



General Position Information

Job Title: 12126 - Chief, Security Integration Branch - GS-15

Salary Range: \$137,849 - \$166,500 (not applicable for detailees)

Vacancy Open Period: 04/05/2019 - 04/06/2020

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: NCSC/SSD

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

***** OPEN UNTIL FILLED:** This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration.***

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 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 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)

- Oversee and lead staff in planning, review, and evaluation of U.S. Government security standards and IC policies to ensure appropriate protections for national security information.
- Oversee and lead staff in the planning, development, and promotion of broad ranges of security processes, and procedures and communicate this information across the IC and ODNI to ensure the protection of national security information.
- Oversee and lead staff in the planning, preparation, and presentation of high level briefings, position papers, policy documentation, reports, and other information to ODNI's senior leadership and other major stakeholders on issues related to security policies and standards.
- Lead security project implementation and quality assurance by effectively monitoring schedule and performance, assessing variances from the plan; take necessary correction action; conducting project performance reviews as required; gathering relevant information and making decisions about required next steps; and developing and maintaining appropriate project documentation.
- Lead project teams of security professionals, both government and contract, on key security policy issues to ensure project is completed on time; effectively apply team building and coaching techniques, and exchange project or technical information with team members and contractors at formal and informal meetings.
- Plan, research, support, advise, and/or chair IC-wide security committees and represent the ODNI at IC-wide forums and interagency working groups that oversee the development, implementation, and evaluation of IC-wide policies and programs.
- Lead the National Interest Determination (NID) program for the DNI through IC policy, National Industrial Security Program, and federal laws.



- Assign work to team members; monitor work activities to ensure counterintelligence and security policies and procedures are followed; provide help or assistance to team members or others when needed; follow up and hold team members accountable for their assignments, communicate needs and requirements to project team members.
- Oversee and manage internal and external customer expectations and ensure delivery of quality security products and services, examine project success and failures, develop solutions, lessons learned and best practices to share and to improve products and services.
- Manage and coordinate tasking responses within the ODNI and across the IC to ensure the effective completion of initiatives and requirements.
- Present findings, conclusions, options, and recommendations to ODNI senior management and external agency stakeholders as appropriate.

Mandatory and Educational Requirements

- Expert ability to develop and effectively manage a complex security program, assess customer requirements, identify dependencies, and manage and mitigate risks.
- Superior organizational, decision-making, and leadership skills, including the ability to effectively manage the professional development of staff employees.
- Expert knowledge of applicable federal laws, Presidential Directives, Executive Orders, and Intelligence Directives in the following disciplines: industrial security, physical security, personnel security, and counterintelligence awareness.
- Superior ability to develop and to effectively manage complex security projects, assess customer requirements, identify dependencies, and manage and mitigate risks; experience estimating resources using analysis to project requirements.
- Superior strategic and tactical planning, critical thinking, and analytical skills in order to propose innovative solutions and implement change with resourcefulness and creativity.
- Superior ability to communicate, both verbally and in writing, complex information in a clear, concise manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives.
- Superior ability to coordinate, network, and communicate across the ODNI, IC and U.S. Government agencies.
- Superior ability to work effectively with teams, build and sustain professional relationships, exert influence effectively at all levels across the IC.

Desired Requirements

None.



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.
- 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_COO_TM_HR_OPS_TEAM_B_WMA@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (*Daniel J.*) and mitchsl@dni.ic.gov (*Stephanie 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 in the cover letter if the applicant is unable to provide the two most recent evaluations.



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L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

- 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. Please disregard if you are not a Federal Government employee.
- 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_COO_TM_HR_OPS_TEAM_B_WMA@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (*Daniel J.*) and mitchsl@dni.ic.gov (*Stephanie M.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

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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 301-243-1318.

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; Secure: 934-3789; Email: Recruitment_TeamB@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_COO_TM_EEOD_RA_WMA@cia.ic.gov, by unclassified email at DNI-EEOD_WMA@cia.ic.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.**