General Position Information

Job Title: Assessments Program Branch Chief

Position Number: 12123

Position Grade: GS-15

Salary Range: $122,530 - $172,500 (not applicable for detailees)

Vacancy Open Period: 10/27/2021 - 11/11/2021

Position Type: Cadre, Detellee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/NCSC/MID

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 or detellee 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.

The DNI established the Security National Assessments Program to strengthen programs and provide Executive Branch departments and agencies the opportunity to address issues or concerns regarding personnel security processes. The selected candidate will lead the Security National Assessments Branch in carrying out SecEA oversight responsibility by conducting assessments of Executive Branch departments and agencies personnel security programs, reporting both accomplishments and deficiencies in order to strengthen national security programs. Specific responsibilities and duties include:

Major Duties and Responsibilities (MDRs)

Manage and lead the Security Assessments Branch, comprised of ODNI cadre, joint duty detailees, and contractors.

Provide guidance to cadre and detailee officers and develop their knowledge, skills and abilities. Provide growth opportunities to develop new skills.

Manage and lead the development of vital security reform projects or programs and develop metrics to measure the effectiveness of personnel security processes.

Manage, lead, and/or oversee complex projects or programs that implement the DNI's executive branch-wide responsibilities as the Security Executive Agent (SecEA), in accordance with Intelligence Reform and Terrorism Prevention Act, Executive Order 13467, as amended, and other applicable statues and policies.

Drive vital security clearance reform projects or programs such as modernizing security processes, aligning personnel security policies and process and supporting insider threat and counterintelligence (CI) programs. These projects and programs may include ill-defined requirements, ambiguity, parallel tasks, multiple dependencies, high risks, and multiple interfaces. Plan activities throughout the life of the projects.
Oversee the management of the SecEA National Assessments Program (SNAP) and quality assurance efforts by effectively monitoring cost, schedule, and performance, assessing variances; taking necessary corrective action; providing guidance on project performance, project documentation and required next steps.

Ensure the Security Assessments Branch meets customer expectations and delivers quality personnel security and clearance reform guidance, products and services.

Provide oversight to project teams of security professionals, both government and contract, to ensure project is completed on time.

Assign work to branch members ensuring effective utilization of resources and delivery of quality and timely products. Hold team members accountable for their assignments by effectively communicating needs and requirements.

Oversee the development and communication of project plans and schedules for both internal and external partners/stakeholders.

Ensure a risk-management approach that considers resources and capabilities, and is utilized when identifying and mitigating project risks.

Present findings, conclusions, options, and recommendations to ODNI senior management and external agency stakeholders, as appropriate.

**Mandatory and Educational Requirements**

A minimum of seven years of personnel security experience.

Demonstrated ability to successfully develop and manage personnel and resources.

Strong program management, analytic, and critical thinking skills, including the ability to conduct program and management assessments, to identify needs and requirements, and to develop nonlinear process improvement recommendations for implementation across the Intelligence Community (IC) and the executive branch.

Strong knowledge of IC and executive branch personnel security policies and procedures.

Experience examining project successes and failures and making recommendations to improve products and services; superior ability to deal with failures and prioritize customer needs.

Superior ability to work effectively both independently and in a team or collaborative environment, mentor junior colleagues, and superior organizational and interpersonal problem solving skills.

Superior ability to communicate, both verbally and in writing, complex security-related information in a clear, concise manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives.

Superior ability to listen to, clarify, and convey understanding of others’ ideas, comments, and questions as well as to integrate and build upon diverse opinions in a manner that encourages the formation of integrated solutions and positions.
Desired Requirements

The following qualifications are desired, but not required for the position:

Successful completion of multi-discipline tours within two personnel security disciplines (e.g., investigations, adjudications, and/or polygraph).

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).

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

All attachments should be in Microsoft Word or Adobe PDF format.

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.
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 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.