



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

General Position Information

Job Title: 16434 – COO/Deputy Director, Information Management Officer – GS-15

Salary Range: \$121,316 - \$170,800 (not applicable for detailees)

Vacancy Open Period: 10/8/2020 – 10/23/2020

Position Type: Cadre

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/COO/IMO

Duty Location: Bethesda, Maryland

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 candidates 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

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.

Current GS employees at the same grade and one below the advertised grade may apply.

- For a cadre assignment:
 - Current ODNI permanent cadre at the same grade or one below may apply.
- For a detailee assignment:
 - Current Federal Government employees at the same grade or one below may apply.



Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual.

Component Mission:

The Office of the Director of National Intelligence (ODNI), Chief Operating Officer (COO) has the responsibility and authority for supervising, coordinating, providing guidance, and administering the Director of National Intelligence's (DNI) direction to the ODNI, as well as providing guidance to the ODNI centers. This includes integrating and synchronizing policy, plans, positions, procedures, and cross-functional issues. The COO is responsible for synchronizing and integrating the ODNI staff to execute all missions and tasks designated by the DNI and the Principal Deputy Director of National Intelligence (PDDNI). In addition, the COO oversees the internal management of the ODNI.

The Information Management Office (IMO) provides guidance to ensure consistent information management practices to the ODNI elements and across the Intelligence Community (IC), while managing mandatory information management programs for the ODNI. Information management includes controlling information throughout its life cycle. IMO's focus includes the disciplines of records management, classification & prepublication management, and information review & release, including declassification and Controlled Unclassified Information. IMO represents the ODNI at the National Archives and Records Administration (NARA) and at Federal Boards, Councils, and Working Groups, including the Federal Records Council. IMO represents the IC at the National Declassification Executive Board, Public Interest Declassification Board, National Declassification Center, and Interagency Security Classification Appeals Panel. In addition, IMO chairs the IC Information Management Committee (IMC). IMO provides an array of products and services to the ODNI related to information management support, guidance and training. Examples include the drafting and implementation of all information management-related policy, Records Control Schedules (RCS), prepublication review, classification guidance and review, and Freedom of Information Act (FOIA) processing, to include litigation support.

Major Duties and Responsibilities:

- Support the Director in managing ODNI Classification & Prepublication, Records, and Information Review and Release Programs to protect national security information and prevent its unauthorized disclosure, while facilitating the appropriate release of information to the public.
- Support the Director in managing the Records Program to modernize ODNI record keeping in the digital age and integrate records with the overall data lifecycle.
- Support the ODNI Chief Operating Officer in her/his role as the Chief FOIA Officer, the Senior Agency Official for Classification, and the Senior Agency Official for Records Management.
- Oversee the accurate and timely response to high-priority, short suspense taskings from Congress and the White House, and work closely with NARA and the Department of Justice.
- Support the Chair of the IMC, leading IC-wide collaboration on the modernization of Information Management programs.
- Establish, guide, and oversee ODNI and IC working groups, boards, and committees, as needed, to support accomplishment of corporate and strategic goals.
- Plan, prepare, and present briefings, training, reports, and presentations to ODNI leadership, senior policymakers, IC members, and other intelligence consumers in a manner that meets their specified requirements.
- Build and maintain effective partnerships across ODNI and the Executive Branch.



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- Lead a team of professional staff and assess performance, collaborate and oversee goal setting, and provide feedback on personal development.

Mandatory Requirements:

- Expert ability to succeed in leading and implementing an Information Management program, as well as knowledge of current industry best practices and technology initiatives to modernize information management.
- Representational acumen to effectively collaborate with agency counterparts and lead IC-wide information management initiatives and to brief regularly Senior Leadership and Congressional staff.
- 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.
- Knowledge of the IC and Department of Defense (DOD) organizations, their missions, and business practices in relevant discipline areas.
- Extensive knowledge of the FOIA, Privacy Act, and Executive Order (E.O.) 13526, Classified National Security Information, classification policies, procedures, and technologies, as well as detailed knowledge of how to develop and facilitate the implementation of those mechanisms obtained in other IC agencies.
- Extensive 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 classification and declassification plans and programs.
- Extensive knowledge of records management activities dealing with both unclassified and classified national security and intelligence information.
- Experience assessing records management practices within an organization to ensure they support the principles of safeguarding government information throughout the organization.
- Demonstrated ability to logically analyze, synthesize, and judge information, as well as the demonstrated ability to review and incorporate multiple sources of information in performing assignments.
- Superior writing and critical thinking skills, and ability to make sound decision in a fast-paced environment.
- Exceptional organizational skills and the ability to juggle competing priorities.

Desired:

- At least six years of experience supporting information management in the areas of classification, declassification, republication, records, information review and release
- Bachelor's degree or equivalent experience as determined by mission specialty area.
- Familiarity with the Federal Records Act.
- Prior experience drafting/coordinating formal policy and standards.



- Prior supervisory experience.

Key Requirements and How to Apply

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_TM_HR_OPS_TEAM_A_WMA@cia.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system).

Applicants experiencing technical issues may submit their application via email to either email system.

Applicants submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov (Faith P.) and mcreaz@dni.ic.gov (Zina M.) 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:

- 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.
- 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.
- 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.



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- 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_HRM_HR_OPS_TEAM_A_WMA@cia.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 portifa@dni.ic.gov (*Faith P.*) and mcreaz@dni.ic.gov (*Zina*) 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_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at 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.**