



General Position Information

Job Title: HV319 - Chief, Technology & Information Assurance Group - GS-15

Salary Range: \$137,849 - \$166,500 (not applicable for detailees)

Vacancy Open Period: 04/19/2019 - 05/18/2019

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: NCSC/CSE

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 as 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 as 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.

Office Mission

The Center for Security Evaluation (CSE) represents the Intelligence Community (IC) in protecting national security equities against counterintelligence and security threats to diplomatic missions abroad and other U.S. government facilities worldwide. CSE provides continuous collaboration with the Department of State (DoS) and the IC for the planning, design, construction, and operation of diplomatic facilities abroad to ensure they meet certification standards and to protect our national security information and personnel. CSE conducts assessments of technical, physical, and information security vulnerabilities and develops emerging technologies to improve security countermeasures. In addition, CSE provides technical, analytic, and policy guidance and advocates for national Technical Surveillance Countermeasure (TSCM) resources and the policy for implementing wireless technology in a secure environment.

Major Duties and Responsibilities (MDRs)

- Protecting national security equities against counterintelligence and security threats to diplomatic missions abroad and U.S. government facilities world-wide in the face of growing technical complexity and adversary capability requires innovative investments in defensive countermeasures to support evolving policy. NCSC is looking for an experienced technical security officer with leadership experience to lead technology & information assurance efforts. The lead works in NCSC's Center for Security Evaluations (CSE) located at the Intelligence Community Campus-Bethesda (ICC-B) in Bethesda, MD. This position requires the management of a diverse team of U.S. Government and contractor engineers, managing a portfolio of research and development, technical studies and policy support functions to ensure information and personnel security in a rapidly evolving work environment. The successful candidate leads teams' technical and information assurance activities; coaches; mentors; reviews and edits products; and executes collaborative technological initiatives and liaison efforts across the IC.
- Plan, implement, and oversee the development of advanced technologies to enhance current security programs for the Intelligence Community and Department of State facilities.
- Lead and oversee staff of a diverse team of senior technical experts in the formulation, development, production, and evaluation of a broad range of programs, projects, and operations to support the development and implementation of standards, policy, and information assurance.



- Lead the planning, management, and deployment of resources including budgeting, staffing, IT support, and/or space allocations in order to successfully complete assignments, assess staff performance, collaborate and oversee goal setting, develop and execute a training plan for employees, and provide feedback for professional development (Directly from PD)
- Represent CSE and the group at external and internal meetings and interface with IC and DoS representatives
- Draft performance evaluations as required by both the ODNI and employees' parent organizations
- Serve as a member of CSE's corporate management team and participate in corporate strategic planning and activities

Mandatory and Educational Requirements

- Demonstrated experience in leading a diverse technical workforce, overseeing the planning and execution of research and development programs.
- Knowledge of the Department of State's overseas operations and SCIF security procedures.
- Knowledge in counterintelligence capabilities of foreign intelligence services.
- Expert analytic, critical thinking, and review skills.
- Expert knowledge of IC and related U.S. Government policies, directives, and standard operating procedures and superior ability to develop a broad range of IC-wide policies, processes, and guidelines. (Directly from the PD)
- Strong leadership skills and ability to inspire creation of new products and efficient workflows.
- Excellent oral and written communication skills.
- Ability to manage competing priorities while satisfying multiple customers.
- Ability to build or leverage existing professional networks with IC colleagues.

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.



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- 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 (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 in the cover letter 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. 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.



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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 301-243-1318.

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

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.**