



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

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## General Position Information

**Job Title:** 22456 - National Counterintelligence Officer for East Asia – GS -15

**Salary Range:** \$142,701 – 170,800 (not applicable for detailees)

**Vacancy Open Period:** 10/14/2020 – 11/11/2020

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal Candidates, Detailees

**Division:** NCSC

**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 or external 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 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.

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- Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply).
- Candidates outside the Federal Government.
- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade as 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 principal counterintelligence adviser to the Director of NCSC and the National Intelligence Manager for East Asia on foreign intelligence threats to the United States from East Asia.
- Lead national counterintelligence campaigns and initiatives focused on protecting the national and economic security of the United States, to include: leading analysis, collection, and counterintelligence initiatives to identify and counter foreign intelligence threats to US national security; leading the IC in assessing progress against counterintelligence priorities and gaps; leading the development of solutions to address counterintelligence capability needs; and integrating counterintelligence into national decision making.
- Lead annual Community threat prioritization initiatives for the East Asia counterintelligence portfolio. Collaborate with NCSC counterparts on the implementation of the National Counterintelligence Strategy/Roadmap, counterintelligence mission reviews, and evaluation of key gaps; advance the mission objectives of the National Counterintelligence Strategy, National Intelligence Strategy, and Unifying Intelligence Strategy for Counterintelligence.

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- Lead briefings to senior policy and IC officials and other major stakeholders on East Asia intelligence-related threats, priorities, and gaps.
- Lead, initiate, cultivate, and maintain productive working relationships with colleagues, experts, IC members, policy committees, and law enforcement 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 training, seminars, or conferences on national and economic security issues relevant to the East Asia counterintelligence portfolio.
- Recognize, value, build, and leverage diverse collaborative networks within the ODNI and across the IC and routinely engage IC counterparts to ensure effective integration.
- Develop and continually expand personal knowledge in counterintelligence and achieve a government-wide reputation as a force for integration.
- Manage a professional staff to achieve NCSC mission objectives.

## **Mandatory and Educational Requirements**

- Expert knowledge of IC analysis and collection sufficient to lead East Asia-related counterintelligence initiatives and identify relevant analytic and collection requirements and gaps.
- Demonstrated leadership skills and ability to lead interagency working groups and build coalitions with IC elements to achieve common goals.
- Expert knowledge of and experience in the intelligence cycle.
- 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.
- Superior interpersonal, organizational, and problem-solving skills; ability to build and leverage professional networks; and ability to work effectively both independently and in a team/collaborative environment.
- Expert ability to direct taskings, assess and manage performance, collaborate on goal setting, and support personal and professional development of all levels of personnel.

## **Desired Requirements**

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- Knowledge of issues pertaining to both traditional and non-traditional intelligence threats targeting the US and its interests from East Asia, and/or experience working with the IC's East Asia-focused counterintelligence components.
- Previous intelligence mission management experience.
- Previous counterintelligence experience and/or knowledge of IC organizations' counterintelligence components, mission posture, structure, capabilities, processes, and policies.
- Superior interpersonal skills and superior ability to work effectively in both independent and in a team or collaborative environment.
- One year equivalent to at least next lower grade level in the normal line of progression.
- Bachelor's degree or equivalent experience in mission specialty area.

## Key Requirements and How To Apply:

### Internal ODNI Candidates:

Submit applications at <https://jobsdni.web.cia/>

### 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 in the cover letter 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\_COO\_TM\_HR\_OPS\_TEAM\_B\_WMA@cia.ic.gov (classified email system) or Recruitment\_TeamD@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both dewbret@dni.ic.gov (*Brett D.*) and zackern@dni.ic.gov (*Natalia Z.*) 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.

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## 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\\_COO\\_TM\\_HR\\_OPS\\_TEAM\\_B\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_HR_OPS_TEAM_B_WMA@cia.ic.gov) (classified email system) or [Recruitment\\_TeamD@dni.gov](mailto:Recruitment_TeamD@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [dewbret@dni.ic.gov](mailto:dewbret@dni.ic.gov) (Brett D.) and [zackern@dni.ic.gov](mailto:zackern@dni.ic.gov) (Natalia Z.) 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.

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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; Email: [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov)

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](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) and [DNI\\_Diversity\\_WMA@cia.ic.gov](mailto:DNI_Diversity_WMA@cia.ic.gov), by unclassified email at [DNI\\_DRA@dni.gov](mailto: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 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.**

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