



## General Position Information

**Job Title:** Information Management Program Officer

**Position Number:** 15780

**Position Grade:** GS-14

**Salary Range:** \$126,233 - \$164,102 (not applicable for detailees)

**Vacancy Open Period:** 05/03/2022 - 05/24/2022

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal and External Candidates, Detailees

**Division:** DNI/IG

**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 - 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 as 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 Federal Government employees. (Current GS employees at the same grade as the advertised position grade may apply.)
- Candidates outside the Federal Government.
- Current ODNI Staff Reserve employees. (A staff reserve employee who currently occupies this position may not apply.)

For a detailee assignment:

- Current Federal Government employees. (Current GS employees at the same grade as 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.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.

## **Component Mission**

The Office of the Inspector General of the Intelligence Community (IC IG) was established within the Office of the Director of National Intelligence (ODNI) by the Intelligence Authorization Act for Fiscal Year 2010. The IC IG's organizational divisions include Audit, Investigations, Inspections and Evaluations, Mission Support Division, the Center for Protected Disclosures, and Counsel to the Inspector General.

The IC IG is a relatively small-sized office with a large statutory mandate to provide independent and objective oversight of all programs and activities within the DNI's responsibility and authority. We are very passionate about what we do – we believe in our intelligence oversight mission and our core values of Integrity, Independence, Transparency, Accountability, and Diversity. We are looking for someone who shares these core values and will apply them to our information management efforts. If you believe in the mission of effective and objective intelligence oversight, are committed to excellence, and are looking for an opportunity to have a positive and enduring impact on the United States Intelligence Community, this is the place for you.

## **Major Duties and Responsibilities (MDRs)**

We are looking for an Information Management Program Officer to provide Freedom of Information Act (FOIA), Privacy Act (PA), and Records Management expertise as part of our mission to provide effective and objective intelligence oversight across the Intelligence Community. The Information Management Program Officer will manage the IC IG Records and Information Management Program. The ideal candidate for this position is well versed in managing day-to-day coordination and oversight to properly safeguard Government information, protect IC IG equities, and preserve IC IG



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independence while also promoting accountability and transparency. If you are an excellent collaborator, detail oriented, enjoy research, and possess outstanding organizational skills, we would like to meet you.

The incumbent in this position will:

Serve as the central point of contact, coordination, and control for FOIA, Privacy Act, Classification, and Records Management matters for the IC IG.

Process and review FOIA/PA requests and apply the appropriate FOIA exemptions, ensuring compliance with Federal laws, regulations, and policies and protecting privacy rights of individuals and IC IG equities.

Gather, prepare and review documents in accordance with the Freedom of Information Act (FOIA) and Privacy Act (PA).

Ensure released materials do not contain personal identifiers or directly or indirectly reveal information exempted from disclosure under the applicable statutes.

Receive sensitive information and discern sources, methods, etc., to determine level of sensitivity and what requires redaction before public release.

Review various documents, make applicable redactions, and determine the appropriateness of materials to be released or not to be released.

Coordinate with ODNI/Information Management Office on all IC IG FOIA, PA, and classification related matters to ensure IC IG equities are addressed, including via negotiation with requesters.

Analyze and advise IC IG Leadership and Counsel on various FOIA and PA cases.

Coordinate with the IC IG Counsel team to compose response letters, clarify requests, negotiate additional response time, and make recommendations when necessary.

Lead compliance efforts for the IC IG to protect classified and sensitive information, and promote efficiency in the creation, classification, safeguarding, handling, use, and declassification of information.

Develop and oversee the IC IG's Records and Information Management Program, including administering the program to align with IC IG business and mission needs.

Modernize the IC IG's records management functions by managing the transition of IC IG paper records to electronic records.

Work with the IC IG Director of Technology and ODNI/Information Management Office on electronic recordkeeping requirements, records management applications, as well as technology challenges of accessing and maintaining records over time.



Establish and assess IC IG records management practices to ensure they support the principles of transparency and information sharing throughout the IC IG, ODNI, and Government while protecting IC IG equities.

Ensure compliance with ODNI's Information Security Program, collaborate and coordinate internally and externally to identify best practices in information security.

Analyze IC IG Records Management business processes and provide recommendations to improve workflow and create efficiencies by leveraging automated tools, systems, and technology.

Ensure that IC IG complies with law, policy, and regulations governing records management, including overseeing records file structures, providing advice to IC IG personnel on records management and retention compliance, and educating the workforce on these responsibilities.

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.

## **Mandatory and Educational Requirements**

Broad knowledge of the mission, organization, and functions of the IC IG, ODNI, and IC.

Ability to foster trust within the IC IG and with colleagues, partners, and stakeholders.

Demonstrated ability to lead by example and exemplify IC IG core values of Integrity, Independence, Transparency, Accountability, and Diversity.

Demonstrated experience processing, reviewing and handling Freedom of Information Act (FOIA) and Privacy Act Requests (PA).

Demonstrated knowledge of records management laws, regulations, rules, policies and procedures; the principles and concepts of information governance of various phases of records and information management; and the complete records process and content management framework that supports the entire lifecycle of agency records.

Superior analytical and critical thinking skills, including the ability to think strategically, use judgement and make independent decisions.

Excellent written and verbal communication skills with the ability to conduct independent research, filter and synthesize data, and produce clear, logical, and concise products.

Demonstrated project management skills and ability to effectively multi-task and manage numerous projects simultaneously under tight deadlines with high-quality results.



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.

Strong interpersonal skills in establishing and maintaining effective working relationships with others.

Experience: Applicant must have at least four years of specialized experience. Specialized experience is defined as: Researching/evaluating documents for response to Freedom of Information Act and Privacy Act (FOIA/PA) requests; Safeguarding sensitive information from unwarranted disclosures; Preparing supportive documents in response to FOIA/PA lawsuits; and Creating, disseminating, researching, storing and disposing of Federal records in accordance with Federal laws, regulation and guidance.

Education: Bachelor's degree from an accredited university.

## 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. **POSITION NUMBER:** Reference the position 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:** *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-COO-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.

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 an ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

## A complete application 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.
- POSITION NUMBER:** Reference the position 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.
- 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.
- APPLICANTS CURRENTLY EMPLOYED BY A COMPETITIVE SERVICE AGENCY:** Must provide a written statement that they understand that, if selected for a position with ODNI, they are leaving the competitive service voluntarily to accept an appointment in the excepted service.

**WHERE TO SUBMIT:** *External Candidates must submit an application through the [www.intelligencecareers.gov](http://www.intelligencecareers.gov).* All attachments should be in Microsoft Word or Adobe PDF format.

## 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 federal agencies outside the IC must provide:**

**WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.

- 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.
- POSITION NUMBER:** Reference the position number in the subject line of the email and on each document submitted.



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- d. **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.
- e. **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:** *Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.* Applicants from federal agencies outside the IC should be sent to either DNI-COO-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@dni.gov (unclassified email system).

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

## **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 703-275-3888

## **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: 703-275-3888; Email: HRM-HR-OPS-VACANCY-TEAM@dni.gov.

## **Other Information**

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**COVID-19 Vaccination Requirement:** To ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the federal government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for federal employees. Therefore, to the extent a federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply.

Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.



**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 Reasonable Accommodation Office Representative by classified email at [DNI\\_Reasonable\\_Accommodation\\_WMA@cia.ic.gov](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) by unclassified email at [DNI\\_DRA@dni.gov](mailto: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.

**THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**

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>
- 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