



General Position Information

Job Title: 29691 – NIM-Cyber Interagency Cyber Coordination Officer – GS-14

Salary Range: \$102,663- \$157,709 (not applicable for detailees)

Vacancy Open Period: 2/4/2020 – 2/4/2021

Position Type: Cadre, Detailee

Who May Apply: Internal and External Candidates, and Federal Government Employees

Division: DNI/NSP/DOMAINS/CYBER/NIM-CYB

Duty Location: McLean, VA

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 and external candidates to fill a GS-14 cadre position, (multiple hires).
- 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 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.
 - Current ODNI staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)



- Candidates outside the Federal Government.
- Current Federal Government employees. (Current GS employees at the same grade or as one grade lower than the advertised position grade may apply.)
- For a detailee assignment:
 - Current Federal Government employees. (Current GS employees at the same grade or as 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.
- For a selected non-Federal Government candidate, salary will be established

*****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 applicants received during the previous two-weeks will be reviewed for consideration.*****

Component Mission:

National Security Partnerships synchronizes IC support and whole of government efforts with federal, state and local governments, the private sector and the Department of Defense, ensuring IC outreach is coordinated, timely and relevant. It also provides key leadership for activities in four domains that operate across national sectors – aviation, maritime, space and cyber -- bringing the IC's activities in these domains into alignment, and facilitating coordinated engagement internal to the ODNI, across the IC and with the rest of the federal government.

Major Duties and Responsibilities:

Representing the NIM Cyber, evaluate, integrate, review, and develop planning efforts to understand and counter foreign cyber threats in coordination and collaboration with other U.S. Government agencies as the portfolio manager for one or more high priority nation states.

Monitor the implementation of interagency plans by coordinating and integrating competing requirements and priorities of multiple stakeholders; plan and participate in interagency meetings.

Identify gaps and impediments that are negatively impacting successful IC cyber threat intelligence programs, plans and implementation efforts and develop solid and well-researched recommendations for policies/procedures designed to reduce these gaps.

Plan, prepare, and present briefings, reports, meeting materials and other written products to Office of the Director of National Intelligence (ODNI) leadership, senior policymakers, National Security Staff, and other U.S. Government consumers in a manner that meets their specified requirements.

Promote, and share information and knowledge within ODNI and with other government agencies, and effectively establish, build, and leverage diverse and collaborative networks within these organizations.

Mandatory and Educational Requirements



Knowledge and experience with interagency policy development processes, critical analysis, consensus building, and the application and integration of all instruments of national power in protecting the U.S. and its interests abroad.

Extensive knowledge and experience in strategic planning or execution of cyber threat intelligence, technical collection, or requirements management.

Extensive interpersonal, organizational, and problem-solving skills, including a demonstrated ability to develop innovative and flexible solutions for complex cross-organizational issues, taking initiative and making key contributions to group efforts.

Demonstrated ability to communicate complex information clearly, concisely, and in a manner that is targeted to and meets the needs of diverse audiences, to include senior-level policymakers.

Desired Requirements

Demonstrated ability to lead complex interagency projects, taking into account a diverse range of considerations and ensuring that the activities can be successfully completed.

Key Requirements and How to Apply

Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI](#) website.

For current employees who do not currently have access to internal systems, applications should be sent to either DNI_COO_TM_HR_OPS_TEAM_A_WMA@cia.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system).

Applicants experiencing technical issues may submit their application via email to either email system.

Applicants submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov (*Faith P.*) and bankssal@dni.ic.gov (*Sandra B.*) 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.

External Candidate:

Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of an ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

A complete application 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. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50 (if applicable):** Current or former 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.

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:

- f. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- g. **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.
- h. **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.
- i. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
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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

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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 703-275-3799.

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_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3900 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.**