



General Position Information

Job Title: 15725 - Executive Project Coordinator- GS-15

Salary Range: \$121,701 - \$170,800 (not applicable for detailees)

Vacancy Open Period: 01/22/2020 - OUF

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: NCSC/MID

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 previous two weeks will be reviews 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 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.

This position in the National Counterintelligence and Security Center's Mission Integration Directorate (NCSC/MID) advances the U.S. Government's counterintelligence (CI) and security activities by serving as a liaison to Intelligence Community (IC) and other U.S. Government departments and agencies. The incumbent for this position will be part of the Federal Partners Group, which leads and develops initiatives to improve CI and security outreach and advocacy to Federal Partners, such as the Departments of Health and Human Services, Commerce, and Interior; NASA; the Federal Communications Commission; Federal Deposit Insurance Corporation; and Office of Personnel Management. In addition to Federal Partners, the individual selected will be required to build relationships with other NCSC, ODNI, and IC elements to foster integrated approaches in support of the Center's outreach efforts. The incumbent will be expected to:

Major Duties and Responsibilities (MDRs)

This position in the National Counterintelligence and Security Center's Mission Integration Directorate (NCSC/MID) advances the U.S. Government's counterintelligence (CI) and security activities by serving as a liaison to Intelligence Community (IC) and other U.S. Government departments and agencies. The incumbent for this position will be part of the Federal Partners Group, which leads and develops initiatives to improve CI and security outreach and advocacy to Federal Partners, such as the Departments of Health and Human Services, Commerce, and Interior; NASA; the Federal Communications Commission; Federal Deposit Insurance Corporation; and Office of Personnel Management. In addition to Federal Partners, the individual selected will be required to build relationships with other NCSC, ODNI, and IC elements to foster integrated approaches in support of the Center's outreach efforts. The incumbent will be expected to:

- Pull together and lead diverse and varying small teams of specialists, both officers and contractors, focused on providing limited onsite support to help Federal Partners assess vulnerabilities of their critical assets to foreign intelligence threats.



- Leverage NCSC and IC subject-matter experts as a part of a team to conduct in-depth discussions with Federal Partner agencies CI and security efforts to identify areas where IC expertise can help reduce risk and mitigate CI and security vulnerabilities.
- Advocate for Federal Partner CI and security needs to NCSC leadership and IC agencies.
- Represent NCSC's position and equities effectively to ODNI and other agencies across the U.S. Government.
- Lead the development and presentation of findings, conclusions, options, and recommendations to NCSC senior management.

Mandatory and Educational Requirements

- Substantive counterintelligence or security operational experience in the IC. . Familiarity with the CI and security concerns of non-national security agencies. Familiarity with USG efforts to address insider threats, risk management, and related efforts.
- Demonstrated ability to lead small informal teams of subject matter experts to conduct site visits with agencies to assess their needs, provide recommendations for improvement, and activate a network to provide pragmatic solutions.
- Superior interpersonal, organizational, and problem-solving skills, including superior ability to work effectively both independently and in a team or collaborative environment; and to lead and mentor junior colleagues.
- Superior representational, oral and written communication skills, including a superior ability to produce clear, logical, and concise products with experience writing summary reports.
- Superior knowledge of the Office of the Director of National Intelligence (ODNI) and the larger Intelligence Community (IC) mission, operations, tradecraft, and capabilities. An understanding of CI authorities.

Desired Requirements:

- Knowledge of U.S. Government departments and agencies outside the IC and their missions.
- Demonstrated knowledge of the roles, responsibilities, and missions of U.S. federal government departments and agencies with previous substantive experience working in inter-agency environments.
- Substantive experience in investigations, inspections, or intelligence analysis, ideally in counterintelligence operations/investigations or analysis.
- Knowledge of CI information/reporting/products. Experience accessing CI reporting electronically or through other restricted methods.
- Demonstrated understanding of the US CI community; particularly the roles and responsibilities of agencies within the community.

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-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 zahern@dni.ic.gov (Natalia Z.), majettm@dni.ic.gov (Maya 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.
- 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-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 zahern@dni.ic.gov (Natalia Z.), majettm@dni.ic.gov (Maya 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.

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 703-275-1250.

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: 703-275-1250; 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_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 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.**