



## General Position Information

**Job Title:** Records Management Officer

**Position Number:** CO129

**Position Grade:** GS-13

**Salary Range:** \$106,823 - \$138,868 (not applicable for detailees)

**Vacancy Open Period:** 04/26/2022 – 5/18/2022

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal and External Candidates, Detailees

**Division:** DNI/COO

**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 or external 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 as 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.



- Current Federal Government employees. (Current GS employees at the same grade as the advertised position grade may apply.)
- Candidates outside the Federal Government.
- 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. (Current GS employees at the same grade as 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.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.

## **Component Mission**

The Office of the Director of National Intelligence (ODNI) Chief Operating Officer (COO) has the responsibility for advising the Director of National Intelligence (DNI) and administering the DNI's vision and direction to the ODNI enterprise. This includes synchronizing policy, plans, procedures, and cross-functional issues. The COO is responsible for integrating the ODNI staff to execute all missions and tasks designated by the DNI and the Principal Deputy Director of National Intelligence (PDDNI), and for overseeing the internal management of the ODNI.

The COO oversees all ODNI business operations, including such areas as human resources, diversity & inclusion, finance and budget, information technology, security, facilities, and information management. The COO is also responsible for ODNI's emergency planning.

## **Major Duties and Responsibilities (MDRs)**

The Information Management Office (IMO), aligned under the COO, is responsible for the timely and accurate management of sensitive information produced and utilized by the ODNI. This includes synchronizing policy, plans, procedures, and cross-functional issues. The core functions of IMO include classification and declassification management (including prepublication), information review and release, and Federal Records Management.

The selected candidate's primary portfolio will be to support the Chief, RMG in implementing the ODNI's Records Management Program.



In this capacity, the selected candidate will:

Implement 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.

Support implementation of key records management initiatives, including a CAPSTONE approach to email management, digitizing ODNI's legacy hard-copy records, launching an Electronic Records Management System, and establishing a consolidated records control schedule.

Relay guidance to ODNI components on how to capture, organize, and dispose of records, regardless of media type, and ensure consistent, standardized guidance on records best practices.

Evaluate sensitive intelligence and information technology systems in terms of records equities, to ensure records controls are incorporated if applicable, and improve records retrieval and preservation processes.

Review and assist in efforts to identify and evaluate the potential impact of obstacles to information flow across the Intelligence Community (IC) and work with policy analysts and IC partners to develop and implement policy and process improvements.

Support various records and information management focused committees and working groups, both within the IC and with NARA or other Federal agencies.

## **Mandatory and Educational Requirements**

Thorough 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.

Working knowledge of information sharing policies, procedures, and technologies, to include familiarity with NARA's records control schedules.

Familiarity with Federal records directives and records reporting requirements to NARA.

Working knowledge of the archiving and retirement process for paper records.

Ability to effectively diagnose, isolate, and expediently resolve complex problems pertaining to information and records, and to apply an understanding of file plan structures for electronic records.

Ability to identify emerging information and records management trends and issues, as well as the ability to assess the influence of these trends on U.S. Government programs.

Ability to communicate clearly, both in-person, virtually, and in written documents and email, policies, plans, and programs related to improving information sharing across the U.S. Government.



Excellent organizational, managerial, and leadership skills including the ability to manage the professional development of employees, and adequately task contractors.

Excellent communication and interpersonal skills, including the ability to brief senior leadership and communicate effectively at all staff levels, both internal and external to the organization.

Proven critical thinking skills and the ability to prepare finished assessments and other written products with an emphasis on strategic planning, clear organization, and concise and logical presentation.

Demonstrated ability to make sound decisions in a fast-paced environment.

## **Desired Requirements**

At least two years of Federal Records Management experience.

Education: Bachelor's degree or equivalent experience as determined by mission specialty area.

Certifications/ Licenses: NARA Certificate of Federal Records Management, or equivalent completion of NARA training modules; ARMA Essentials of Records and Information Management (RIM) Certificate

## **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 in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **POSITION NUMBER:** Reference the position 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:** *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).* For current employees who do not currently have access to internal systems, applications should be sent to either DNI-COO-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.



## External Candidates:

### Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of an ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

### A complete application 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.
- POSITION NUMBER:** Reference the position 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.
- SF-50:** Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action," to verify current federal status, position, title, grade, and organization of record.
- APPLICANTS CURRENTLY EMPLOYED BY A COMPETITIVE SERVICE AGENCY:** Must provide a written statement that they understand that, if selected for a position with ODNI, they are leaving the competitive service voluntarily to accept an appointment in the excepted service.

**WHERE TO SUBMIT:** *External Candidates must submit an application through the [www.intelligencecareers.gov](http://www.intelligencecareers.gov).* All attachments should be in Microsoft Word or Adobe PDF format.

### 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 federal agencies outside the IC must provide:

**WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.

- 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 in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **POSITION NUMBER:** Reference the position number in the subject line of the email and on each document submitted.
- d. **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.
- e. **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:** *Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.* Applicants from federal agencies outside the IC should be sent to either DNI-COO-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@dni.gov (unclassified email system).

All attachments should be in Microsoft Word or Adobe PDF format.

#### **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 703-275-3888

#### **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: 703-275-3888; Email: HRM-HR-OPS-VACANCY-TEAM@dni.gov.

#### **Other Information**

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**COVID-19 Vaccination Requirement:** To ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the federal government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for federal employees. Therefore, to the extent a federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply.



Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

**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 Reasonable Accommodation Office Representative by classified email at [DNI\\_Reasonable\\_Accommodation\\_WMA@cia.ic.gov](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) by unclassified email at [DNI\\_DRA@dni.gov](mailto:DNI_DRA@dni.gov), by telephone at 703-275-3900 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis.

**THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfeds.com>
- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered):  
<http://www.opm.gov/retire/index.asp> If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependent Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules