



General Position Information:

Job Title: Chief of CI and Security

Position Number: 13112

Position Grade: SNIS Professional Tier 1

Salary Range: None provided (not applicable for detailees)

Vacancy Open Period: 04/28/2021-5/13/2021

Position Type: Cadre, Detailee

Who May Apply: Internal Candidates, Detailees

Division: DNI/COO/SEC

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 a SNIS Professional Tier 1 cadre position in the ODNI.

- An internal candidate to fill a SNIS Professional Tier 1 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

Senior Service (SNIS, SES, SIS, DISES, DISL) and highly qualified GS-15 employees may apply.

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.

- For a cadre assignment:
 - Current ODNI cadre.



- Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
- For a detailee assignment:
 - Current Federal Government employees.

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 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 Office of the Director of National Intelligence (ODNI) Chief Operating Officer (COO) has the responsibility for advising the Director of National Intelligence (DNI) and administering the DNI's vision and direction to the ODNI enterprise. This includes synchronizing policy, plans, procedures, and cross-functional issues. The COO is responsible for integrating the ODNI staff to execute all missions and tasks designated by the DNI and the Principal Deputy Director of National Intelligence (PDDNI), and for overseeing the internal management of the ODNI.

The COO oversees all ODNI business operations, including such areas as human resources, diversity & inclusion, finance and budget, information technology, security, facilities, and information management. The COO is also responsible for ODNI's emergency planning.

Major Duties and Responsibilities (MDRs)

The COO seeks an experienced and highly effective senior officer to serve as the ODNI's Chief of CI and Security (CIS). The incumbent will oversee the effective organizational risk management, and safeguarding of the ODNI's personnel, facilities, information, including performing all the necessary duties associated with the internal management and oversight of the ODNI's Counterintelligence, Security, Countering-Insider Threat (C-InTh), and Cyber support to CIS. This work includes strengthening the ODNI's security clearance process, improving the counterintelligence support to the ODNI, delivering improved capacity and capability to counter the Insider Threat, improving information security capabilities, and establishing an operations security program.

Develop and leverage a strong working relationship across all ODNI components, as well as serving as a focal point for Counterintelligence, Security, Countering-Insider Threat (C-InTh), and Cyber, ensuring optimal delivery of CIS services to the ODNI.

Provide direction, guidance, and set overarching organizational priorities to a diverse staff of CI, Security, C-InTh, and Cyber staff officers and contract professionals.

Provide personnel management and employee development (i.e., evaluate the performance and skills of subordinates, provide actionable feedback, review training and career development plans, etc.).



Serve as senior stakeholder for CIS related transformation projects and key initiatives, such as the qualitative and quantitative improvement of security clearance services across the ODNI, migration of ODNI mission systems user activity monitoring to the ODNI, and forging a unified and integrated CIS strategy -- with a view to optimizing ODNI CIS for efficiency and effectiveness.

Understand and influence IC CI, Security, C-InTh, and Cyber direction on behalf of the ODNI, share the role of ODNI representative to IC boards, and interpret and communicate across the ODNI the actions of the IC member agencies as they affect the future direction of ORM.

Review, formulate, and update policy documents, monitoring the relevance and efficacy of policies that affect the ODNI's organizational risk posture.

The successful candidate should be a highly motivated officer with broad experience in personnel management, team building, budget planning and execution, change management, proactive customer service, collaboration with IC partners, strategic planning, and effective decision-making. The ODNI Chief of CIS must also be able to manage both the strategic and day-to-day office activities, serving as the executive leader for the risk identification, management, mitigation and oversight functions of the organization.

Mandatory and Educational Requirements:

Sustained superior performance in leading and managing Agency-level CI, Security, or Countering the Insider Threat office.

Outstanding leadership and management abilities with demonstrated experience in successfully leading an organization comprised of a highly diversified and skilled staff/contractor workforce at multiple locations.

Demonstrated experience leading strategic planning, process improvement, or change management initiatives; an ability to monitor the progress of multiple concurrent and highly visible requirements with the ability to take required corrective actions; and apply creative problem solving skills to resolve issues in a timely manner.

Excellent verbal and written communication skills with a proven ability to communicate effectively to audiences at all levels.

Outstanding interpersonal skills with the ability to motivate and influence others to achieve objectives and lead change; foster teamwork and establish productive relationships with customers and partners across the ODNI and the IC; and work with senior-level customers across the organization by listening, communicating, and translating business needs into solid requirements.

Demonstrated ability to understand and promptly provide guidance on complex issues to a diverse customer base and across organizational boundaries and levels, to include a thorough knowledge and ability to ensure compliance with National and ODNI policies and procedures.

In-depth understanding of how IC partner services and processes contribute to the ODNI's mission.



Desired Requirements:

Prior background and experience addressing counterintelligence issues through assignments focused on CI or from applied experiences.

Strong management, analytic, and critical thinking skills, including a superior ability to conduct security program assessments, identify needs and requirements, and develop process improvement recommendations for the successful implementation of ODNI's programs.

Leadership experience with knowledge of funding streams, contracts, Service Agreements and experience dealing with Other Government Agencies.

COTR certification.

Key Requirements and How To Apply:

Internal ODNI Cadre 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 in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **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_semo_wma@cia.ic.gov (classified email system) or DNI_CMO_HC_SEMO@dni.gov (unclassified email system). Applicants experiencing technical issues should contact the HR POC for guidance. Applicants submitting via JWICS are requested to submit their materials to both HOYLEGR@dni.ic.gov (*Greta H.*) and cartecd@dni.ic.gov (*Cynthia C.*) in lieu of the group address above.

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:



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- 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.

WHERE TO SUBMIT: Applications should be sent to DNI_CMO_HC_SEMO@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both HOYLEGR@dni.ic.gov (*Greta H.*) and cartecd@dni.ic.gov (*Cynthia C.*) in lieu of the group address above.

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.

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.

To verify receipt of your application package **ONLY**, you may call 703-275-3300.

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: 703-275-3300; Email: DNI_CMO_HC_SEMO@dni.gov

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 703-275-3799 or by FAX at



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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.**