



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

Job Title: 30131 – Associate Civil Liberties and Privacy Officer - GS-14

Salary Range: \$103,690 - \$159,286 (not applicable for detailees)

Vacancy Open Period: 03/10/2021 – 04/07/2021

Position Type: Cadre, Detailee

Who May Apply: Internal and Detailees

Division: CLPT

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-14 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.
 - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
 - Current Federal Government employees. (Current GS employees at the same grade or one grade lower than the advertised position grade may apply.)



- 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.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.
- 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 Office of Civil Liberties, Privacy and Transparency (CLPT) implements the responsibilities of the Civil Liberties Protection Officer under applicable laws, executive orders, directives, and policies, including Section 103D of the National Security Act, Section 1062 of the Intelligence Reform and Terrorism Prevention Act, and EO 12333. Specifically, the CLPT's mission includes to oversee compliance by the Office of the Director of National Intelligence (ODNI) with the constitution, all laws, Executive Orders, and implementing guidelines relating to civil liberties or privacy; ensure the protection of civil liberties and privacy is appropriately incorporated in policies and procedures developed and implemented by the ODNI and elements of the Intelligence Community (IC); ensure that the use of technologies sustain, and do not erode, privacy protections regarding the use, collection, and disclosure of personal information; ensure adequate procedures to receive, respond to, investigate, and redress privacy and civil liberties complaints; assess – and as appropriate, investigate - complaints and other information indicating possible abuses of civil liberties and privacy in the activities of the ODNI; conduct privacy impact assessments and ensure that personal information contained in a system of records subject to the Privacy Act is handled in compliance with fair information practices set out in the Privacy Act; review ODNI actions, policies, guidelines, and their implementation; and perform other duties as assigned by the DNI.

Major Duties and Responsibilities (MDRs)

- Execute the Office of Civil Liberties, Privacy and Transparency (CLPT) duties as they relate to the Office of the Director of National Intelligence (ODNI) and across the Intelligence Community (IC).
- Analyze, evaluate, and inform findings, conclusions and policy recommendations relating to or impacting civil liberties and privacy.
- Identify and address civil liberties and privacy issues impacting ODNI and IC policies, programs, and activities.
- Conduct civil liberties assessments and provide structured recommendations for policies, procedures, and standards of operations.



- Develop competencies, draft guidance, and establish safeguards to ensure the protection of civil liberties and privacy is appropriately incorporated in the development and implementation of policies, procedures, programs, and activities of the ODNI.
- Ensure compliance with legal and policy requirements relating to civil liberties issues.
- Review and assess complaints of possible civil liberties abuses regarding the administration of ODNI programs and operations, investigate any such complaints or information, and formulate strategies to address complaints.
- Collaborate and liaise with the Civil Liberties Protection Officer, senior ODNI officials, and other key stakeholders to ensure a comprehensive awareness of status and/or changes to policies, procedures, and standards to protect civil liberties.
- Evaluate processes and procedures to ensure personal information contained in a Privacy Act system of records is handled in full compliance with fair information practices.
- Assist with policy development, clarification, and privacy protection implementation initiatives to ensure compliance with applicable laws, regulations, and other IC policies.
- Establish advocacy initiatives to stay abreast of current policies, strategic planning initiatives, and civil liberties protection legislation.
- Represent CLPT at meeting, conferences, and other public fora to exchange knowledge and encourage collaboration regarding privacy and civil liberties issues.
- Promote the Principles of Intelligence Transparency by writing documents in a manner that will allow, where appropriate, for public release and coordinating authorized releases of documents related to the Intelligence Community's mission, authorities, and oversight mechanisms.

Mandatory and Educational Requirements

- Extensive knowledge of federal civil liberties statutes, regulations, guidelines, policies, and procedures.
- Extensive knowledge of the IC, law enforcement, and counterterrorism information sharing and privacy issues.
- Extensive knowledge of international, state, and local privacy and civil liberties issues, including the demonstrated ability to analyze information and database technologies that may implicate privacy protections.
- Extensive knowledge of research methodologies and legal practices to conduct research, interpret laws, regulations and policies, analyze issues, and draft findings, assessments, and make recommendations.
- Demonstrated organizational and interpersonal skills, including the demonstrated ability to manage competing priorities.
- Demonstrated analytic and critical thinking skills, including the demonstrated ability to conduct assessments, to identify issues and to develop process improvement recommendations.
- Demonstrated skill in negotiating and consulting and superior judgment in applying principles to identify and solve problems.



Desired Requirements

- Close familiarity with the Privacy Act, Privacy Policy and Law, Privacy Impact Assessments (PIA) and requirement associated with Personally Identifying Information (PII), as well as IC guidelines and procedures for protecting U.S. Person information.
- Knowledge of civil liberties and privacy issues relating to social media, open source, commercial data, and other similar emerging privacy issues.
- Knowledge of civil liberties and privacy issues associated with "big data," artificial intelligence, machine learning, and use of advanced and emergency analytic techniques.

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_B_WMA@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both zackern@dni.ic.gov (Natalia Z.), and burgeal@dni.ic.gov (Alisa 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_B_WMA@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both zackern@dni.ic.gov (Natalia Z.), and burgeal@dni.ic.gov (Alisa 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 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

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 EEO 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.**