



## General Position Information

**Job Title:** 12172 - Technical Security Officer - GS-15

**Salary Range:** \$114,590 - \$164,200 (not applicable for detailees)

**Vacancy Open Period:** 03/06/2019 - 03/21/2019

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** NCSC/SSD

**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 employees. (Current GS employees at the same grade or 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.

## 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)

- Major Duties and Responsibilities:
- Plan, evaluate, analyze, and conduct detailed reviews of Intelligence Community (IC) policies, programs, and standards to ensure national security information is appropriately protected, based on current technologies, capabilities, and conditions; provide security expertise to identify and implement strategies to maximize IC security capabilities.
- Plan, research, support, advise, and/or chair IC-wide security committees and represent the ODNI at IC-wide forums and interagency working groups that oversee the development, implementation, and evaluation of IC-wide policies and programs.
- Review and evaluate US Government security standards and ODNI policies to ensure appropriate protections for national security information are reflected, based on current technologies, capabilities, and conditions.
- Manage and support the National Interest Determination (NID) program for the DNI through IC policy, National Industrial Security Program, and federal laws.
- Manage and support the ICD 704 waiver for access to SCI for non-U.S. citizens program. Provide guidance to USG Departments and Agencies seeking an ICD 704 waiver. Assist in the preparation of, and coordination for, the formal ICD 704 waiver request submission for the Director of National Intelligence's signature.
- Contribute to strategic planning, policy development, and resource management to support FOICI policies to ensure compliance with the National Industrial Security Program.
- Assist the development and execution of annual NID Workshops for USG personnel. Coordinate with other Controlling Agencies and NARA/ISOO for support and participation. Evaluate and update NID Desktop Reference for distribution to USG NID community.
- Present findings, conclusions, options, and recommendations to ODNI senior management and external agency stakeholders as appropriate.



- Cultivate and maintain productive working relationships with security colleagues, IC security experts, and other major stakeholders to develop policies, programs, and standards to improve the U.S. technical security posture, and when appropriate, present, justify, defend, negotiate, and/or settle matters involving significant or controversial issues.

## **Mandatory and Educational Requirements**

### **Extensive (knowledge of) and Demonstrated (Skill or Ability to):**

- Extensive knowledge of IC components' security programs, processes, policies, and methodologies.
- Extensive knowledge of applicable federal laws, Presidential Directives, Executive Orders, and IC Directives affecting diplomatic security, technical security, information security, physical security, cyber security and industrial security.
- Extensive knowledge of project management concepts and principles and demonstrated experience planning, organizing, developing, and implementing security programs and policies.
- Demonstrated comprehensive knowledge of new technology and other developments in the field of information technology and interpret and evaluate proposed legislation and broad-based policies concerning information technology.
- Demonstrated oral and written communication skills and demonstrated ability to produce clear, logical, and concise products to influence senior leadership, communicate effectively with people at all staff levels (internal and external to the organization), and brief management on reviews and findings.
- Demonstrated analytical and critical thinking skills, including the ability to think strategically, identify needs and requirements, and develop recommendations; ability to research, gather, analyze, summarize, and present qualitative and quantitative data and suggest actionable recommendations.
- Demonstrated ability to establish regular contact with high-level internal and external resources and customers, supplying or seeking information on policies and standards; demonstrated ability to tactfully express ideas or opinions to senior leaders, customers, and other stakeholders.
- Demonstrated ability to work both independently and in a team or collaborative environment, mentor junior colleagues, and utilize strong organizational and interpersonal problem solving skills.

## **Desired Requirements**

None.



## 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.

**WHERE TO SUBMIT:** Applications should be sent to either [DNI-MSD-HR-RR-Team\\_B\\_WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [joswida@dni.ic.gov](mailto:joswida@dni.ic.gov) (Daniel J.), [mitchsl@cia.ic.gov](mailto:mitchsl@cia.ic.gov) (Stephanie M.) and [overtom@dni.ic.gov](mailto:overtom@dni.ic.gov) (Michelle O.) 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 in the cover letter if the applicant is unable to provide the two most recent evaluations.



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- 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-MSD-HR-RR-Team\\_B\\_WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [joswida@dni.ic.gov](mailto:joswida@dni.ic.gov) (Daniel J.), [mitchsl@cia.ic.gov](mailto:mitchsl@cia.ic.gov) (Stephanie M.) and [overtom@dni.ic.gov](mailto:overtom@dni.ic.gov) (Michelle O.) 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 301-243-1318.

## **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; Secure: 934-3789; Email: [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov)



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## 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](mailto:DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov), by unclassified email at [DNI-EEOD\\_WMA@cia.ic.gov](mailto: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.**