



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

General Position Information

Job Title: IC-SCC Deputy Director Strategic Operations

Position Number: PF251

Position Grade: GS-15

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

Vacancy Open Period: 05/05/2022 – 05/20/2022

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/MI/NIMC

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 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 employee at the same grade or one grade lower than the advertised 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 will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail assignment, will be assigned to the position at his or her current grade and salary.

Component Mission

The IC SCC is responsible for the integrated defense of the IC information environment on behalf of the IC CIO and DNI. The ODNI provides strategic guidance for the IC SCC and oversees the Defense Intelligence Agency, the designated Service of Common Concern service provider for day-to-day operations of the center.

Major Duties and Responsibilities (MDRs)

Serves as the Deputy-Director of the IC SCC, responsible for overseeing the integrated defense of the IC Information Environment (IC IE) in conjunction with IC mission partners and service providers of Services of Common Concern in accordance with the authority and direction of the ODNI.

Provide leadership and/or oversight to complex IT projects or programs that may include ill-defined requirements, ambiguity, parallel tasks, multiple dependencies, high risks, and multiple interfaces; ensure alignment with strategic or corporate objectives; lead the definition and review of customer and stakeholder requirements; ensure plans and schedules are developed and followed throughout the life of the project.

Ensures shared cybersecurity situational awareness across the IC and with other Federal Cybersecurity Centers during steady-state operations, and the IC's integrated defensive response during major cyber events on behalf of the IC CIO and DNI, in order to meet the DNI's responsibilities under Presidential Policy Directive-41.

Oversee the work of team members; monitor work activities to ensure counterintelligence and security policies and procedures are followed; provide help or assistance to team members or others when needed; communicate needs and requirements to project team members.

Lead a diverse staff of functional experts composed of cadre, detailee, military, and assignee personnel.

Develop technical strategies, assessments, and technology insertion plans to improve capabilities and services that provide the IC CIO and DNI with situational awareness of the security posture, vulnerabilities, and overall risk to the IC information environment. Coordinate with counterintelligence entities to support threat intelligence and detecting threat indicators.

Lead and guide the resolution of issues in project plans and schedules based on a clear understanding of customer requirements and information on project cost, schedule, quality, and performance; provide expert oversight of cost and resource estimates; participate in budget planning activities and develop cost estimating strategies for future projects.



Provide leadership, guidance, and oversight to project implementation and quality assurance by effectively evaluating and monitoring cost, schedule, and performance, assessing variances from the plan, and overseeing the execution of necessary corrective actions; lead project performance reviews and control gates, gather important information, and make authoritative decisions about required next steps; oversee the development and maintenance of appropriate project documentation.

Represents the IC SCC in national level working groups, committees, and exercises including, but not limited to White House Cyber Response Group, and Department of Homeland Security Unified Coordination Groups, and DHS and FEMA National Level Exercise activities.

Serves as the IC representative amongst the seven Federal Cybersecurity Centers as the IC's Cybersecurity Center for the integrated defense of the IC IE.

Produces budget plans, roadmaps, technology insertion and schedules for information security, information assurance, counterintelligence capabilities and their transition to the IC SCC.

Responsible for acquiring and procuring technical capabilities to ensure, as applicable, IC-wide distribution of licenses for software and hardware of common network defense capabilities.

Co-leads the development of technical standard operating procedures, processes, and policies to ensure coordination across the IC SCC, IC Service Providers, and IC elements.

Mandatory and Educational Requirements

Recognized expert as a cybersecurity leader in the area of policy and planning, security, systems analysis, network services, data management, and Internet services.

Proven leadership ability and business acumen, capable of developing effective integration strategies, building coalitions, and driving change to improve operations within large, complex organizations.

Senior expertise in the methods and practices of government policy, planning, investment, and performance management.

Extensive knowledge of the US IC and Department of Defense (DoD), to include prior IT work at one or more of the IC elements. Understanding of interagency agreements (IAAs) and how they can be leveraged to fund community requirements.

Expert executive skills in the development, analysis, coordination, implementation and communication of large-scale, cross-cutting information technology and sharing practices and procedures.

Demonstrated leadership and management skills in planning, recruiting, developing, managing, and directing multidisciplinary teams.

Exceptional interpersonal skills to work effectively with internal and external leaders and to coordinate, network, and communicate across the IC.



Desired Requirements

N/A

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. **POSITION NUMBER:** Reference the position 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: *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-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.

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 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.



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

- 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. **POSITION NUMBER:** Reference the position 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: *Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.* Applicants from federal agencies outside the IC should be sent to either DNI-COO-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@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.

To verify receipt of your application package ONLY, you may call 703-275-3888

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: 703-275-3888; Email: HRM-HR-OPS-VACANCY-TEAM@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



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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

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 by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3900 or by FAX at 703-275-1277 . Your request for reasonable accommodation will be addressed on a case-by-case basis.

THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.