



General Position Information

Job Title: 13112 - COO/Director of ODNI Security - GS-15

Salary Range: \$134,789 - \$164,200 (not applicable for detailees)

Vacancy Open Period: 01/07/2019 - 01/22/2019

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: CMO/CMO

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 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 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 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 Office of the Director of National Intelligence (ODNI), Chief Operating Officer (COO) has the responsibility and authority for supervising, coordinating, providing guidance, and administering the Director of National Intelligence's (DNI) direction to the ODNI, as well as providing guidance to the ODNI centers. This includes integrating and synchronizing policy, plans, positions, procedures, and cross-functional issues. The COO is responsible for synchronizing and integrating the ODNI staff to execute all missions and tasks designated by the DNI and the Principal Deputy Director of National Intelligence (PDDNI). In addition, the COO oversees the internal management of the ODNI.

Major Duties and Responsibilities (MDRs)

- ODNI's Director of Security oversees all security support services for the protection of personnel, information, facilities, and mission activities.
- Lead, guide, and manage a staff of security professionals in the identification and resolution of complex or sensitive security related issues and concerns.
- Lead and manage ODNI Security's collaboration with Central Intelligence Agency (CIA) Security in investigating complex security issues that concern ODNI cadre, detailees, and contractors and with Corporate Resource and Infrastructure (CRI) Security in matters of campus security.
- Lead and oversee staff in the collection and analysis of complex security-related information, utilizing expert knowledge of ODNI and CIA directives and policies to develop authoritative recommendations and guidance.
- Lead, guide, and oversee staff in the analysis of the strengths and weaknesses of complex security programs, processes, and procedures and develop new strategies for resolving complex problems or improving overall performance.

Mandatory and Educational Requirements

- Expert knowledge of personnel, physical and technical security principles, concepts, regulations, and practices
- Expert knowledge of IC security regulations, policies, and procedures, with particular emphasis on CIA's and ODNI's policies and procedures, in order to address and resolve ODNI security issues, violations, and questions.
- Expert ability to communicate, both verbally and in writing, complex information in a clear, concise manner that is targeted to and meets the needs of diverse audiences to include leadership and the workforce.



- Expert ability to direct and oversee office operations to include budget, taskings, contracts, performance, and support the personal and professional development of all levels of personnel.
- Demonstrated record of outstanding initiative and judgment while managing risk in multiple security disciplines. Must be a leader who can work effectively under minimal supervision and have expert conflict management skills.
- Demonstrated experience driving organizational change or driving standardization and process efficiencies to improve service quality and responsiveness to customer requirements.

Desired Requirements

- Prior background and/or experience addressing counterintelligence issues through assignments focused on CI or from applied experiences.
- Strong program management, analytic, and critical thinking skills, including a superior ability to conduct security program assessments, identify needs and requirements, and develop process improvement recommendations for the successful implementation of ODNI's security program.
- Program Management experience with knowledge of funding streams, contracts, Service Agreements and experience dealing with Other Government Agencies (OGA) is a plus.

Key Requirements and How To Apply

Internal ODNI Candidates:

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 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-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov (*Faith P.*) and mcreaz@cia.ic.gov (*Zina M.*) 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.
- 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-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov (*Faith P.*) and mcreaz@cia.ic.gov (*Zina M.*) 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.

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_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.**