



General Position Information

Job Title: 17082 - Intel Sharing Engagement Officer - GS-13

Salary Range: \$81,548 - \$126,062 (not applicable for detailees)

Vacancy Open Period: 01/22/2019 - 02/20/2019

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: PE/IS&EP

Duty Location: McLean, 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 candidate to fill a GS-13 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 Office of the Deputy Director of National Intelligence for Strategy and Engagement (S&E) is responsible for aligning the Intelligence Community's current focus with future strategies to drive national security outcomes. S&E positions the IC to achieve the future vision by leading transformative initiatives and cutting-edge research and development; supporting and spurring innovations; re-imagining data management in the digital age; establishing clear policy direction; and actively engaging with senior policymakers and the public. The Policy and Strategy component of S&E oversees the establishment of internal ODNI and Intelligence Community policy, the creation of the National Intelligence Strategy and associated progress assessments, and the formation, coordination, and dissemination of DNI national intelligence sharing guidance.

Major Duties and Responsibilities (MDRs)

- Serve as the project lead managing the day-to-day business of development and operations and maintenance of IDSCLOSE, ODNI's application designed to manage, review, and approve foreign disclosure and information sharing requests; provide government oversight of contractor support to the program; assist in formulation and management of program budget; and support Statement of Work Level of Effort documentation. • Support IDSCLOSE program management reviews with ODNI CIO, MSD and other compliance offices; coordinate with appropriate staff officers on legal, policy, oversight, and compliance questions requiring resolution. • Ensure IDSCLOSE program alignment with strategic and corporate objectives; develop the definition and review of customer and stakeholder requirements; ensure plans and schedules are developed and followed throughout the life of the project. • Provide oversight to the successful execution of project spend plans and assess variances from cost and schedule baseline; oversee the reallocation of recourses in response to change considering impact to project cost, schedule, and quality of deliverables. • Understand and execute existing ODNI foreign disclosure and release policies; promote knowledge of current processes and procedures. • Coordinate, plan, and perform intelligence information review and release activities for the Office of the Director of National Intelligence (ODNI) to ensure accurate, timely, relevant, and complete responses to public, executive, legislative, or judicial requests. • Perform analysis of complex/critical intelligence information and make extensive recommendations for information review and disclosure/release of such information; plan for and coordinate quality control reviews of products disseminated outside the ODNI. • Plan, coordinate, and document information review and release within the ODNI and, as appropriate, with other U.S. and foreign government entities; participate in inter- and intra-agency information review and release forums and represent the ODNI as needed. • Plan, develop and communicate policies, guidelines, and procedures that support information sharing with partners (foreign, military, private sector, etc.).

Mandatory and Educational Requirements



- Demonstrated knowledge of information system security plans and procedures; ability to balance responsibilities among project activities and manage transitions effectively from task to task; knowledge of the AGILE framework, AWS, and C2S services.
- Demonstrated knowledge of EO 13526, ODNI, and IC policy and procedures in matters of foreign disclosure and release.
- Demonstrated foreign disclosure knowledge and skills in adjudicating foreign disclosure or release requests derived from intelligence equities.
- Extensive knowledge and experience in balancing competing work requirements to ensure that priorities and deadlines are met; demonstrated problem solving skills including the ability to identify complex problems, develop a range of options, and determine preferred courses of action, then move courses of action from concept to reality.
- Demonstrated negotiation, influencing, and conflict management skills; extensive experience resolving complex, cross-component and cross-program issues.
- Demonstrated customer service skills and ability to anticipate and respond to customers' needs in a manner that provides added value and generates customer satisfaction.
- Demonstrated oral and written communication skills, including the ability to express complex and at times controversial ideas, explanations, and concepts in a manner appropriate for the audience (one-on-one, small groups, etc.) using a variety of formats (e-mail, counseling, briefing, training courses, etc.).
- Knowledge of the ODNI's structure and history, including mission and business functions.
- Demonstrated interpersonal skills, as evidenced by effective working relationships with colleagues and managers; demonstrated ability to work effectively as a team member; demonstrated ability to understand the differences in roles to build team cohesiveness, reach consensus, and achieve team goals; share information, knowledge, and information with the team.

Desired Requirements

None.

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 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.
- 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 brookkl@dni.ic.gov (*Karren B.*) 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@dni.ic.gov (*Vincent L.*) and brookkl@dni.ic.gov (*Karren B.*) 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 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. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**