General Position Information

Job Title: Information Sharing and Safeguarding Officer / Open Source Program Manager

Position Number: 18552

Position Grade: GS-13

Salary Range: $89,834 - $138,868 (not applicable for detailees)

Vacancy Open Period: 6/27/2022 – 07/04/2022

Position Type: Cadre

Who May Apply: Internal ODNI Candidates

Division: DNI/NCTC

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 candidate to fill a GS-13 cadre position.

Who May Apply

- For a cadre assignment:
  - Current ODNI permanent cadre 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 will be assigned to the position at the employee's current GS grade and salary.
Component Mission

The National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government (USG) for analyzing and integrating all intelligence possessed or acquired by the USG pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. In addition, NCTC conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the Federal Government.

Major Duties and Responsibilities (MDRs)

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.

Assist in the evaluation of the potential impact of obstacles to information flow across the Intelligence Community (IC) and collaborate with policy analysts and IC partners to implement policy and process improvements.

Support the planning of solutions to intelligence access issues experienced by departments throughout the IC and U.S. Government.

Exchange 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.

Write Memorandums of Understanding establishing information sharing agreements with these components sourced from defined agreements.

Ensure that customers’ needs are met and that information is timely.

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 of National Intelligence (ODNI), the IC, and other U.S. Government agencies.

Collaborate on inter-agency and cross-directorate internal information sharing policies, guidelines, and procedures, and/or broker information sharing agreements with external entities.

Engage in interagency information sharing activities and programs by coordinating and integrating the competing requirements and priorities of multiple stakeholders, to include planning and participating in interagency meetings.

Prepare briefings and reports for presentations to ODNI leadership, senior policymakers, IC members, and other intelligence consumers in a manner that meets their specified requirements.

Other duties, as assigned.

Mandatory and Educational Requirements
Thorougeh knowledge of information sharing theory, policies, procedures, and technologies, as well as thorough knowledge of how to develop and facilitate the implementation of those mechanisms.

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.

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.

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.

Ability to logically analyze, synthesize, and judge information, as well as the ability to review and incorporate multiple sources of information in performing assignments.

Ability to develop effective professional and interpersonal relationships with peers and colleagues in ODNI, the IC, and U.S. Government, and to earn their confidence and trust.

Interpersonal, organizational, and problem-solving skills, including ability to work effectively at a senior level within an interagency environment on complex issues requiring negotiation and consensus-building.

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.

Thorough 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.

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

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.

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.

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](https://www.jobsdni.gov).* 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.

**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 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 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.