General Position Information

Job Title: CI Risk Assessment Group Chief

Position Number: HV350

Position Grade: GS-15

Salary Range: $126,233 - $176,300 (not applicable for detailees)

Vacancy Open Period: 03/02/2022 -03/17/2022

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: ODNI/NCSC/SCD

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-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 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 or one grade lower 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)

Provide expert guidance and leadership to group staff in the production of well-crafted sophisticated, complex, strategic, and timely counterintelligence risk assessments in support of United States (US) foreign policy and national security objectives; review final analytic products, written and oral, for clarity, organization, accuracy, and logic; effectively explain highly complex concepts and results to non-expert customers and tailor products to correspond to customer needs.

Lead and direct team's production of cross-cutting Risk Assessments of threats to US supply chain and cyber infrastructure; plan, coordinate, and oversee work in a manner consistent with fulfilling organizational directives and accomplishing mission goals.

Lead and direct team in the gathering of all pertinent information in support of US interests and policy objectives; guide teams in the identification of highly relevant information from internal and external sources to meet customer needs.

Set priorities and drive programs to ensure senior Office of the Director of National Intelligence (ODNI) officials are prepared for policy meetings throughout the Intelligence Community (IC) and US Government (USG).

Develop and maintain working relationships with senior ODNI officials and, as necessary, principals throughout the intelligence and policy communities; identify issues and developments of significance in cooperation with internal and external peers, communicating regularly to exchange subject information.

Develop the substantive analytic skills of subordinate employees and contribute to the broader corporate mission of the organization.

Serve as the primary approver for the allocation of group resources, including but not limited to training, travel, and contracts; advise senior leadership on resource needs for the entire group.

Evaluate and develop staff; serve as a substantive supervisory and analytic resource, teaching and guiding analysts; provide substantive feedback to include career development counseling and skills development.

Mandatory and Educational Requirements

Expert knowledge of resource management principles and applications coupled with superior managerial experience.

Superior ability to effectively plan and lead the development of high-quality, complex analyses, studies, projects, assessments, assignments, and briefings on key US foreign policy and national security objectives focused on informing IC colleagues and policy makers on counterintelligence risks including risks from supply chain and cyber threats.

Superior ability to effectively and efficiently address employee skill deficiencies or performance shortcomings and take measurable steps to increase proficiency; expert ability to delegate responsibility as appropriate to develop staff and ensure consistent smooth functioning of group.

Expert knowledge of pertinent national security threats which may pose a risk to US supply chains and critical infrastructure including cyber.

Expert knowledge of analytic tradecraft and the customer base for Supply Chain and Cyber Directorate assessments.

Expert analytic and critical thinking skills, including superior ability to think strategically; superior ability to effectively express complex, multi-discipline ideas and insights verbally and in writing to a variety of audiences up to and including senior leadership.

Superior ability to remain open-minded and modify judgments based of new information and requirements, perform multiple tasks and prioritize those tasks quickly as demands change; and support group decisions and solicit opinions from coworkers.

Expert ability to stay informed on current foreign political trends and developments and to work effectively in open-source environment.

Expert knowledge of IC policy and procedure as well as an expert ability to maintain and develop contacts within ODNI and the intelligence and policy communities for purposes of exchanging information.

Expert ability to direct taskings, assess and manage performance, collaborate on goal setting, and support personal and professional development.

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.

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-HR-HRM-TEAMB-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system).

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. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

d. **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.

e. **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-HR-HRM-TEAMB-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system).

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.

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: 301-243-1318; Email: Recruitment_TeamB@dni.gov.

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

COVID-19 Vaccination Requirement: To ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the federal government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for federal employees. Therefore, to the extent a federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply.

Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

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 Reasonable Accommodation 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 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.**