



General Position Information

Job Title: 20747 - Security Liaison and Training Manager - GS-14

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

Vacancy Open Period: 11/7/2018 – 12/5/2018

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):

- Manage the Special Security Directorate (SSD) security training programs (personnel security course, physical security course, and the special security officers' course, to include oversight of course conceptualization, development, administration, instruction, evaluation, and continuous improvement.
- Develop recommendations to SSD leadership regarding new courses to fulfill training needs in the IC and the Non-Title 50 government community.
- Measure training program performance by developing and collecting metrics to assess program effectiveness.
- Represent SSD across the IC and at conferences, symposiums, and other public fora to share information related to program curriculum goals and initiatives.
- Conduct briefings to government entities and industry.
- Travel opportunities to perform training requirements and programs. (Any travel is planned and coordinated well in advance.)
- Plan, develop and present findings, conclusions, options, and recommendations to ODNI senior management.
- Represent SSD in matters affecting security issues to include, but not limited to, Freedom of Information Act (FOIA) requests, clearance reciprocity issues, and ad-hoc IC security matters affecting the IC enterprise.
- Manage the IC Badge Interoperability Program (ICBIP) to include chairing the Access Control Working Group (ACWG)
- Liaise with ODNI Partner Engagement, ODNI Office of Legislative Affairs, and other ODNI organizations where IC security issues require a subject matter expert.

Mandatory and Educational Requirements:



- A minimum of ten years of multi-disciplinary security experience.
- Demonstrated representational, oral, and written communication skills, including demonstrated ability to produce clear, logical, and concise products.
- Demonstrated organizational and interpersonal skills, and demonstrated ability to negotiate, establish IC-wide teams, and effectively and independently manage in a team or collaborative environment.
- Demonstrated ability to develop consensus recommendations and to solicit input from colleagues and peers; proven ability to remain open-minded and change opinions on the basis of new information and requirements.
- Demonstrated ability to work effectively with senior leadership to build consensus on contentious issues and to foster a collaborative work environment across the ODNI, IC and mission partners.
- Demonstrated ability to develop effective professional relationships with peers and colleagues in the ODNI, the IC, and U.S. Government mission partners.
- • Demonstrated ability to lead and manage projects/teams, including the ability to effectively direct taskings.

Desired Requirements:

- The following qualifications are desired, but not required for the position:
- Experience in personnel security, physical security/access control, and/or providing area/program security support
- Experience developing, evaluating, and/or instructing a training program, requiring knowledge of the methods and techniques of instruction and knowledge of the subject-matter.
- Extensive knowledge of the IC and its components, missions, and interrelationships, including a demonstrated ability to lead broad-based teams regarding key IC issues.
- Extensive knowledge of security processes, programs, and policies.
- Knowledge of training principles and program evaluation methodologies.
- Demonstrated ability to balance responsibilities among program/project activities; demonstrated ability to manage transitions effectively from task to task, adapting to varying customer needs.

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.

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 joswida@dni.ic.gov (Daniel J.), mitchsl@cia.ic.gov (Stephanie M.) and scotjor@dni.ic.gov (Jordan S.) 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.
- 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.

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 joswida@dni.ic.gov (Daniel J.), mitchsl@cia.ic.gov (Stephanie M.) and scotjor@dni.ic.gov (Jordan S.) 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.

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: 703-275-3799; Email: Recruitment_TeamA@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.