



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: Senior Data Management Official for Counterintelligence

Position Number: HV374

Position Grade: SNIS Professional Tier 1

Salary Range: None provided (not applicable for detailees)

Vacancy Open Period: 11/08/2021-11/23/2021

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/NCSC/MCD

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 a SNIS Professional Tier 1 cadre position in the ODNI.

- An internal candidate to fill a SNIS Professional Tier 1 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

Only Senior Service (SNIS, SES, SIS, DISES, DISL) candidates may apply. GS employees may not 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 Internal ODNI cadre.
- For a detailee assignment:
 - Current Federal Government employees. (Current Senior Service employees at the same 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 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)

Serves as the NCSC Chief Data Officer (CDO) and NCSC Information Sharing and Safeguarding lead for improving strategic data and information management issues across the counterintelligence.

Establishes and strengthens partnerships to counterintelligence information needs, leveraging all relevant data by all relevant parties with a focus on the sharing of and access to relevant data.

Performs the functions and responsibilities outlined in the AG guidelines pursuant to ICD 12333, working closely with NCSC mission, Legal, CLPT partners.

Oversees NCSC's information sharing efforts, to include identifying and tracking data sets; negotiating agreements; and ensuring secure and policy-appropriate processing, storage, retention, and access control regimes.

Develops and oversees seamless, multi-directional capabilities to promote actionable, timely information sharing with Federal, State, Local, Tribal, and private sector partners at an appropriate classification level to protect the nation.

Represents NCSC in relevant ODNI and IC governance structures and ensures effective communication and awareness among NCSC leadership.

Serves as NCSC's leading authority on data management, including protections, sharing, and technical standards

Provides subject-matter expertise, judgment, and advice on policy, strategic programming, and resource planning to enhance data management and information sharing/data interoperability between NCSC and partner organizations.



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Develops, implements, and oversees all NCSC and intelligence data standardization and related activities, to include creation and enforcement of accountable policies and standards for the enterprise to acquire, store, process, and provide data in a standard manner, as well as providing and securing data based on mission, legal, policy, civil liberties, security, cyber, and information sharing rules.

Advises and/or adjudicates technical issues influencing the direction of NCSC endeavors that impact or are impacted by data and related technologies and policies.

Maintain effective working relationships with other ODNI and IC components and other government agencies to address issues that span multiple mission or program areas. (Note added this bullet to fulfill the HR requirement of the PD – SNIS Professional: 1 (DNIP-T1))

Mandatory and Educational Requirements:

Demonstrated leadership capabilities with the experience to effectively communicate organizational vision and align employee and program performance to the mission.

Significant experience managing partnerships to address mission priorities, developing and implementing data and information sharing and management strategies, policies, and standards within the Intelligence Community.

Record of success in building teams, leading change, and working effectively with others in a diverse, complex and evolving environment.

Excellent communication and interpersonal skills, including ability to exert influence with senior leadership and communicate effectively at all staff levels, both internal and external to the organization.

Experience in Information Technology or Information Management disciplines, primarily related to information access and data management and standards

Desired Requirements:

Prior experience as an executive leader in the ODNI or an IC element.

Experience in a non-IC organization at the Federal, State, Local or Tribal level

Flexible work location, including willingness for local travel between ODNI buildings, may be required

Expert ability to generate IC-wide performance metrics, coordinate, and integrate execution of implementation plans; oversee change management process.

Key Requirements and How To Apply:



Internal ODNI Cadre 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.

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 [JobsDN!](#) website.** For current employees who do not currently have access to internal systems, applications should be sent to either dni_coo_hrm_semo_wma@cia.ic.gov (classified email system) or DNI_CMO_HC_SEMO@dni.gov (unclassified email system). Applicants experiencing technical issues should contact the HR POC for guidance. Applicants submitting via JWICS are requested to submit their materials to both HOYLEGR@dni.ic.gov (*Greta H.*) and moreype@dni.ic.gov (*Peter M.*) in lieu of the group address above.

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.

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.

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.

To verify receipt of your application package **ONLY**, you may call 703-275-3300.

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: 703-275-3300; Email: DNI_CMO_HC_SEMO@dni.gov.

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

Executive Order 14043

The Office of the Director of National Intelligence (ODNI) requires its employees to be fully vaccinated against COVID-19 pursuant to Executive Order 14043 of the President of the United States. As required, Federal employees must be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., tele-work, etc), with exceptions only as required by law. If selected, you will be required to be vaccinated against COVID-19 and submit documentation of proof of vaccination by November 22, 2021 or before appointment or onboarding with ODNI, if after November 22, 2021. ODNI will provide additional information regarding what information or documentation will be needed and how you can request a legally required exception from this requirement. All employees requesting either a medical or religious exception, must follow the Guidelines from the Office of Personnel Management and /or Safer Federal Workforce Task Force.

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 703-275-3799 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.**