



General Position Information

Job Title: PF358 - COO/MS/FACILITIES AND LOGISTICS, DEPUTY DIRECTOR - GS-15

Salary Range: \$114,590 - \$164,200 (not applicable for detailees)

Vacancy Open Period: 06/05/2018 – 06/20/2018

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: MSD/FAC

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 GS-15 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 highly qualified GS-14s 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.
- For a detailee assignment:
 - Current Federal Government employees. (Current GS employees at the same grade as 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.
- 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 Mission Support Division (MSD) provides its customers with a full range of support services and integrated solutions needed to accomplish the Office of the Director of National Intelligence (ODNI) mission. MSD staff provide proactive, comprehensive support, delivered with efficiency, professionalism, and a strong focus on cost value. MSD services include Human Resources, Information Management, Information Technology and Infrastructure, National Intelligence Emergency Management Activity, Security, Counterintelligence, and Facilities Management. To achieve efficiency, MSD also brokers support from other agencies for additional services, including logistics, travel and medical support. To ensure ODNI customer satisfaction, MSD conducts performance management and quality assurance reviews for each business area.

Major Duties and Responsibilities (MDRs)

- Directs and oversees the ODNI's Facilities, Logistics and Asset Management processes in support of agency objectives; influences and integrates existing networks and strategically increases others; forecasts and anticipates mission needs and operational requirements; offers alternatives and expert advice; and organizes and implements logistics and facilities processes for mission services and support.
- Serve as Deputy Director ODNI Facilities and Logistics.
- Provide expert direction and leadership in the management of ODNI Facilities, Logistics and Asset Management. This includes logistics planning and execution, capital building projects and major renovations, and property management and accountability for all facilities.
- Provide oversight in the development and maintenance of the ODNI facilities master plan, coordinate and conduct feasibility studies and surveys to meet emerging missions and strategic facilities requirements.
- Lead and directs the IC's Total Asset Management (TAM), audit processes and IC's Logistics Management programs.
- Develops the IC's Logistics and TAM strategic plans, and provides expert guidance on the coordination, integration, and synchronization of the IC's global logistics and TAM capabilities.
- Reviews and interprets TAM and Logistics Management US laws, federal policies and other directives, and provides the IC with applicable implementation guidance.
- Monitors the IC's Planning, Programming, Budget and Execution (PPBE) for the logistics and TAM programs and projects, and provides expert analysis on the program's trends and anticipatory financial mission requirements.



- Represents the IC and DNI at Congressional, Federal, and appropriate/applicable State and private sector forums.
- Leads and/or establishes applicable committees, subcommittees, and working groups to improve collaboration, integration, coordination, and information sharing within the logistics and TAM programs.
- Lead and direct the development of analysis and complex studies in collaboration with IC and mission partners
- Lead the monitoring and review of service level and tenant agreements, ensuring they align with congressional appropriations and mission priorities; formulate strategies to resolve technical deviations, execution methods, and other trade-off decisions to ensure cost and schedules are maintained.
- Lead the collaboration and effective communication of IC requirements with host military installations, private industry and supply chain contractors regarding large-scope, multi-million dollar projects; serve as advisory member on IC interagency Logistic and Supply Chain working groups, task force or ad hoc committees.
- Lead the development of alternative solutions to complex problems regarding programs, change orders in collaboration with the Contracting Officer to ensure that all user requirements are met; develop and provide continuing substantive reports and business cases to a diverse community of interest regarding the overall performance of special projects.
- Lead and oversee teams to provide communication with customers ensuring that customer expectations are consistent with realistic time and cost projections, and solicit customer feedback to assess customer satisfaction.
- Supervise, develop and evaluate line employees; provide substantive feedback to include career development and skills development.

Mandatory and Educational Requirements

- Demonstrated experience leading a diverse workforce, providing career development and transparent work performance evaluations/assessments.
- Expert knowledge and demonstrated experience applying program management principles and methods to plan and execute complex logistics and facilities projects, including developing new methods, approaches and procedures.
- Demonstrated expert abilities to manage multi-million dollar projects, initiate estimate resource requirements, define milestones and deliverables, monitor activities, and evaluate and report accomplishments.
- Thorough expert knowledge of TAM and logistics management laws, policies, planning and processes.
- Knowledge of the various IC organizations, functions, and activities involved logistics, facilities, space management, TAM, and distribution management.
- Ability to communicate effectively and efficiently in a clear and concise manner to a wide range of audience, and present ideas and concepts, explain projects and programs, briefing activities, and provide guidance to the workforce.



- Proven expert interpersonal, organizational and problem solving skills, including superior ability to work effectively both independently and in a collaborative environment.

Desired Requirements

- Experience: Minimum ten years of work experience in total asset management, acquisition/procurement, logistic and supply chain/distribution management, and facility program management.
- Education: Degree in Engineering, Supply Chain, Logistics, Facility Management or related field achieved through an accredited program.
- Certifications/Licenses: Professional Project Management Certification and/or National Property Managers Association preferred.

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 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: Applications should be sent to either DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both longvj@dni.ic.gov (*Vincent L.*) and mcreaz@cia.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 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.
- 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-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both longvj@dni.ic.gov (*Vincent L.*) and mccreaz@cia.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-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD 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.**