



## General Position Information

**Job Title:** Information Sharing and Safeguarding Officer

**Position Number:** 12172

**Position Grade:** GS - 15

**Salary Range:** \$126,233 - \$176,300 (not applicable for detailees)

**Vacancy Open Period:** 03/01/2022 – 03/16/2022

**Position Type:** Cadre, Detailee

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

**Division:** ODNI/NCSC

**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

- For a cadre assignment:
  - Current ODNI permanent cadre.
- For a detailee assignment:
  - Current Federal Government employees at the same grade or up to 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 mission of the National Counterintelligence & Security Center is to lead and support the U.S. Government's counterintelligence (CI) and security activities critical to protecting our nation; provide CI outreach to U.S. private sector entities at risk of foreign intelligence penetration; and issue public warnings regarding intelligence threats to the U.S.

## Major Duties and Responsibilities (MDRs)

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.

Research, identify, and pursue information sharing solutions for NCSC initiatives, to include development of bi-lateral and multi-lateral information sharing MOUs and agreements.

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.

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.

Engage and collaborate with relevant stakeholders, including CLPT, OGC, information security, and others to facilitate compliance with relevant laws and policies.

## **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.

Superior ability to objectively evaluate U.S. Government and interagency information sharing policies and plans, taking into account a diverse and complex range of considerations in performing the evaluations.

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 balance responsibilities among assigned activities; including the ability to manage transitions effectively from task to task, and proven adaptability to varying customer needs.



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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.

## 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-HR-HRM-TEAMB-Mailbox@cia.ic.gov](mailto:DNI-HR-HRM-TEAMB-Mailbox@cia.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@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.

### 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:

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



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- 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. **POSITION NUMBER:** Reference the position 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:** *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-HR-HRM-TEAMB-Mailbox@cia.ic.gov](mailto:DNI-HR-HRM-TEAMB-Mailbox@cia.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system).

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 301-243-1318.

## 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 301-243-1318; Email: [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov).

## Other Information

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



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**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) and [DNI\\_Diversity\\_WMA@cia.ic.gov](mailto:DNI_Diversity_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. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOC 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.**