



General Position Information

Job Title: 21839 - Deputy Director, COO/Counterintelligence and Insider Threat Program - GS-15

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

Vacancy Open Period: 03/05/2019 – 03/20/2019

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: COO/COO

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

Please Note: The duty location of this position can be in either McLean or Bethesda site.

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 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)

- The Deputy Director, Counterintelligence (CI) and Insider Threat (InTh) will provide expert guidance and information to Office of the Director of National Intelligence (ODNI) leadership and workforce on CI and InTh issues, policies and threats. Responsible for providing or obtaining a variety of management services essential to the direction and operation of an organization. The paramount qualifications required are extensive knowledge and understanding of management principles, practices, methods and techniques, and skills in integrating management services with the general management of an organization.
- Develop and maintain productive working relationships with ODNI directorates, centers, offices, and CI and InTh colleagues throughout the Intelligence Community (IC) to identify issues and developments of a CI and InTh nature and to keep abreast of emerging CI and InTh trends and best practices.
- Evaluate and monitor the state of CI and Insider Threat awareness and issues, and workforce informational needs as it relates to CI and InTh. Implement a robust CI and InTh training and awareness program for the ODNI, providing advice and guidance to ODNI employees on a variety of issues with CI and InTh implications.
- Lead and oversee staff in the development and presentation of written and oral briefings on complex topics that pertain to all aspects of CI and InTh in support of senior ODNI staff, and other government organizations. Provide expert guidance and leadership to the CI and InTh Referents supporting the ODNI directorates, centers and offices, ensuring that support and guidance to the components is consistent with the ODNI's corporate internal CI and InTh policies.



- Lead and oversee staff in the study and analysis of CI and InTh trends. Implement a robust CI and InTh analytical team in furtherance of CI and InTh topics as it relates to the ODNI. Develop studies, products and messaging to build awareness within the ODNI and integration of CI and InTh in mission planning and execution.
- Lead and oversee staff in developing strategic and tactical plans to support ODNI CI and InTh initiatives; guide and lead the development, implementation, and evaluation of CI and InTh programs in response to IC directives and/or mission requirements.
- Assist Director, COO/CI and InTh with the preparation of oversight reporting requirements for the ODNI's CI and InTh programs, to include NCSC Annual Mission Review, periodic Independent Assessments and other oversight reporting requirements as necessary.
- Develop and implement internal ODNI CI and InTh policies and processes to support the ODNI mission and provide CI and InTh input on other corporate policies.
- Lead a team of professional staff and assess performance, collaborate and oversee goal setting, and provide feedback on personal development.

Mandatory and Educational Requirements

- Experienced IC officer with extensive CI and InTh experience and a demonstrated track record of program management.
- Expert knowledge of IC and ODNI CI and InTh regulations, policies, and procedures in order to address and resolve ODNI CI and InTh issues, violations, and questions.
- Superior ability to build productive relationships among internal and external partners to accomplish mission objectives.
- Expert ability to develop and effectively manage a complex counterintelligence program, assess customer requirements, identify dependencies, and manage and mitigate risks discretely.
- Superior oral and written communication skills to communicate effectively with key stakeholders throughout the IC and United States Government.
- Superior ability to plan, organize, oversee and manage multiple tasks and competing priorities under strict deadlines.
- Work location will be either ICCB or LX, at the discretion of the Director of CI.

Desired Requirements

- Experience with CI and InTh programs. Experience or familiarity with IC Security and Information Assurance programs.
- Experience or familiarity with resource management.



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 portifa@dni.ic.gov (*Faith H.*) 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.



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

- 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

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.**