



General Position Information

Job Title: PE307 – ODNI CIO/Cyber Assessments Team Chief- GS-14

Salary Range: \$103,690 – \$159,286 (Not Applicable for Detailees)

Vacancy Open Period: 03/17/2021 – 04/01/2021

Position Type: Cadre, Detailee

Who May Apply: Internal Candidates, Detailees

Division: DNI/COO/CIO

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 cadre candidate(s) to fill a GS-14 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 up to 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 employees. (Current GS employees at the same grade or up to 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. 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.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.

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

- Independently manage, lead, and/or oversee complex IT projects or programs that may include ill-defined requirements, ambiguity, parallel tasks, multiple dependencies, high risk, 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.
- Serve as a senior cyber security professional within the Office of Director of National Intelligence (ODNI), leading the strategic planning and management of information security INFOSEC programs and activities.
- Serve as the Chief of the ODNI/CIO Cyber Assessments Team to ensure that ODNI IT systems comply with federal, Intelligence Community (IC) and ODNI security standards and that national security information is protected.
- Manage a team of Security Control Assessors (SCAs) who perform ICD503 Risk Management Framework (RMF) security assessments against ODNI IT systems, to including aligning SCA resources against ODNI priority mission requirements.
- Manage a team of penetration testers who perform tests against ODNI IT systems on all ODNI systems.
- Ensure adequate resources, training, and tools are available for the SCAs to perform their duties in support of the ODNI cyber security mission.
- Service as a principal advisor on all cyber security matters to the ODNI Chief Information Security Officer (ODNI CISO).



- Maintain subject matter expertise (SME) on cyber threats, vulnerabilities and malware to provide senior level analysis of risk considerations in the context of ODNI missions and risk assessment evaluations of ODNI IT systems.
- Execute functions that include program management, budget execution, application/tool selection and general contract direction.
- Provide ODNI information system owners with detailed and constructive recommendations for correction in the form of Plans of Action and Milestones (POA&Ms) to further strengthen the security posture of ODNI IT systems.
- Conduct activities and work with government personnel, supervisors and contractors, and liaise with other government agencies throughout the IC to enhance the ODNI cyber security mission.

Mandatory and Educational Requirements

- Extensive program management, analytic, and critical thinking skills, including the ability to conduct program and management assessments, identify needs and requirements, and develop non-linear process improvement recommendations for implementation across the Intelligence Community.
- Degree in computer science, engineering, information science, information systems management, mathematics, operations research, statistics, or technology management or degree that provided a minimum understanding of IT systems.
- 24 semester hours in one or more of the fields identified above and required the development or adaptation of applications, systems or networks; or, equivalent relevant work experience.
- Extensive knowledge of network and system security architecture and systems security engineering concepts, including topology, protocols, components, and principles for the application of defense-in-depth.
- Experience with virtual and cloud computing technologies and concepts and developing system security requirements for these systems.
- Experience with commercial vulnerability scanning tools (e.g., Nessus, App Detective, Web Inspect)
- Exceptional interpersonal skills to work effectively with internal and external leaders and to coordinate, network, and communicate across the IC.

Desired Requirements

- Demonstrated familiarity with IC, CIA and ODNI regulations to include ICD502, ICD503, CNSSI 1253, NIST SP 800-37, and NIST SP 800-53.
- Demonstrated familiarity of ODNI's organizations and components.
- Demonstrated familiarity with the Risk Management Framework requirements, benefits, and strategy.



- CISSP, GIAC or equivalent cyber security professional certification. Superior ability to examine available data, applying the facts and own experience, and making decisions that prove sound.

Key Requirements and How to Apply

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.
- 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_COO_HRM_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 alextaa@dni.ic.gov (Tamara A.) and dewbret@dni.ic.gov (Brett D.) 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.

A complete application 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.
- SF-50:** 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.

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_HRM_HR_OPS_TEAM_A_WMA@cia.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 alextaa@dni.ic.gov (Tamara A.) and bankssa@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.

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



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

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 EEO 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.**