



## General Position Information

**Job Title:** 20748 - Construction Security Program Manager - GS-14

**Salary Range:** \$108,887 - \$141,555

**Vacancy Open Period:** 12/12/2016 – 1/12/2017

**Position Type:** Cadre

**Who May Apply:** Internal ODNI Candidates

**Division:** NCSC/CSE

**Duty Location:** Bethesda, MD

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

## Position Information

This is an opportunity for:

- An internal candidate to fill a GS-14 cadre position.

## Who May Apply

Current GS employees at the same grade as the advertised position grade may apply.

- For a cadre assignment:
  - Current ODNI cadre.
  - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not 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.

## Component Mission

The mission of the National Counterintelligence & Security Center is to lead and support the counterintelligence and security activities of the US Government, the US Intelligence Community, and US private sector entities who are at risk of intelligence collection, penetration or attack by foreign and other adversaries.



## Major Duties and Responsibilities (MDRs)

- Plan, implement, and coordinate project management activities for multiple United States (US) diplomatic facilities construction projects abroad, ensuring that technical, physical, procedural, and transit security elements are addressed.
- Provide substantive input regarding site selection, review cost estimates to ensure that project and security costs are accurately covered, and perform evaluations of building codes as required if they conflict with proposed countermeasures; identify, evaluate, and discuss risks and potential project implications and advise management of trends and developments that affect project strategies and scope.
- Plan, manage, and prepare strategic and tactical security planning efforts and develop a broad range of security-related support documents in the areas of building construction including security standards, transportation issues, architectural issues, and unique security countermeasures and counterintelligence.
- Plan and conduct comprehensive design reviews of new and/or renovated diplomatic facility construction projects for compliance with Department of State (DoS) and Intelligence Community (IC) agreements and construction requirements as well as with the Overseas Security Policy Board (OSPB) standards.
- Plan and coordinate project design activities and timelines with DoS planning and construction teams, technical security staff, and general contractor security staff; plan and develop periodic status reports on construction progress, completion forecasts, and issues that may require management intervention.
- Review, analyze, and evaluate dynamic situations in an unpredictable environment and the implementation of construction security plans in compliance with IC and DoS security requirements.
- Plan for and coordinate concept development and issue resolution meetings to review plans and specifications and implement best-practice methodologies in construction projects that represent the interest of the IC.
- Initiate, cultivate, and maintain productive working relationships with security colleagues, IC security experts, senior Foreign Service staff, construction personnel, and Office of the Director of National Intelligence management to provide security status reports and structured recommendations and, when appropriate, present, justify, and/or settle matters involving significant or controversial issues.

## Mandatory and Educational Requirements

- Extensive knowledge of IC and DoS overseas building operations and diplomatic security systems, standards, and requirements, including technical, physical, procedural, transit security elements and technical security countermeasures.



- Extensive knowledge of construction security policies related to DoS overseas facilities and a demonstrated ability to manage, analyze, and synthesize classified material regarding security standards, policies, and procedures.
- Extensive knowledge of physical security in an overseas diplomatic environment and overseas construction security standards (OSPB and Intelligence Community Directives).
- Extensive knowledge of IC components, security programs, processes, practices, and methodologies, as well as how physical and technical security is incorporated into US facilities overseas.

## Desired Requirements

- Demonstrated analytical and critical thinking skills and a demonstrated ability to think strategically and identify needs, requirements, and develop recommendations.
- Demonstrated 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 with different perspectives and objectives.
- Demonstrated ability to work effectively both independently and in a team or collaborative environment, mentor junior colleagues, and utilize strong organizational and interpersonal problem solving skills.
- Demonstrated ability to establish regular contact with high-level internal and external resources and customers, supplying or seeking information on security programs and issues; demonstrated ability to tactfully express ideas or opinions to senior leaders, customers, contractors, and other stakeholders.

## 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 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\_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 saksdav@dni.ic.gov (*David S.*) 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.

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### **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.

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## 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

For Joint Duty, paste this entire section into the **Other Comments** section

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-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. 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.**



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

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