



General Position Information

Job Title: Information Sharing Officer

Position Number: 12172

Position Grade: GS - 14

Salary Range: \$103,690 – \$159,286 (not applicable for detailees)

Vacancy Open Period: 9/27/2021 – 10/12/2021

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: NCSC

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 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 up to one grade below 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 up to one grade below 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.

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:

Plan, develop, and implement programs, policies, and procedures that result in the effective sharing of information across the Government while protecting Intelligence and Law Enforcement sources and methods, operational equities, and U.S. persons' privacy.

Assess, identify, and evaluate the potential impact of obstacles to information flow across the Intelligence Community (IC) and work with policy analysts and IC partners to develop and implement policy and process improvements.

Plan, identify, and develop effective solutions to intelligence access issues experienced by departments throughout the IC and U.S. Government.

Ensure the maximum exchange of information throughout the IC and to non-traditional customers by balancing the responsibility-to-provide principle with the need-to-know standard as defined by existing policies, laws, and regulations.

Plan and direct the negotiation process for defining agreements with other IC and Government agencies in support of information sharing; plan, develop, and write Memorandums of Understanding establishing information sharing agreements with these components.

Plan, define, and direct the organization's sensitive intelligence and information technology system access approval operation ensuring that customers' needs are met and that information is timely and accurate.

Continually expand personal expertise with regard to the development and implementation of information sharing tools, technology, plans, and policies to facilitate the cooperation and effective coordination of the Office of the Director of National Intelligence (ODNI), the IC, and other U.S. Government agencies.

Plan, direct, and orchestrate inter-agency and cross-directorate collaboration on the development of internal information sharing policies, guidelines, and procedures, and/or broker information sharing agreements with external entities; evaluate and assess these efforts to ensure that they are successful.



Plan, develop, and oversee the implementation of interagency information sharing activities and programs by coordinating and integrating the competing requirements and priorities of multiple stakeholders, to include planning and participating in interagency meetings.

Plan, prepare, and present briefings, reports, and presentations to ODNI leadership, senior policymakers, IC members, and other intelligence consumers in a manner that meets their specified requirements.

Mandatory Requirements:

Extensive knowledge of information sharing theory, policies, procedures, and technologies, as well as detailed knowledge of how to develop and facilitate the implementation of those mechanisms.

Extensive knowledge of the mission, charter, roles, and responsibilities of the ODNI, IC, and U.S. Government agencies, and how these organizations can effectively cooperate in implementing information sharing plans and programs.

Demonstrated ability to identify emerging information sharing trends and issues, as well as the demonstrated ability to assess the influence of these trends and issues on the effectiveness of U.S. Government programs.

Demonstrated ability to communicate clearly, orally and in written reports and documents, policies, plans, and programs related to improving information sharing across the U.S. Government.

Demonstrated ability to logically analyze, synthesize, and judge information, as well as the demonstrated ability to review and incorporate multiple sources of information in performing assignments.

Demonstrated ability to develop effective professional and interpersonal relationships with peers and colleagues in ODNI, the IC, and U.S. Government, and to earn their confidence and trust.

Extensive interpersonal, organizational, and problem-solving skills, including a demonstrated ability to work effectively at a senior level within an interagency environment on complex issues requiring negotiation and consensus-building.

Demonstrated ability to objectively evaluate U.S. Government and interagency information sharing policies and plans, taking into account a diverse and complex range of considerations in performing the evaluations.

Extensive knowledge of Information Assurance standards and practices to include attribute-based access, automated user authorization, auditing, and security at the data-level to enable a trust-based model for the free-flow of information among participants.

Demonstrated ability to balance responsibilities among assigned activities; including the demonstrated ability to manage transitions effectively from task to task, and demonstrated adaptability to varying customer needs.

Demonstrated ability to effectively diagnose, isolate, and expediently resolve complex problems pertaining to data and security engineering, and prior exposure to implementing security in a cloud environment.

Demonstrated ability to identify emerging information sharing trends and issues, as well as the demonstrated ability to assess the influence of these trends and issues on the effectiveness of U.S. Government programs.

Extensive experience supporting the exchange of intelligence information between collectors, analysts, and end users in order to improve national and homeland security.



Key Requirements and How to Apply

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_TM_TEAMB-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system).

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_TM_TEAMB-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system).

All attachments should be in Microsoft Word or Adobe PDF format.



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

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

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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.

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 703-275-3900 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.**