



General Position Information

Job Title: 14393 - Integration Manager--Lead - GS-15

Salary Range: \$134,789 - \$164,200 (not applicable for detailees)

Vacancy Open Period: 12/19/2018 - 1/19/2019

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: NCSC/OC

Duty Location: Washington, D.C.

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-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)

- Serve as the representative of collaboration tools and policies.
- Direct, oversee, lead and manage a staff of counterintelligence (CI) and law enforcement (LE) professionals serving as substantive experts regarding the coordination of Offensive CI Operations (OFCO) between affected Intelligence Community (IC) agencies and managing complex programs, data systems and projects; promote integration, interoperability and responsible for information sharing and safeguarding.
- Oversee and manage compliance with executive orders, presidential decision directives, White House memoranda, IC directives, applicable departmental and agency regulations, and policy relevant to the coordination of operational clearance requests for CI/LE operations abroad; develops policies and procedures to ensure coordination is efficient and fully collaborative in planning, initiation, and conduct.
- Lead, initiate, cultivate, and maintain productive working relationships with colleagues, experts, IC members, policy committees, and CI/LE agencies as appropriate and use these relationships to share information of interest, coordinate joint actions, and ensure alignment of programs, procedures, and guidelines; attend internal and external.
- Oversee, guide and monitor governance structures to ensure coordination decisions are made through the appropriate level or for a and any disagreements among agencies are resolved expeditiously; liaison with IC agencies to facilitate information flow required for operational approvals and provides structured recommendations.
- Direct, oversee, lead and manage the review strategic and tactical planning efforts pertaining to offensive CI operations and investigations to ensure optimal development and achievement of organizational mission, goals, and objectives; sponsor interagency meetings, conferences, and other public for a on major events and emerging trends concerning operations and investigations, and brief senior IC and CI community officials and other major stakeholders.



- Lead, initiate and cultivate outreach activities to ensure a comprehensive awareness of offensive CI operations and investigations mission capabilities and requirements, chair and/or facilitate working groups, workshops, seminars, and provide tailored CI operational training and briefings.

Mandatory and Educational Requirements

- Expert ability to lead, manage and direct a team of subject matter experts; evaluate performance; collaborate on goal setting; and provide feedback and guidance regarding personal and professional development opportunities.
- Expert knowledge and experience with the IC and its entities, to include their missions and interrelationships, and IC regulations, policies, and authorities.
- Superior interpersonal skills and superior ability to work effectively in both independent and in a team or collaborative environment.
- Expert written, oral communication, and critical thinking skills, as demonstrated by the ability to think strategically, identify needs and requirements, develop recommendations, and evaluate outcomes against goals and objectives.

Desired Requirements

- Experience conducting Offensive Counterintelligence Operations

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- 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.
- 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.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- 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 (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.), mitchsl@cia.ic.gov (Stephanie M.) and 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//SI 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.
- 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 (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.), mitchsl@cia.ic.gov (Stephanie M.) and overtom@dni.ic.gov (Michelle O.) 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 301-243-9042; Secure: 934-3789.



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

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.**