



General Position Information

Job Title: 17294- Information Safeguarding Officer - GS-15

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

Vacancy Open Period: 7/22/2016 – 8/5/2016

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: PM-ISE/ISE

Duty Location: Washington, D.C.

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

The Information Sharing Environment (ISE) was legislatively established to oversee provisioning of integrated, shared terrorism-related information to analysts, operators, and investigators across the law enforcement, public safety, homeland security, intelligence, defense, and foreign affairs communities. The ISE facilitates information sharing and safeguarding among federal agencies; across levels of government - federal, state, local, tribal, and territorial; and with private sector partners and foreign allies. The Program Manager (PM) for the ISE (PM-ISE), with its government wide authorities, works with these communities to oversee the implementation of management, discovery, fusing, and sharing of terrorism related information. Related Presidentially-directed mission areas are: homeland security, law enforcement, weapons of mass destruction, and cybersecurity. The PM-ISE is administratively housed in the ODNI and directly supports the National Security Council staff and offices within the Executive Office of the President (refer to www.ise.gov).

PM-ISE Vision: National Security through responsible information sharing, The PM-ISE is comprised of three Divisions and one Team.

The Divisions are: 1) ISE Programs, 2) ISE Technology, and 3) ISE Management & Stakeholder Engagement. The Team: 1) Staff Operations.

Major Duties and Responsibilities (MDRs)

- This reimbursable detail position provides significant professional growth opportunity for an individual with interagency, sharing and safeguarding architecture, standards, and technology experience and strong interest in accelerating national information sharing and safeguarding capabilities. The applicant will have the opportunity to directly lead implementation of related National Strategies, Office of the Program



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Manager - Information Sharing Environment (PM-ISE) priorities and projects conducted in collaboration with the National Security Staff, Office of Management and Budget, 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 in information sharing and safeguarding projects, governance, and further developing important mission partner relationships. We want a successful GS-15 or high potential GS-14, with time-in-grade in Architecture, Standards, and/or Technology roles to help us achieve the ISE vision – 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.
- Provide strategic input to interagency working groups to develop, design, align, and implement government-wide management, governance, policy, programmatic and privacy solutions.
- Provide strategic and technical input along with interagency collaboration promoting and advancing efforts to develop, design, align, and implement government-wide Federated Identity Credentialing and Access Management (ICAM)
- • Conduct ongoing interagency collaboration and outreach with senior Department and Agency, Office of Management and Budget (OMB), Congress, and White House personnel related to ISE standards, architecture, technological, investment, performance and policy.
- Engagement with non-Federal and non-governmental standards and architecture organizations, professional associations, and stakeholders
- Establish, coordinate, and maintain clear roles and responsibilities for participants, support development of strategies to institutionalize capabilities, and build strong linkages with mission partners.
- Contribute to the planning, development, coordination, and review of strategic plans, implementation plans, guidance memoranda, standards, progress reports, communications, and responses to external inquiries.
- Promote mission and policy priorities when interacting with stakeholders and mission partners.
- Plan and implement the requirements, resources, standards, and practices necessary to align policies and programming initiatives identified in consultation with the National Security Council Staff and OMB with the goals and requirements of the ISE.
- Foster the creation of policy management frameworks, processes, and products to ensure ISE guidance, functional standards, and direction are documented and promulgated in compliance with the Intelligence Reform and Terrorism Prevention Act (as amended), Presidential Guideline Requirements, Executive Orders, and national strategies for information sharing and safeguarding.
- Support the PM-ISE senior management team in planning, coordinating, aligning, and executing program management responsibilities.



Mandatory Requirements

- Ability to collect, review, and synthesize large amounts of disparate information, and to manage competing priorities.
- Expert interpersonal, and team building skills and ability to maintain and sustain professional networks across organizations, stakeholders, and customers.
- Expert knowledge/understanding of the methods and practices of government project management and planning.
- Expert knowledge of the fundamentals of Federated Identity, Credentialing, and Access Management (ICAM)
- Expert knowledge of the laws, policies, procedures, standards and technologies that enable information sharing.
- Knowledge of Federal Department/Agency and State, local, and tribal agency missions and functions, and how they may be impacted by standardization of 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 (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both mcpherc@dni.ic.gov (Candace M.) and 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



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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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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



Other Information

For Joint Duty, paste this entire section into the **Other Comments** section

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.**