



General Position Information

Job Title: 25701 - Director, Center for Disclosure Support and Protection - GS-15

Salary Range: \$114,590 - \$164,200 (not applicable for detailees)

Vacancy Open Period: 10/10/2018 – 10/25/2018

Position Type: Cadre, Detailee

Who May Apply: Internal and External Candidates, Detailees

Division: IC IG/FORUM

Duty Location: Reston, 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 or external 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.
 - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
 - Current Federal Government employees. (Current GS employees at the same grade or one grade lower than the advertised position grade may apply.)
 - Candidates outside the Federal Government.



- 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.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.
- 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 Inspector General (IG) conducts, supervises, and coordinates inspections, audits, investigations, and reviews relating to the programs and operations over which the Director of National Intelligence has authority and responsibility.

Major Duties and Responsibilities (MDRs):

- Serves as the Director of the Center for Disclosure Support and Protection responsible for establishing a program promoting whistleblowing as a neutral activity benefiting the lawful collection, analysis, and dissemination of national intelligence. Provides leadership and strategic planning for oversight efforts to implement and ensure that accountability measures are executed to protect, from reprisal, employees, and contractors who disclose violations of the law, rules and/or regulations.
- Provides day to day leadership, guidance and oversight to the Source Protection, IC IG Hotline, and Source Support Programs. Leads a professional staff in the development and implementation of strategies for promoting lawful whistleblowing, gathering and analyzing information and/or evidence of investigative and review failure and misconduct, to include interviewing key individuals, administering oaths, or affirmations, collecting and analyzing high volumes of information, and drafting reports on appeals presented.
- Coordinates with the IC IG, ODNI Senior Leadership, and IC officials for oversight of investigations into alleged reprisals that may lead to the development of accountability-focused ODNI directives and policies; further coordinates management remedies for confirmed acts of reprisal. Provides decision-making information to the IC IG and ODNI Senior Leadership on specific cases to enable determination as to whether allegations warrant investigations.
- Recommends and coordinates standards governing conduct of whistleblower reprisal investigative activities conducted pursuant to, or in support of, Presidential Policy Directive Number 19, including in so far as possible, the Whistleblower Protection Act of 1989, as amended in Title Five of the United States (U.S.) Code, and interpreting case law, as well as various informative miscellaneous whistleblower statutes, directives, and regulations such as: Title Five U.S. Code, Appendix, Section 7 (a) and (c); Title 5 U.S. Code 2301, 2303 (b), and 10 U.S. Code, Section 1034; 10 U.S. Code, Section 2409; 10 U.S. Code, Section 1587 (1) and (2); Title 31, Section 3730; Title Five U.S. Code 1221 (a) and (1); Department of Defense (DoD) 424.
- Recommends suitable methods for advising of complainants, supervisors, managers, and responsible management officials by the IC.



- Establish and implement standards for whistleblower disclosures; monitors the collection, retention, and presentation of metrics regarding the disposition of whistleblower disclosures, reprisal complaints, preliminary inquiries, and reports of investigation; works in concert with all IC Hotlines to determine instances of contacts related to complaints of reprisal for disclosure of information on fraud, waste, abuse and mismanagement of cases.
- Monitor corrective actions taken in response to Intelligence Community reports of reprisal investigations.

Mandatory and Educational Requirements:

- Expert knowledge of and/or experience in the ODNI, IC, and Office of Inspector General mission and responsibilities.
- Superior ability to exercise sound judgment and form objective conclusions and recommendations based on empirical facts, evidence, and other pertinent information.
- Superior analytical and critical thinking skills, including the superior ability to think strategically, identify needs and requirements, and develop recommendations based on qualitative and quantitative data.
- Superior oral and written communication skills and a superior ability to produce clear and logical reports.
- Superior ability to manage competing priorities under strict deadlines while maintaining a high level of attention to detail; superior ability to work effectively with ODNI's senior leaders.

Desired Requirements

None.

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.
- 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 joswida@dni.ic.gov (*Daniel J.*); mitchsl@dni.ic.gov (*Stephanie M.*); and davijao@dni.ic.gov (*Jacqueline D.*) 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.

External Candidates:

Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of a ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

A complete application 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 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.
- e. **SF-50:** 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: Applications should be sent to Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to joswida@dni.ic.gov (*Daniel J.*); mitchsl@dni.ic.gov (*Stephanie M.*); and davijao@dni.ic.gov (*Jacqueline D.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

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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.



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L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

- 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 joswida@dni.ic.gov (*Daniel J.*); mitchsl@dni.ic.gov (*Stephanie M.*); and davijao@dni.ic.gov (*Jacqueline D.*) 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 301-243-9041.

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: 301-243-9041; Email: Recruitment_TeamB@dni.gov

Other Information:

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>



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- Long-Term Care Insurance: <http://www.ltcfeds.com>
- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered): <http://www.opm.gov/retire/index.asp> If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependent Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules

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.**