General Position Information

Job Title: 15600 - Deputy ADNI FSLT-IS - SNIS Executive Tier 2

Salary Range: None provided (not applicable for detailees)

Vacancy Open Period: 12/26/2018 – 12/26/2019

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: CMO/CMO

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 SNIS Executive Tier 2 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

Only Senior Service (SNIS, SES, SIS, DISES, DISL) candidates may apply. GS employees may not 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:

  o Current ODNI permanent cadre.

- For a detailee assignment:

  o Current Federal Government employees. Only Senior Service (SNIS, SES, SIS, DISES, DISL) candidates may apply. GS employees may not 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.

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

Component Mission

National Security Partnerships synchronizes IC support and whole of government efforts with federal, state and local governments, the private sector and the Department of Defense, ensuring IC outreach is coordinated, timely and relevant. It also provides key leadership for activities in four domains that operate across national sectors – aviation, maritime, space and cyber -- bringing the IC's activities in these domains into alignment, and facilitating coordinated engagement internal to the ODNI, across the IC and with the rest of the federal government.

Major Duties and Responsibilities (MDRs)

- The position will be responsible for leading information sharing and safeguarding projects, governance, and further developing important mission partner relationships. Effectively establishing, strengthening, and leveraging partnerships with a wide range of government and non-government partners who have different priorities, capabilities, and limitations will be essential. We want an experienced SES-level professional with leadership and management experience preferably with Federal, State or local experience, to help us enhance, expand and modernize Information Sharing. The work environment is fast paced, with a broad span of government-wide responsibilities; tough national problems to solve; rapidly changing priorities; and relatively unstructured.

- Plan, manage and execute the mission, functions, and initiatives of the statutory directed ISE.

- Develop policies, procedures, guidelines, rules, and standards to foster effective information sharing. Issue procedures, guidelines, functional standards, and instructions for managing, developing and implementing Information Sharing.

- Lead, monitor, and assess the implementation of Information Sharing activities by Federal agencies and departments and the other ISE partners, including state, local and tribal governments, the private sector, and international partners.

- Liaise with state/local/tribal, private sector, foreign allies and partners, and leaders and staffs of the National Security Council (NSC), Office of Management and Budget (OMB)), Information Sharing and Access Interagency Policy Committee, the Standards Coordinating Council (SCC), and the Criminal Intelligence Coordinating Council (CICC).

- Oversee collection and analysis of authorities, policies, and other guidance related to information sharing and safeguarding.

- Oversee the analysis of significant information sharing issues and safeguarding issues and initiatives.

- Oversee development of divisional and portfolio work plans, oversee execution, and provide guidance, direction, performance feedback, and oversight. Lead internal process improvement and knowledge management efforts to increase effectiveness and scalability of Information Sharing processes, tools, and initiatives.

- Leverage subject matter experts to address specific technical and architectural issues related to information sharing and safeguarding. Oversee and manage the internal operations of the ADNI for FSLT-IS.

Mandatory and Educational Requirements

- Mastery of the concepts, methods, and best practices of information sharing design and governance, including policy development, information assurance, service oriented architecture, security, application design, and business process analysis.

- Understanding of public sector information technology, procurement, and policy issues including federated models for shared services and standards-based acquisition and innovation.

- Established relationships within and across federal, state, local, and private sector Information Sharing leaders and stakeholders and experience working within and across Information Sharing collaboration and governance bodies.

- Demonstrated knowledge of the legislation, history, and policy issues, and ability to manage practical challenges impacting information sharing initiatives in the national security environment.

- Demonstrated executive leadership in strategic planning, managing, and directing the efforts of large-scale government organizations.

- Excellent interpersonal skills to work effectively with senior leaders from inside and outside the USG, and to coordinate, network, and communicate across the Intelligence Community (IC), Department of Defense, and the Law Enforcement and Homeland Security communities

Desired Requirements

- N/A

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 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_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both longvj@dni.ic.gov *(Vincent L.)* and mccreaz@cia.ic.gov *(Zina M.)* 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 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_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to

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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 703-275-3799.

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: 703-275-3799; Email: Recruitment_TeamA@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. <u>PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE</u>.**