



## General Position Information

**Job Title:** 15928 - Information Sharing and Safeguarding Officer - GS-15

**Salary Range:** \$108,887 - \$160,300 (not applicable for detailees)

**Vacancy Open Period:** 10/7/2016 – 10/28/2016

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** PE/PMISE

**Duty Location:** Bethesda, MD

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** Permanent Change of Station (PCS) relocation expenses for detailees is authorized.

**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 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 cadre.
  - 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.

## **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**

**PARTNER ENGAGEMENT COMPONENT MISSION** The mission of the Office of the Assistant Director of National Intelligence for Partner Engagement (ADNI/PE) is to "Advance partnerships and responsible intelligence and information sharing to enhance decision-making" while we lead and effectively manage a diverse and highly skilled workforce; strengthen partnerships to enable integration, promote mutual understanding, and support accountability; promote interoperable capabilities to drive intelligence and information sharing while protecting privacy, civil liberties, and civil rights; optimize intelligence and information sharing to identify and address threats and opportunities; and develop and implement repeatable business practices to support PE decision making and achieve mission performance.

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

- This position provides significant professional growth opportunity for an individual with interagency collaboration, stakeholder engagement, and performance measurement experience and or strong interest in areas of accelerating national information sharing capabilities.
- The applicant will have the opportunity to directly lead oversight of related National Strategies, Office of the PM-ISE priorities and projects conducted in collaboration Federal, State, local, and tribal governments, the private sector, and international partners within the law enforcement, intelligence, defense, homeland security, and diplomatic communities.
- There will be exciting and demanding opportunities with high priority projects as this position will be responsible for leading staff accomplishments to re-establish a government-wide strategic information sharing and safeguarding performance framework to support budget & performance integration and further develop important mission partner relationships through stakeholder engagement. We want a high potential GS-14/15, with time-in-grade in crosscutting interagency roles preferably with Federal, State or local homeland security or public safety experience, to help us achieve the long-term ISE vision



# 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

- National Security Through Responsible Information Sharing.
- The PM-ISE work environment is fast paced, with a broad span of government-wide responsibilities; tough national problems to solve; rapidly changing priorities; and relatively unstructured. High performing individuals are recognized, rewarded, and incentivized to advance.
- Oversee and implement the application and communication of capabilities, policies, guidelines, and procedures that support information sharing with mission partners and provide a framework for measuring the implementation performance of mission partners.
- Lead, re-establish, plan and oversee performance collection and analysis of coordinated information sharing and safeguarding activities in partnership with U.S. Government agencies, state, local, tribal, private sector partners, and foreign partners to leverage existing information sharing capabilities and align policies, standards, systems, and information.
- Lead and engage collaborative stakeholder engagement activities with partners and other government agencies; as requested, represent the organization in interagency working groups, and in doing so, effectively recognize, value, build, and leverage diverse and collaborative networks with these organizations.
- Lead, plan, and oversee all aspects of partner visits with leadership, to include advancing coordination with partners, developing meeting agendas, preparing leadership for meetings, developing Memorandum for Records, and monitoring the completion of follow-on actions.
- Engage in and facilitate information sharing interoperability projects and effective coordination between the organization, U.S. Government agencies, and other partners, and in so doing improve leadership support, unit performance, and staff procedures.
- Lead, plan, promote, and share information and knowledge with other government agencies, and in doing so, effectively recognize, value, build, and leverage diverse and collaborative networks within these organizations.
- Guide the planning, preparation, and presentation of briefing papers, meeting guidance, and other related information on partner information sharing issues, partner relationships, and policies for senior leaders.

## **Mandatory and Educational Requirements**

- Expert experience with and knowledge of U.S. Government agencies', state, local, tribal, private sector partners', and foreign partners' operations, and situational awareness.
- Expert experience and knowledge of inter-agency coordination and operations to sustain effective working relationships with other U.S. Government departments, agencies, and centers.
- Superior ability to develop effective performance collection and analysis of complex interagency projects, taking into account a diverse range of considerations and ensuring that the activities can be successfully measured.
- Superior ability to communicate complex information clearly, concisely, and in a creative manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives.



## 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.

**WHERE TO SUBMIT:** Applications should be sent to either [DNI-MSD-HR-RR-Team\\_B\\_WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [mcpherc@dni.ic.gov](mailto:mcpherc@dni.ic.gov) (Candace M.) and [joswicd@dni.ic.gov](mailto:joswicd@dni.ic.gov) (Daniel J.) 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.



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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 703-275-3811.

## 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: 703-275-3811; Email: [Recruitment\\_TeamB@dni.gov](mailto: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-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. 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.**