

Office of Naval Intelligence

Job Title: Management Analyst (Operations Officer)
Salary Range: \$102,663 – \$133,465 (Locality)
Org Code/Org Title: BCME HQ
Series & Grade: GG-0343-13
Assignment Number: ONI-2021-002
Open Period: 8 – 15 October 2020
Position Information: Perm/FT
Duty Location: NMIC, Suitland, MD
Supervisory/Non-Supervisory: Non-Supervisory

Relocation Expenses Reimbursed: Not Authorized
Recruitment Incentive: Not Authorized
PCS Expense Authorized: Based on availability of funds
Travel Required: None
Who may apply: All U.S. Citizens
Security Clearance: Top Secret (SCI)
Drug Testing: YES
Probationary Period: Required

Job Summary:

The Brooks Center for Maritime Engagement (BCME) is looking for a GG-0343-13 professional to serve as Operations Officer. The ideal candidate will be responsible for the oversight of operations and tasking for the command. The incumbent will serve as the focal point for TMS and other command systems.

The individual will provide leadership and guidance to command personnel in the completion of high priority tasking, briefings to senior visitors and external agencies. Coordinates with Echelon II and III command Staff Operations Officers to ensure the fulfillment of mission requirements. Anticipates the need and organizes meetings to address emergent issues and command actions relating to command business and advises external agencies on behalf of the Staff on trends, issues and proposes solutions. The incumbent will oversee the Command's long-term planning calendar, ensuring that directorate and department senior leadership are aware of and prepared for all high priority upcoming events. Conducts liaison with external agencies on behalf of the command when appropriate, to assess requirements for business processes, space management, personnel support, and administration and the best course of action for the command.

Specific Duties:

- Works with leadership to identify specific business processes to streamline work and improve customer service.
- Coordinates DCIPS performance management for the department.
- Develops and implements policies and procedures for administrative operations within the department to include tasking, communication, and information flow.
- Collects, reviews, interprets, evaluates and integrates information from multiple sources in assessing the relevance and significance of developments in his/her assigned area, and in preparing new or revising prior products.
- Maintains liaison with personnel in other intelligence agencies, laboratories, and operational forces to discuss requirements and provide information.

Desired Qualifications: Applicants will be evaluated based on the Office of Personnel Management Qualification Standards and additional criteria as identified below. Applicants must demonstrate at least 1 year of specialized experience equivalent to the next lower grade level in order to successfully perform the duties of this position:

- Exhibits experience performing a range of duties
- Exhibits strong time management skills and experience performing in high-pressure, multiple deadline-driven environments
- Required skills: MS Office Suite (Outlook/PowerPoint/Excel/Access)

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In addition to the above, applicants must meet any Individual Occupational Requirements for the series/grade selected as identified within the Office of Personnel Management qualification standards. For further details regarding the specific occupational series requirements, please click the following link and select the appropriate series applicable to the position for which you have applied: <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=List-by-Occupational-Series>. If no Individual Occupational Requirement exists, please select the link within the Associated Group Standard under Related Information to review the group coverage qualification standards as applicable to this specific series and grade.

Selectee may be required to successfully complete a polygraph examination.

College transcripts: If you are using some or all of your college education to meet qualification requirements for this position, you must submit a photocopy of your college transcript(s). If selected, an official transcript will be required prior to appointment. For education completed outside the United States, also submit a valid foreign credential evaluation that substantiates possession of the required education.

How to Apply:

1. Access the HireVue Applicant system via Chrome by clicking the following link: <https://navy.hirevue.com/signup/L5EEEnZEkakMPEJkLZh499b/>
2. Sign-up by entering your first name, last name and email address. Upload your resume and any supporting documents (e.g. college transcripts). Once the documents are visible on the sign in screen, select the “start” button to apply and complete the basic assessment.
3. Please do not upload documents that contain PII without redacting sensitive information. Do not upload any Classified information with your application submission.
4. Complete applications to include a Resume and response to basic eligibility questions must be submitted by 11:59 pm Eastern Standard Time (EST) on the closing date of the announcement. Incomplete packages may be removed from consideration.
5. **Classified Resume Guidance:** For applicants wishing to submit a classified resume, they may do so via JWICS (ONI232RC@nmic.ic.gov) or SIPRNET (ONI-232rc.fct@navy.smil.mil) to discuss work history and training at an appropriate classification level. Regardless of application routing, both unclassified and classified submissions will be given equal, fair consideration as required by law. Applicants submitting classified resumes must verify and comply with classification requirements for controlled National Security information. DO NOT SUBMIT classified resumes via unclassified systems.
6. If you have any questions or concerns please contact Tamika Randall at Tamika.randall1@navy.mil.

This position is a Defense Civilian Intelligence Personnel System (DCIPS) position in the Excepted Service under 10 U.S.C. 1601. DoD Components with DCIPS positions apply Veterans' Preference to preference eligible candidates as defined by Section 2108 of Title 5 U.S.C., in accordance with the procedures in DoD Instruction 1400.25, Volume 2005, DCIPS Employment and Placement.

*Veteran's preference is applicable to external (non-federal) recruitment. If you are an applicant claiming Veterans' preference, you **must** indicate the type of preference claimed within your resume. Supporting documentation required to adjudicate claimed preference **must** be submitted upon request.*

The United States Government does not discriminate in employment based on race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, status as a parent, genetic information, disability, age, membership or non-membership in an employee organization, or on the basis of personal favoritism.