



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: Data Acumen Program Manager & Information Sharing & Safeguarding Officer

Position Number: EC040

Position Grade: GS-14

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

Vacancy Open Period: 05/21/2021 – 06/5/2021

Position Type: Cadre, Detailee

Who May Apply: Internal and Detailees

Division: PC/DEISD

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 GS-14 and one grade below the advertised position 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.



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

- For a detailee assignment:
 - Current Federal Government employees. (Current GS employees in the grade of GS-14 and one grade below the advertised position 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 Policy and Capabilities Directorate is focused on ensuring the IC is best postured to meet the future challenges and threats confronting our nation.

The Domestic Engagement, Information Sharing, and Data (DEISD) Office is responsible for leading the IC in managing information and data to ensure that it gets to the right people at the right time in the right format, while building, enabling, and maintaining domestic partnerships to mutually share information, people, processes, technologies, innovations, and ideas to inform decision making at all levels, while advancing the IC mission and strengthening national security. DEISD partners include IC elements, DoD, Federal, State, Local and Tribal organizations and a broad range of private sector partners including industry, NGOs, and academia. Key to the success of the Intelligence Community is our ability to optimally leverage and make relevant information and data readily available to our domestic partners, whether they be members of the IC, other federal departments and agencies, or federal, state, local, or private sector partners.

Major Duties and Responsibilities (MDRs)

- The selected candidate's primary portfolio will be to oversee, the development and implementation of the ODNI's new IC Data Acumen Strategy. The strategy, which was jointly developed by DEISD under the auspices of the IC Chief Data Officer's Council and the IC Human Capital Office (CHCO), is designed to grow and retain a data savvy IC workforce, improve the Community's data management practices, and make more data driven decisions at every level of the organization. In this capacity, the selected candidate will:
- Lead the effort to conduct an IC wide needs assessment for data acumen, and then develop a prioritized implementation plan. Efforts will involve researching and identifying relevant data acumen content providers; establishing training paths and curriculum plans; determining whether the IC should establish data acumen certification plans; and identifying appropriate training and learning platforms. These providers will potentially be both internal to the IC and via external partners such as academic organizations, non-government organizations and/or industry partners.
- Partner with relevant counterparts to prioritize program tasks, assess providers, develop appropriate performance measures, capture best practices and lessons learned, and ensure alignment with broader IC human capital and workforce initiatives.
- Partner with other IC technology innovation programs to find ways to apply automation through artificial intelligence, machine learning and other emerging technologies to find innovative ways to deliver content and measure performance for the overall data acumen effort.



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

- Provide oversight and leadership in the planning, development, and implementation of programs, policies, and procedures focused on expanding IC awareness and understanding of methods and approaches for promoting sharing and safeguarding of information and data across the Government while protecting Intelligence and Law Enforcement sources and methods, operational equities, and U.S. persons' privacy.
- Lead, oversee, and orchestrate inter-agency and cross-directorate collaboration on the development of information sharing policies, guidelines, and procedures and evaluate and assess these efforts to ensure that they are successful.
- Lead, oversee, plan, and develop the implementation of interagency data acumen 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.
- Continually expand personal expertise with regard to the development and implementation of information sharing and safeguarding 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.
- In addition to leading the data acumen initiative, the selected candidate will also contribute to or otherwise inform several other DEISD initiatives for promoting information sharing and safeguarding and data interoperability across the IC; including promoting the use of IC Data Services to improve data interoperability, contributing to the development of an updated IC IE Data Strategy, and fostering the development and adoption of common data lifecycle management practices and standards across the IC.

Mandatory Requirements

- Experience as a program manager with 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 to identify and address emerging information sharing and/or data acumen 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 in engagement, collaboration, and developing effective professional and interpersonal relationships with peers and colleagues in ODNI, the IC, and U.S. Government, and with private sector partners, and to earn their confidence and trust.
- Superior-level interpersonal, organizational, and problem-solving skills, including a superior ability to work effectively 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 and data acumen policies and plans, taking into account a diverse and complex range of considerations in performing the evaluations.
- 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.

Desired Requirements



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

- Ten years of experience in program management, strategic planning, managing, and directing the successful efforts of a government or private organization.
- A background in data management, data acumen, curriculum development or workforce development projects would be beneficial but not required.
- Education: Bachelor's degree or equivalent experience as determined by mission specialty area.

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: *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).*

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.



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

- 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-HR-HRM-TEAMB-Mailbox@cia.ic.gov (classified email system). Applicants experiencing technical issues should contact the HR POC for guidance. 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.

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 Team B; Phone: 301-243-1318

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 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.**