General Position Information

Job Title: 30078 Area Security Officer – GS 15

Salary Range: $102,663 - $170,800

Vacancy Open Period: 10/15/2020 – 10/30/2020

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates and Detailees

Division: MI/NIMC

Duty Location: McLean, VA

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 as or two grades lower than the advertised position grade may apply.

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

- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade as or two grades 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) Deputy Director of Mission Integration (MI) serves as the Director of National Intelligence's (DNI) senior leader for intelligence integration across the IC enterprise. MI is responsible for ensuring customer outcomes by leading advances in collection and analysis that ensure the quality, timeliness, and utility of insights for the nation's decision-makers. Additionally, MI is responsible for increasing expertise and improving tradecraft at all levels through specialization, integration, and collaboration. MI is responsible for the strategic vision, direction, and planning to deliver a more integrated IC reflecting the collective wisdom of our collection and analytic components to advance, in support of the National Intelligence Managers, the Unifying Intelligence Strategies (UIS).

Major Duties and Responsibilities (MDRs)

- Lead, cultivate, and maintain productive working relationships with security colleagues, IC and DOD counterparts, and ODNI senior leadership to share information of interest, explain the specifics of security programs and procedures, and, when appropriate, present, justify, defend, negotiate, and/or settle matters involving significant or controversial issues.
- Lead and oversee staff in the development and presentation of written and oral briefings on complex topics that pertain to all aspects of ODNI security in support of senior ODNI staff, IC and DOD counterparts, and other government organizations.
- Manages and directs the activities of contract personnel assigned to the STAC Security Office.
- Lead staff in providing guidance and support regarding personnel security, industrial security, and other security issues to ODNI cadre and detailees, including those working at ODNI and other IC locations as warranted.
- Lead, oversee and implements policies and procedures required to manage sensitive compartmented information (SCI), Special Access Program (SAP) and Controlled Access Program (CAP) programs and to protect SCI, SAP and CAP resources.
- Researches references to support legal, administrative, or security decisions. Makes recommendations, including changes and modifications to security, facilities and IT-related processes, procedures and SOPs.
- Lead as the resident Security lead on all SCI, SAP and CAP security matters.
- Serve as the technical authority in all other areas of classified security and classification guidance.
- Lead the charge in administering the SCI, SAP and CAP security clearance program for all assigned personnel, ensuring all required clearances are up to date.
- Oversee and tracks SCI, SAP and CAP clearances for all in-processing personnel to ensure mission readiness. Terminates or transfers clearances for out-processing personnel.
• Serve as Contract Security management functions for STAC contracts, as appropriate.

• Lead, develop, institutes and maintains comprehensive STAC Security training program. As well as participate in interagency meetings and conferences as required.

**Mandatory and Educational Requirements**

• Minimum of 5-7 years of experience as a Security Officer for IC or DOD programs.

• Operational knowledge in overseeing and executing SAP and CAP security functions.

• Operational knowledge of applicable federal laws, Presidential Directives, Executive orders, Intelligence Community Directives and Department of Defense Directives related to personnel security, physical security, insider threat, counterintelligence; Familiarity with regulations related to industrial security, cyber security and technical security.

**Desired Requirements:**

• Excellent interpersonal, organizational, critical-thinking and problem-solving skills; ability to build and leverage professional networks; and, ability to work effectively both independently and in a team/collaborative environment.

• Experience and demonstrated success in developing and coordinating security-related policies, directives and standard operating procedures.

**Key Requirements and How To Apply**

**Internal ODNI Cadre 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. **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:** 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_COO_HRM_HR_OPS_TEAM_D_WMA@cia.ic.gov (classified email system) or Recruitment_TeamD@dni.gov (unclassified email system). Applicants experiencing technical issues should contact the HR POC for guidance. Applicants submitting via JWICS are requested to submit their materials to Bridghs@dni.ic.gov (Bridget S.) and lanetbj@dni.ic.gov (Lanette J.) in lieu of the group address above.

**Current Federal Employees within the Intelligence Community (IC) 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
Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.

Applicants from federal agencies outside the IC Applying for a Detail Assignment:
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. **SF-50 (if applicable):** Current or former Federal Government employees must provide an SF-50, “Notification of Personnel Action” to verify current federal status, position, title, grade, and organization of record.

**WHERE TO SUBMIT:** Applicants from federal agencies outside the IC should be sent to either DNI_COO_HRM_HR_OPSTEAM_D_WMA@cia.ic.gov (classified email system) or Recruitment_TeamD@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both Bridghs@dni.ic.gov (Bridget S.) and lanetbj@dni.ic.gov (Lanette J.) in lieu of the group address above.

**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.

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.

To verify receipt of your application package ONLY, you may call 703-275-3663.

**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: 703-275-3663; Email: Recruitment_TeamD@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 703-275-3799 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.