General Position Information

Job Title: 16725 - Chief, Programs & Standards Division - SNIS Executive Tier 1

Salary Range: N/A (not applicable for detailees)

Vacancy Open Period: 12/21/2018 – 12/21/2019

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: CMO/CMO

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: Not 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

SPECIAL NOTE: Previous applicants need not reapply

Please note: The duty location for this position can be in either McLean or Bethesda site.

This is an opportunity for:

- An internal candidate to fill a SNIS Executive Tier 1 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

Senior Service (SNIS, SES, SIS, DISES, DISL) candidates and highly qualified GS-15s 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:

    o Current ODNI permanent cadre.

- For a detailee assignment:

  o Current Federal Government employees. Senior Service (SNIS, SES, SIS, DISES, DISL) candidates and highly qualified GS-15s may apply.

  o **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)

- Plan and oversee the development and implementation of information sharing process, protocols and architecture.

- Support ISE planning and assessments and work with key collaboration offices such as IC CIO to ensure integrated architectures as well as project management.

- Support public safety communications integration efforts to include FirstNet and other Identity, Credential, and Access Management needs.

- Support ISE planning and development of common identity management practices implemented by the ISE partners.

- Support Information Sharing Council and its working groups to include the Sensitive But Unclassified (SBU) Technical Advisory Committee to develop ISE Planning and Assessment methodologies, ISE performance metrics and framework for planning.

- Plan and oversee the development and implementation of information sharing policies, guidelines and directives especially those pertaining to the SBU environment.

- Manage and oversee execution of ISE Initiative Program (IIP) related projects.

- Develop and oversee the implementation and use of FSLT data and use of data and reporting standards.

- Consult with heads of departments and agencies on information sharing and safeguarding issues and requirements.

- Develop policies to foster ISE development and operation.

- Develop, coordinate, and Issue functional standards and procedures as appropriate to foster ISE execution. Ensure technical consistency and policy compliance among the ISE partners.

- Lead a team of professional staff in successfully defining and managing complex issues, assess performance, collaborate and oversee goal setting, and provide feedback on professional development.

Mandatory and Educational Requirements

- Superior leadership ability, with the experience to effectively communicate organizational vision and align employee and program performance to the mission.

- Expertise developing approaches and plans for Division and Group information sharing missions and activities.

- Deep knowledge and understanding of information sharing capabilities and requirements.

- Experience in practical information sharing challenges facing the partners in the current national security environment.

- Proven ability to coordinate, network, communicate and exert influence effectively at all levels across the ODNI and the information sharing enterprise.

- Excellent organizational, managerial, and leadership skills, including ability to effectively manage the professional development of staff employees.

- Extensive knowledge of the ODNI budgetary requirements, personnel regulations, and resource allocations policies and procedures.

- Strong operational and tactical planning, critical thinking and analytical skills required to propose innovative solutions and implement change with resourcefulness and creativity.

- Excellent oral and written communication skills, including the ability to clearly convey complex information to audiences of all levels.

- Expert ability to review, synthesize, and advise on a wide-variety of information sharing leadership, oversight, and management issues, processes, plans, outcomes, and reviews.

- Experience leading a large organization and fostering an environment of inclusion.

Desired Requirements

- Prior experience as a senior leader/manager in the ODNI or an IC agency with service in a minimum of two IC components.

- Knowledge of DHS, DOJ and FBI partner engagement and information sharing activities.

- Outstanding performance in Tier senior executive positions or GS-15 supervisory positions.

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@cia.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 submit their materials to both longvj@cia.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.

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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-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.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.**