



General Position Information

Job Title: HV347 - Senior Security Specialist - GS-15

Salary Range: \$117,191 - \$166,500 (not applicable for detailees)

Vacancy Open Period: 6/27/2019 – 6/27/2020

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

***** OPEN UNTIL FILLED: This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration.*****

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 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)

- Manage a portfolio of security issues and projects associated with the construction of the critical posts and others as deemed necessary, to include physical security, procedural security, transit security, and the transportation and handling of classified material.
- Lead security project management initiatives, develop and implement policies, and monitor security documentation for projects to ensure DoS and IC compliance with international agreements and construction requirements for China and other critical construction projects.
- Examine, analyze, and review Overseas Security Policy Board (OSPB) standards and policies to ensure appropriate protection for national security information, based on current technologies, capabilities, and conditions.
- Review, analyze, and evaluate federal laws impacting security and security-related directives including Sensitive Compartmented Information.
- Analyze high-risk activities in an unpredictable environment and independently recommend and implement construction security plan measurements to mitigate risk and ensure compliance with DoS and IC security requirements.
- Develop and implement status reports, review plans, and procedures in the areas of building construction, transportation issues, and unique security countermeasures for projects worldwide.
- Prepare security status reports and other communication vehicles to keep the Foreign Service and other major stakeholders apprised of issues affecting the IC.
- Provide a broad range of security-related administration involving technical, procedural, construction, and physical security measures for construction of U.S. diplomatic facilities abroad in order to better coordinate IC-wide security projects.
- Participate in and contribute to the planning, coordination, and issue resolution meetings to address the interests of the IC.
- Advise and provide technical guidance to management and staff on emerging national intelligence risk affecting China and the IC.



- Create and provide tailored technical briefings to all levels of management in various settings and agencies.
- Develop, maintain and foster liaison relationships with a wide range and level of IC partners.

Major Duties and Responsibilities (MDRs) con't

- Provide leadership and expert counterintelligence guidance to the planning, analysis, and application of a full-range of methodological tools and approaches to gain a comprehensive understanding of complex CI issues as they relate to diplomatic facilities abroad.

Mandatory and Educational Requirements

- Significant knowledge and experience in Counterintelligence (CI) investigations and CI methods and techniques
- Comprehensive knowledge of OSPB security standards, including the ability to analyze personnel security, counterintelligence awareness, and physical security standards.
- Exceptional knowledge of and experience in planning, organizing, developing, coordinating, and evaluating security programs.
- Excellent oral and written communication skills and demonstrated ability to conduct independent research, filter and synthesize data, and produce clear, logical, and concise products.
- Strong analytical and critical thinking skills, including the ability to think strategically and identify needs, requirements, and develop recommendations.
- Ability for foreign and domestic travel, temporary assignment to overseas locations, and security and program management experience in a foreign field.
- Superior ability to establish regular contact with high-level internal and external resources and customers, supplying or seeking information on security programs and issues; superior use of tact when expressing ideas or opinions to senior leaders, customers, contractors, and other stakeholders.
- 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.

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 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_COO_TM_HR_OPS_TEAM_B_WMA@cia.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.

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_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 301-243-1318.

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; 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.**