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General Position Information

Job Title: HV335 - Physical and Construction Security Officer- GS-13

Salary Range: \$86,335 -\$133,465 (not applicable for detailees)

Vacancy Open Period: 10/07/2020 – 10/28/2020

Position Type: Cadre, Detailee

Who May Apply: Internal Cadre, Detailees

Division: DNI/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-14 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 below 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.
 - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply).

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- Candidates outside the Federal Government.

- For a detailee assignment:

- Current GS employees at the same grade or one below 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.

The Center for Security Evaluation (CSE) is looking for an officer with a strong understanding of physical security. The selected candidate would work in the Center for Security Evaluation (CSE) at the Intelligence Community Campus located in Bethesda, MD (ICC-B). He/she will work directly with the Department of State (DoS) Bureau of Overseas Building Operations (OBO) and Diplomatic Security (DS) to coordinate on project management activities for U.S. diplomatic facilities overseas.

Major Duties and Responsibilities (MDRs)

Implement and coordinate project management activities for multiple United States (US) diplomatic facilities constructions projects abroad, ensuring that technical, physical, procedural, and transit security elements are addressed

Mandatory and Educational Requirements

- Implement and coordinate project management activities for multiple United States (US) diplomatic facilities constructions projects abroad, ensuring that technical, physical, procedural, and transit security elements are addressed (Direct from PD)

- Plan, coordinate, and provide guidance to DoS planning and construction teams, domestic construction

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teams, technical security staffs, and general contractor security staffs to ensure compliance with construction plans.

- Review, analyze, and apply Overseas Security Policy Board (OSPB) and applicable Intelligence Community (IC) standards and policies. All appropriate physical and technical security protections are required to ensure the protection of classified data and personnel.
- Examine security plans, procedures, and countermeasures for ongoing and proposed projects in the areas of domestic and overseas building construction and transportation issues in compliance with DoS, IC, and OSPB security requirements.
- Evaluate designs of new and renovated diplomatic facilities for compliance with security requirements as outlined in Public Law 100-24.
- Build stronger partnerships with DoS and the IC by serving as a leader who communicates accurate and timely information which will increase the security of diplomatic facilities.
- Support all activities that identify and work toward resolving security issues in diplomatic facilities.
- Serve as the lead over all Construction Security Plan (CSP) projects. This includes attending project meetings and being aware of all issues/comments with the project. Some meetings may be out of the local area.
- Develop working relationships with the IC and DoS. Participate and support the Construction Security Review Board (CSRFB), OSPB and other security working groups.
- Serve as the lead in overseas travel and coordinate all internal and external activities. Create a trip report to document activities and notable security concerns or anomalies.
- Knowledgeable and familiar with the National Security Agency's (NSA) security office. Maintain established relationships to ensure project issues/concerns are resolved.
- Responsible for resolving project issues for NSA projects.
- Knowledge of security systems to include perimeter and controlled access, technical security systems, and technical security countermeasures.

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- Project management skills to include planning, organizing, acquiring resources, assigning tasks, tracking and reporting, forecasting, and issues management.
- Knowledge in planning, organizing, developing, coordinating, and evaluating security programs.
- Strong oral and written communication skills and demonstrated ability to conduct independent research, filter and synthesize data, and produce clear, logical, and concise products.
- Analytical and critical thinking skills, including the ability to think strategically and identify needs, requirements, and develop recommendations. (Direct from PD)
- Ability for foreign and domestic travel, temporary assignment to overseas locations, and security and program management experience in a foreign field.
- 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.
- Ability to reach back to the appropriate NSA representatives to resolve a physical or technical security issue.
- Established network with NSA security office management.
- Demonstrated ability to serve as the Technical Lead/Advisor for a USG enterprise-wide program and provide leadership and expertise in implementing technical policies, processes, and procedures.
- Expert program management, analytic, and critical thinking skills, including the ability to conduct program and management assessments, identify needs and requirements, and develop non-linear process improvement recommendations for implementation across the Intelligence Community.
- Expert experience in providing leadership, oversight, and guidance to the effective management of complex projects; in managing and mitigating risks, assessing customer requirements, identifying dependencies, and developing responsive project plans; in estimating costs and other resources using quantitative analysis to project requirements.
- Expert ability to establish regular contact with high-level internal and external resources and have

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periodic contacts with other offices, supplying or seeking information on specialized and non-specialized matters; excellent use of tact when expressing ideas or opinions to senior leaders, customers, contractors, and other stakeholders.

- Superior ability to balance responsibilities among project activities; ability to manage transitions effectively from task to task, adapting to varying customer needs.
- Expert 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.

Desired Requirements

- Knowledge of the construction and renovation of large, complex facilities and knowledge of contracting and performance-based contract management.
- Familiarity with domestic IC and DoS overseas building operations and diplomatic security systems, standards, and requirements, including technical, physical, procedural, transit security elements, and technical security countermeasures.

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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 in the cover letter 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.
- 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_COO_TM_HR_OPS_TEAM_B_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 dewbret@dni.ic.gov (*Brett D.*) and zackern@dni.ic.gov (*Natalia Z.*) 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 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.

WHERE TO SUBMIT: Applications should be sent to either DNI_COO_TM_HR_OPS_TEAM_B_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 dewbret@dni.ic.gov (*Brett D.*) and zackern@dni.ic.gov (*Natalia Z.*) 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.

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.

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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; 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_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 EEOC 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.**

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