



## General Position Information

**Job Title:** 12174 - Team Lead - GS-14

**Salary Range:** \$96,970 - \$148,967 (not applicable for detailees)

**Vacancy Open Period:** 12/28/2018-1/18/2019

**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

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 than 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 than 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)

- In support Strategic Operations, the selected candidate will:
- Serve as a supervisor of government personnel performing work in executing Security Executive Agent (SecEA) duties and responsibilities, to include providing guidance to Executive Branch departments and agencies to resolving major conflicts in policy and program objectives.
- Assess employee performance, collaborate and oversee goal setting, and provide feedback on personal development for assigned team members.
- Manage and maintain the renewal and update of U.S. Government Standard Forms (SF) SF-714, Financial Disclosure Report, SF-312 Classified Information Nondisclosure Agreement, and the SF-86 National Security Positions Questionnaire. Lead government personnel in the conduct of periodic reviews of Standard Forms SF-312, SF-713 & SF-714 to determine necessary dates for updates, renewals and appropriate or inappropriate uses in executive branch personnel security policies and processes.
- Provide supervisory oversight of coordination process for Standard Forms signatory packages for Federal Register Notices and will collaborate with the National Counterintelligence and Security Center Special Security Directorate and Mission Integration Directorate, Director of National Intelligence Information Management Division and Office of Management and Budget Office of Information and Regulatory Affairs and General Service Administration to ensure all Standard Forms and Federal Register Notices requirements are completed on time.
- Serve as a Co-Chair or Advisor on Working Group sessions to members of the Executive Branch to update and modify SF 714, Financial Disclosure Report forms. Lead collaboration members to collect newly created or revised questions derived from working group sessions for presentation to and approval by Intelligence Security Directors and executive branch leadership.
- Direct staff in planning, coordinating, preparing agenda's, logistics, research facilities and conducting meetings with senior leadership to provide advice, guidance, and structured recommendations on matters relating to personnel security policies, standards, and procedures discussed at Security Executive Agent Advisory



Committee Meeting, Personnel Security Group Special Project meetings and conferences in support of policy and security clearance reform activities as needed.

- Create, review and/or edit prepared executive correspondence packages, data calls and official messages for correctness prior to dissemination via the Security Executive Agent Mailbox to various forums to include the Security Executive Agent Advisory Committee members and other designated executive branch agencies. Provide oversight of the Security Executive Agent Mailbox.
- Serve as primary SCIF Custodian for Special Security Directorate SCIF spaces, maintain the access control list for SSD personnel, conduct new employee training sessions utilizing training demo lock and instruction flyers, keep SSD management apprised on SCIF updates and serve as SSD liaison to the NCSC SCIF Custodian.

## **Mandatory and Educational Requirements**

- Excellent written and oral communication skills, as demonstrated by the ability to articulate complex issues to a wide audience and develop products for the senior USG officials.
- Extensive knowledge of IC, CIA, and ODNI security regulations, policies, and procedures in order to address and resolve ODNI security issues, violations, and questions.
- Extensive ability to develop and effectively manage a complex security program, assess customer requirements, identify dependencies, and manage and mitigate risks.
- Demonstrated ability to work effectively both independently and in a team or collaborative environment, mentor junior colleagues, and utilize strong organizational and interpersonal problem solving skills.
- Extensive program 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 security programs.
- Demonstrated 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.
- Demonstrated ability to establish regular contact with high-level internal and external resources and customers, supplying or seeking information on security programs and issues; superior use of tact when expressing ideas or opinions to senior leaders, customers, contractors, and other stakeholders.
- Extensive ability to direct tasks, assess and manage performance, collaborate on goal setting, and support personal and professional development of all levels of personnel.

## **Desired Requirements**

- The following qualifications are desired, but not required for consideration:
- Extensive knowledge of personnel security programs and mastery of one or more personnel security discipline (e.g. investigations, adjudications, polygraph is desired but not required. Prior experience collaborating with executive branch agencies in composing guidelines and or government policies



## 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 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-MSD-HR-RR-Team\\_B\\_WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [joswida@dni.ic.gov](mailto:joswida@dni.ic.gov) (Daniel J.), [mitchsl@cia.ic.gov](mailto:mitchsl@cia.ic.gov) (Stephanie M.) and [overtom@dni.ic.gov](mailto:overtom@dni.ic.gov) (Michelle O.) 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 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.



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

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

- 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.
- 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-MSD-HR-RR-Team B WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [joswida@dni.ic.gov](mailto:joswida@dni.ic.gov) (Daniel J.), [mitchsl@cia.ic.gov](mailto:mitchsl@cia.ic.gov) (Stephanie M.) and [overtom@dni.ic.gov](mailto:overtom@dni.ic.gov) (Michelle O.) 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.

## 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 301-243-9042. Secure: 933-6013.

## 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: 301-243-9042; Email: [Recruitment\\_TeamB@dni.gov](mailto: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](mailto:DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov), by unclassified email at [DNI-EEOD\\_WMA@cia.ic.gov](mailto: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.**