



General Position Information

Job Title: Physical Security Specialist

Position Number: HV363

Position Grade: GS-14

Salary Range: \$103,690 - \$159,286 (not applicable for detailees)

Vacancy Open Period: 11/29/2021 - 12/14/2021

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: ODNI/NCSC

Duty Location: Bethesda, MD

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-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

Current GS employees at the same grade or one grade lower as the advertised position grade 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 or one grade lower 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 of the National Counterintelligence & Security Center is to lead and support the U.S. Government's counterintelligence (CI) and security activities critical to protecting our nation; provide CI outreach to U.S. private sector entities at risk of foreign intelligence penetration; and issue public warnings regarding intelligence threats to the U.S.

Major Duties and Responsibilities (MDRs)

Serve as a subject matter expert providing substantial input on ways to resolve problems or issues concerning several phases of security policy, development and implementation for a variety of programs in physical and/or technical security.

Contribute to the development of physical security policy issuances that direct the course of physical security programs in the Intelligence Community (IC) and others involved in sensitive and secure work performed in or for the Federal Government.

Provide support to interagency committees or in national security organizations involved in reviewing, analyzing, developing and issuing national policy directives and drafting legislation affecting security policies and programs throughout the Government and private sectors.

Perform work in various security specialties, and assist in resolving major conflicts in policy and program objectives.

Cultivate and maintain productive working relationships with security colleagues, IC counterparts, and ODNI senior leadership to share information of interest, explain the specifics of security programs and procedures, and, when appropriate, present, justify, defend, negotiate, and/or settle matters involving significant or controversial issues.

Plan, manage and participate in NCSC's liaison activities in coordination with the Office of the Director of National Intelligence (ODNI) elements, U.S. Government counterparts and foreign partners. Represent NCSC in interagency liaison working groups to advance and leverage these diverse and collaborative networks.



Contribute to the development, implementation, and evaluation of physical security programs in response to IC directives and/or mission requirements

Mandatory and Educational Requirements

Extensive knowledge of physical security requirements in a domestic, as well as in an overseas environment, and of domestic and overseas construction and physical security standards (IC Directives, Interagency Security Committee Standards (ISC), Overseas Security Policy Board (OSPB) Security Standards, and Unified Facilities Criteria (UFC).

Demonstrated ability to establish regular contact with high-level internal and external resources and customers, supplying or seeking information on security programs and issues; demonstrated ability to tactfully express ideas or opinions to senior leaders, customers, contractors, and other stakeholders.

Demonstrated ability to conduct compliance assessments of SCIFs and its operations and document findings and recommendations in accordance with ICD 705 series.

Ability to support and develop effective, cooperative relationships within the ODNI, the IC, U.S. Government, as well as with foreign partners and industry.

Interpersonal, organizational, and problem-solving skills, including the ability to work effectively both independently and in a team or collaborative environment.

Demonstrated ability to manage changing and competing priorities under strict timelines while maintaining a high level of attention to detail.

Ability to communicate complex information clearly, concisely, and in a manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives.

Desired Requirements

Experience in applying the ISC Risk Management Process and compliance reporting requirements.

Basic knowledge in SharePoint Site Administration.

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 in the cover letter if the applicant is unable to provide the two most recent evaluations.



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- 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.

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-HR-HRM-TEAMB-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system).

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All attachments should be in Microsoft Word or Adobe PDF format.

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. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **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.
- e. **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-HR-HRM-TEAMB-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system).

All attachments should be in Microsoft Word or Adobe PDF format.



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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.

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: 301-243-1318; Email: Recruitment_TeamB@dni.gov.

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

The Office of the Director of National Intelligence (ODNI) requires its employees to be fully vaccinated against COVID-19 pursuant to Executive Order 14043 of the President of the United States. As required, Federal employees must be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, etc), with exceptions only as required by law. If selected, you will be required to be vaccinated against COVID-19 and submit documentation of proof of vaccination by November 22, 2021 or before appointment or onboarding with ODNI, if after November 22, 2021. ODNI will provide additional information regarding what information or documentation will be needed and how you can request a legally required exception from this requirement. All employees requesting either a medical or religious exception, must follow the Guidelines from the Office of Personnel Management and/or Safer Federal Workforce Task Force.

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 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.**