



General Position Information

Job Title: 22481 - Policy Officer - GS-13

Salary Range: \$81,548 - \$126,062

Vacancy Open Period: 12/31/2018 - 01/21/2019

Position Type: Cadre

Who May Apply: Internal ODNI Candidates

Division: NCSC/NCSC

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-13 cadre position.

Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

- For a cadre assignment:
 - Current ODNI permanent cadre.

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 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)

NCSC is looking for a top-performing GS-13 Policy Officer to supporting the efforts of the National Insider Threat Task Force (NITTF). This is an opportunity to gain experience in a national-level, multi-disciplined environment. By serving on the NITTF, the incumbent will expand his/her knowledge, skills, and abilities in all the core qualifications and fundamental competencies necessary to prepare him/her for positions of greater responsibility.

NITTF officers support a broad range of functional areas within a multi-agency task force established by Executive Order (E.O.) 13587 to build a US Government-wide program to deter, detect and mitigate insider threats. This includes the safeguarding of classified information from exploitation, compromise, or unauthorized disclosure and the identification of anomalous behavior posing a potential risk, threat, or vulnerability to agency resources or capabilities. The NITTF provides oversight and guidance in developing a national insider threat program that integrates numerous disciplines, including counterintelligence, security, human resources, privacy and civil liberties, information assurance, and other organizational roles. The national program is implemented through individual programs within approximately 100 executive branch departments and agencies.

Duties:

- Plan, promote, produce and develop a broad range of policies, processes, and guidance across the whole-of-government on insider threat subject areas, including, but not limited to, counterintelligence (CI), Cyber, Information Technology (IT), Human Capital (HC), Privacy and Civil Liberties, Security, or other enabling functions and intelligence disciplines, and communicate these policies, processes, and guidelines to community stakeholders.
- Plan and conduct the review and analysis of policies, processes, and guidelines that are contained in United States Government (U.S.) Government and Intelligence Community (IC) Directives, Policy Guidance, Standards, plans, and memoranda to ensure equities are addressed and relevant concerns are resolved.
- Plan, develop, and provide substantive briefings, presentations, reports, and other materials to inform senior leadership and other stakeholders on policy issues.
- Plan, research, produce, and communicate trends and developments to organizational leadership, senior policymakers, and other senior U.S. Government officials.
- Plan, develop, and promote communications that increase stakeholders', consumers', IC colleagues', and U.S. Government executive agents' overall understanding of U.S. Government and IC policies and processes, and procedures to promote mission effectiveness.
- Conduct substantive reviews of an extensive volume of written materials, and prepare or contribute to written and verbal products including congressional testimony or responses to inquiries, senior-level issue papers or briefings, and letters and memoranda.
- Initiate, cultivate, and maintain productive working relationships with colleagues, experts, IC members, federal partners, and policy committees and use these relationships to share information of IC interest; attend internal and external training, seminars, or conferences on broad intelligence topics or more strategic subject areas



Mandatory and Educational Requirements

- Demonstrated ability to direct taskings, manage workload and assess performance, collaborate on goal setting, and support personal and professional development of self and subordinate personnel.
- Thorough knowledge and experience in one or more of the Security, Counterintelligence, Information Assurance, and/or Insider Threat fields.
- Superior critical thinking skills to analyze issues and develop solutions.
- Thorough knowledge of the roles and responsibilities of executive branch departments and agencies, as well as White House and congressional oversight bodies.
- Strong oral and written communication skills and ability to communicate 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.
- Superior ability to listen to, clarify, and convey an understanding of others' ideas, comments, and questions, and integrate and build upon diverse opinions in a manner that encourages the formation of integrated solutions and positions.
- Strong analytical and critical thinking skills, including the ability to think strategically and identify needs, requirements, and develop innovative recommendations and solutions for improvement.

Desired Requirements

- Experience with inspection or assessment teams (e.g., Inspector General)
- Experience with project management
- Working knowledge of the National Insider Threat Program

Key Requirements and How To Apply

Internal ODNI Candidates:

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 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.



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- 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 (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (Daniel J.), mitchsl@cia.ic.gov (Stephanie M.) and 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 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.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (Daniel J.), mitchsl@cia.ic.gov (Stephanie M.) and overtom@dni.ic.gov (Michelle O.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

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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 301-243-9042. Secure: 934-3789

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: 301-243-9042; 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_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.**