supplemented by, at least 24 semester hours of coursework in Business Administration, Accounting, Contract Administration, Finance, Law, Purchasing, Economics, Industrial Management, Marketing, Quantitative Methods, Organization and Management. Employees hired from outside of the Agency may substitute applicable progressively responsible contract management experience for the Agency's Level II Contracting Officer Certification. CAT-II or equivalent course from another agency. 24 hours of Program Management training or equivalent.

### Certifications/Licenses:

Successful completion of the Agency's Level II Contracting Officer Certification Program or equivalent standards (e.g., Certified to Level 2 according to DAWIA, Certified Contracting Officer and are designated procurement authority based on the requirements of the particular contracting situation.



## Key Requirements and How to Apply

**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\_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.

## 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.
- 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.



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