

DEVELOPMENTAL ASSIGNMENT ROTATIONAL PROGRAM (DARP):

Operations Officer, ONI N5

JOB TITLE: GG 12 and GG 13 / Open to all series.	COA NUMBER:
SALARY Range: Retain current basic pay and LMS	Position Information: Full Time
DUTY Location: Suitland, MD	Opening Date: 12 February 2025
Who may apply: ONI Employees, GG 12 and GG-13, Washington, DC	Closing Date: 5 March 2025
Promotion Potential: NONE	Relocation Authorized: No
Report Date: Immediate	Length of Assignment: 89 days

THIS IS A CONTRIBUTORY ROTATIONAL REASSIGNMENT – AN INTERVIEW MAY BE REQUIRED

MAJOR DUTIES:

The incumbent oversees daily operations of ONI’s Strategy, Policy, and Integration department (N5), ensuring mission requirements are fulfilled through comprehensive oversight of departmental activities, office management, and tasking guidance. This role ensures that all tasks received by N5 are thoroughly and efficiently reviewed, coordinated and answered by the team. Exceptional interpersonal and communication skills are vital to the N5 Operations role.

Key Responsibilities:

- **Communication and Collaboration:** Engage with N5 team members and leadership to clearly communicate tasking and requests received from customers. Engage with ONI Enterprise N-code and Center counterparts to confirm accurate task assignments, and coordinate a comprehensive, fully coordinated Enterprise response to customer(s).
- **Operational Oversight:** Maintain visibility and oversight of daily departmental operations, working directly with N5 leadership to ensure critical N5 responsibilities are met. Maintain awareness of major lines of effort and priorities N5 personnel are supporting.
- **Task Management:** Provide guidance on task assignments, track progress, and ensure deliverables are completed within established timeline. Review responses for completion and manage customer’s expectations as appropriate. Provide regular updates to N5 leadership on task status.
- **Administrative Coordination:** Manage and update organizational planning calendars, muster process, training tracker, and N5-hosted visits and agendas.
- **Meeting Representation:** Organize and represent N5 at Enterprise operations and tasking coordination meetings. Represent N5 leadership during department and senior-level meetings as required.
- **Process Improvement:** Develop and refine procedures related to department operations including task management, data management, training, and travel.
- **Other duties as assigned:** Perform additional duties as assigned in support of the N5 mission.

QUALIFICATION REQUIREMENTS:

- Exceptional task management and organizational skills.
- Strong ability to work efficiently and congenially as a part of a team often under tight timelines.
- Briefing skills; writing and editing skills, and ability to independently conceive and carry out projects.
- Analytical thinking to anticipate departmental needs, and propose innovative solutions.

CONDITIONS: Typical office hours are Monday through Friday (eight hour day), between the time window of 0600 and 1700. Alternate work schedules supported.

ADDITIONAL INFORMATION: Duration of the assignment 89 days. The Employee will return to their parent activity at the end of tour. Selectee will remain in their billet while on assignment.

APPLICATION: If interested, please fill out attached application, provide a one page resume, and a cover letter explaining why you are the ideal candidate for this position and why now, at this point of your career you are interested in stepping up to this challenge. Route your command approval and endorsed package to Mr. Scott Chesbrough, scott.v.chesbrough.civ@us.navy.mil no later than 26 February 2025.

EEO STATEMENT: The United States Government does not discriminate in employment on the basis of race, color religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service or other non-merit factor.

DCIPS-STATEMENT: This position is an excepted service position covered under the Defense Civilian Intelligence Personnel System (DCIPS).

**OFFICE OF NAVAL INTELLIGENCE
Developmental Assignment Rotational Program Candidate
Application**

1. Candidate Information:

Name:

Position Title:

Grade:

Series:

Center/OrgCode:

Years of Experience:

Work Phone:

2. Proposed Rotation:

Position:

Center/OrgCode:

Justification (include purpose, and benefit this rotation will provide):

Dates:

Frequency: (89 days continuous, once a week, etc.)

CandidateSignature/Date:

3. Current Supervisor:

Name:

Work Phone:

Candidate's most recent performance rating at least "Successful? Yes No

How will this rotation affect your work center?

How will this rotation be beneficial to employee upon return to work center?

Based on the candidate's justification, benefit to employee and work center, and impact on work center I (check one):

- Recommend:
- Recommend with condition:
- Do Not Recommend

Comments (justification required for Non-Recommendation):

Supervisor Signature

Date:

4. Proposed Receiving Supervisor:

Name:

Work Phone:

Based on the candidate's justification, benefit to employee and work center, and impact on work center I (check one):

- Recommend:
- Recommend with condition:
- Do not recommend:

Comments (justification required for Non-Recommendation):

Supervisor Signature

Date:

5. To be completed by Center/Echelon II management

Based on the information provided in this application, I:

- Recommend
 - Do not recommend
- Rank this candidate# of applicants within mycenter

Comments (justification required for Non-Recommendation):

Signature:

Date: