



## General Position Information

**Job Title:** 22369 - Information Sharing and Safeguarding Officer - GS-15

**Salary Range:** \$117,191 - \$166,500 (not applicable for detailees)

**Vacancy Open Period:** 4/9/2019 – 4/9/2020

**Position Type:** Cadre, Detailee

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

**Division:** PS/IS

**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.

**\*\*\*OPEN UNTIL FILLED: This announcement will be open until the position is filled. Cut-off points are scheduled in two-week increments. After each cut-off point, all compliant applicants received during the previous two weeks will be reviewed for consideration.\*\*\***

## Component Mission

The Office of the Assistant Director of National Intelligence for Policy and Strategy (OADNI/P&S) is responsible for developing and coordinating Intelligence Community (IC)-wide policy; setting IC strategy; overseeing and promoting responsible information sharing and safeguarding; managing the execution of the DNI's controlled access program responsibilities; and advising the Director of National Intelligence (DNI) on initiatives. P&S' overriding aim is to build a more integrated, collaborative, and secure community.

## Major Duties and Responsibilities (MDRs)

Information and Data reimagines the data and information landscape in light of our digital future, ensuring that the IC collects, creates protects, uses, shares, and manages data and information in a way that enables the IC to know, find, and use the information at the speed of relevance, and that the IC can continue to deliver the right data to the right people, at the right time, in the right form.

- Provide oversight and leadership in the planning, development, and implementation of programs, policies, and procedures that result in the effective sharing of information across the Government while protecting Intelligence and Law Enforcement sources and methods, operational equities, and U.S. persons' privacy.
- Oversee and lead an evaluation of the potential impact of obstacles to information flow across the IC and work with policy analysts and Intelligence Community (IC) partners to develop and implement policy and process improvements.
- Lead the planning, identification, and development of effective solutions to intelligence access issues experienced by departments throughout the IC and U.S. Government.
- Provide oversight and leadership to ensure the maximum exchange of information throughout the IC and to non-traditional customers by balancing the responsibility-to-provide principle with the need-to-know standard as defined by existing policies, laws, and regulations.
- Provide oversight and leadership over the negotiation process for defining agreements with other IC and Government agencies in support of information sharing; plan, develop, and write Memorandums of Understanding establishing information sharing agreements with these components.



# 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

- Lead and direct the organization's sensitive intelligence and information technology system access approval operation ensuring customers' needs are met and information is timely and accurate.
- Continually expand personal expertise with regard to the development and implementation of information sharing tools, technology, plans, and policies to facilitate the cooperation and effective coordination of the Office of the Director National Intelligence (ODNI), the IC, and other U.S. Government agencies.
- Lead, oversee, and orchestrate inter-agency and cross-directorate collaboration on the development of internal information sharing policies, guidelines, and procedures, and/or broker information sharing agreements with external entities; evaluate and assess these efforts to ensure that they are successful.
- Lead, oversee, plan, and develop the implementation of interagency information sharing activities and programs that coordinate and integrate the competing requirements and priorities of multiple stakeholders.
- Provide leadership, oversight, and guidance in the preparation of briefings, reports, and presentations for ODNI leadership, senior policymakers, IC members and other intelligence consumers in a manner that meets their specified requirements.
- Lead a team of professional staff and assess performance, collaborate and oversee goal setting, and provide feedback on personal development.

## Mandatory and Educational Requirements

- Expert knowledge of information sharing theory, policies, procedures, and technologies, as well as expert knowledge of how to develop and facilitate the implementation of those mechanisms.
- Expert knowledge of the mission, charter, roles, and responsibilities of the ODNI, IC, and U.S. Government agencies, and how these organizations can effectively cooperate in implementing information sharing plans and programs.
- Superior ability to identify emerging information sharing trends and issues, as well as the ability to assess the influence of these trends and issues on the effectiveness of U.S. Government programs.
- Superior ability to communicate clearly, orally and in written reports and documents, policies, plans, and programs related to improving information sharing across the U.S. Government.
- Superior ability to logically analyze, synthesize, and judge information, as well as the ability to review and incorporate multiple sources of information in performing assignments.
- Superior ability in developing effective professional and interpersonal relationships with peers and colleagues in ODNI, the IC, and U.S. Government, and to earn their confidence and trust.
- Superior level interpersonal, organizational, and problem-solving skills, including a superior ability to work effectively at the highest levels within an interagency environment on complex issues requiring sensitive negotiations and consensus building.



- Extensive knowledge of Information Assurance standards and practices to include attribute-based access, automated user authorization, auditing, and security at the data-level to enable a trust-based model for the free flow of information among participants.
- Superior ability to effectively diagnose, isolate, and expediently resolve complex problems pertaining to data and security engineering, and prior exposure to implementing security in a cloud environment.
- Superior ability to identify emerging information sharing trends and issues, as well as the ability to assess the influence of these trends and issues on the effectiveness of U.S. Government programs.
- Extensive experience supporting the exchange of intelligence information between collectors, analysts, and end users in order to improve national and homeland security.

## 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 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.
- 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\\_COO\\_TM\\_HR\\_OPS\\_TEAM\\_A\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_HR_OPS_TEAM_A_WMA@cia.ic.gov) (classified email system) or [Recruitment\\_TeamA@dni.gov](mailto:Recruitment_TeamA@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [portifa@dni.ic.gov](mailto:portifa@dni.ic.gov) (*Faith P.*) and [bankssa@dni.ic.gov](mailto:bankssa@dni.ic.gov) (*Sandra 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 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\\_COO\\_TM\\_HR\\_OPS\\_TEAM\\_A\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_HR_OPS_TEAM_A_WMA@cia.ic.gov) (classified email system) or [Recruitment\\_TeamA@dni.gov](mailto:Recruitment_TeamA@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [portifa@dni.ic.gov](mailto:portifa@dni.ic.gov) (*Faith P.*) and [bankssa@dni.ic.gov](mailto:bankssa@dni.ic.gov) (*Sandra 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](mailto: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](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.**