



# 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

**Job Title:** 16116 - Associate Civil Liberties, Privacy and Transparency Officer - GS-15

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

**Vacancy Open Period:** 03/12/2019 – 03/27/2019

**Position Type:** Cadre, Detailee

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

**Division:** CLPT/ODIR

**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 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.
- 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.
- 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 Civil Liberties and Privacy Office (CLPO) implements the responsibilities of the Civil Liberties Protection Officer under applicable laws, executive orders, directives, and policies, including Section 103D of the National Security Act, Section 1062 of the Intelligence Reform and Terrorism Prevention Act, and EO 12333. Specifically, the CLPO's mission includes to oversee compliance by the Office of the Director of National Intelligence (ODNI) with the constitution, all laws, Executive Orders, and implementing guidelines relating to civil liberties or privacy; ensure the protection of civil liberties and privacy is appropriately incorporated in policies and procedures developed and implemented by the ODNI and elements of the Intelligence Community (IC); ensure that the use of technologies sustain, and do not erode, privacy protections regarding the use, collection, and disclosure of personal information; ensure adequate procedures to receive, respond to, investigate, and redress privacy and civil liberties complaints; assess – and as appropriate, investigate - complaints and other information indicating possible abuses of civil liberties and privacy in the activities of the ODNI; conduct privacy impact assessments and ensure that personal information contained in a system of records subject to the Privacy Act is handled in compliance with fair information practices set out in the Privacy Act; review ODNI actions, policies, guidelines, and their implementation; and perform other duties as assigned by the DNI.

## Major Duties and Responsibilities (MDRs)

- Direct the execution of the Office of Civil Liberties, Privacy and Transparency (CLPT) duties as they relate to the Office of the Director of National Intelligence (ODNI) and across the Intelligence Community (IC).
- Oversee and assess the implementation of privacy and civil liberties protections in the application of information sharing policies, procedures, and standards.
- Lead the research, review, and recommendation of modifications, as necessary, to information sharing policies, procedures, and standards, to protect privacy and civil liberties.
- Establish plan, analyze, and evaluate findings, conclusions and policy recommendations.
- Direct reviews, analyses, advice, and recommendations on ODNI and IC technology activities, programs, policies, procedures, and standards of operations.
- Serve as subject matter expert on Executive Order (EO) 12333 as it relates to the protection of United States (U.S.) persons, and identify and recommend measures to address issues relating to U.S. person information in the intelligence cycle.



- Oversee the development and implementation of civil liberties and privacy compliance measures for the ODNI and the IC; work in coordination with the Office of General Counsel staff and other stakeholders (i.e. subject matter experts, Operators, and analysts) to identify, assess, and manage compliance risk areas related to civil liberties and privacy.
- Lead the identification and recommendation of measures to address IC-related civil liberties and privacy issues.
- Lead the development and implementation of Community-wide civil liberties and privacy compliance practices.
- Establish controls, provide oversight, and monitor initiatives to ensure the use of technologies at the ODNI sustains privacy protections in the use, collection, retention, administration, and disclosure of personal information.
- Advise the CLPT on civil liberties and privacy incidents, violations and vulnerabilities and the associated implications on counterintelligence.
- Lead the development and implementation of enterprise-wide civil liberties and privacy-related initiatives aligned with the CLPT strategic plan.
- Establish internal, external, and interagency networks; represent CLPT in meetings and conferences regarding civil liberties and privacy issues at ODNI and throughout the IC; participate in reviews and interactions with other organizations regarding civil liberties and privacy issues.
- Liaise with the appropriate officials and stakeholders to develop, implement, and promulgate civil liberties and privacy related policies.

## **Mandatory and Educational Requirements**

- Expert knowledge of laws, regulations, policies, procedures, EOs, implementation guidelines, rules, and agreements relating to federal privacy and civil liberties.
- Expert knowledge of the IC, Executive Order 12333, the United States Constitution.
- Expert knowledge of international, state, and local privacy and civil liberties issues, including the ability to analyze information and database technologies that may implicate privacy protections.
- Superior ability to develop and implement civil liberties and privacy compliance activities, programs, and fact-finding or investigative methods.
- Expert knowledge of research methodologies and legal practices to conduct research, form objective conclusions, analyze issues, evaluate then draft findings and assessments, and make recommendations based on facts and evidence.
- Expert interpersonal and organizational skills with proven ability to effectively manage the implementation of multiple projects and competing priorities.



- Superior oral and written communication skills, including the ability to produce clear, logical, and concise products that are targeted to and meets the needs of diverse audiences with different perspectives and objectives.
- Superior ability to exert influence with senior leadership and communicate effectively with people at all staff levels, both internal and external to the organization.
- Superior interpersonal skills and ability to work effectively, both independently and in a team or collaborative effort.
- Superior analytic and critical thinking skills, including the ability to conduct assessments, to identify issues and to develop process improvement recommendations.
- Superior skill in negotiating and consulting and superior judgment in applying principles to identify and solve problems.

## Desired Requirements

- Ability to exercise discernment in providing advice regarding complicated policy and technical issues related to counterterrorism, counterintelligence, counter-proliferation and cybersecurity.
- Ability to effectively enhance public understanding of the ODNI and IC's mission, rules, and oversight framework, through authorized transparency channels.
- Strong knowledge of security clearance reform.
- Strong knowledge of continuous evaluation programs.
- Experience developing and managing web-based civil liberties and privacy related training (e.g., Publicly Available Information, Privacy Act and Personally Identifiable Information, Use and Protection of US Person Information and the First Amendment).

## 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 in the cover letter 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.



- 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\\_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 [joswida@dni.ic.gov](mailto:joswida@dni.ic.gov) (Daniel J.), [mitchsl@dni.ic.gov](mailto:mitchsl@dni.ic.gov) (Stephanie M.), and [gilesro@dni.ic.gov](mailto:gilesro@dni.ic.gov) (Roderick G.) 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 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-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 [joswida@dni.ic.gov](mailto:joswida@dni.ic.gov) (Daniel J.), [mitchsl@dni.ic.gov](mailto:mitchsl@dni.ic.gov) (Stephanie M.), and [gilesro@dni.ic.gov](mailto:gilesro@dni.ic.gov) (Roderick G.) 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 301-243-1318.

## 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](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\\_COO\\_TM\\_EEOD\\_RA\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov), by unclassified email at [DNI-EEOD\\_WMA@cia.ic.gov](mailto: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.**