

Job Title: Director, Information Security Oversight Office**Agency:** National Archives And Records Administration**Job Announcement Number:** SES 11-07**Salary Range:** \$119,554.00 - \$165,300.00 /year**Series & Grade:** ES-0301-00/00**Promotion Potential:** None**Open Period:** Monday, March 21, 2011 to Monday, April 04, 2011**Position Information:** Full-Time Permanent**Duty Locations:** 1 vacancy - Washington, DC**Who May Be Considered:** Applications will be accepted from all groups of qualified individuals within the civil service.**Job Summary:**

Whether you are new to the Federal Government or an experienced professional seeking a career change, you can make history at the National Archives. Our dedicated staff work across a variety of career fields to safeguard the records of the Federal Government - more than 10 billion of them. Visit our Employee Gallery at www.archives.gov/careers to see the kinds of dynamic projects our staff are undertaking. If you want a career where you can see the difference your work makes, then join the National Archives!

NARA seeks a Director of the Information Security Oversight Office with responsibility for policy and oversight throughout the executive branch of the United States Government for classified national security information and controlled unclassified information.

The position is located at 700 Pennsylvania Avenue NW, Washington, DC.

Key Requirements:

- Relocation expenses may be paid.
- Background and/or Security Investigation required.
- Designated and/or Random Drug Testing required.

Major Duties:

- As Director, Information Security Oversight Office, the incumbent reports to the Agency Services Executive with direct access to the Archivist of the United States and receives policy and program guidance from the National Security Advisor, Executive Office of the President.

- Responsible for classification, safeguarding, and declassification policy and oversight for classified national security information throughout the executive branch of the government.

- Provides executive leadership in developing, planning, coordinating, administering, managing, staffing, and supervising ISOO operations related to E.O. 13526, E.O. 12829, as amended, E.O. 13549, and E.O. 13556.

- Reviews the status and effectiveness of the provisions of directives implementing security related executive orders and proposes and coordinates with affected agencies modifications or amendments to these directives.

- Directs an onsite review program of agencies to ensure compliance with classification, safeguarding, and declassification programs under E.O. 13526 and otherwise oversees compliance with the National Industrial

Security Program under E.O. 12829, as amended, and the Controlled Unclassified Information Program under E.O. 13556.

- Represents ISOO in contacts with the Congress, senior officials at executive branch agencies, representatives of foreign governments, the media, and others. Testifies before Congressional committees and provides ISOO's views on legislative proposals, drafts Executive Orders, etc.

- Serves as Executive Secretary of the Interagency Security Classification Appeals Panel (ISCAP) under E.O. 13526. Directs a system for making decisions on appeals of mandatory declassification review requests.

- Serves as Executive Secretary of the Public Interest Declassification Board established by Public Law 106-567, as amended by section 1102 of P.L. 108-458 and as further amended by section 602 of P.L. 110-53.

- Serves as Chairman of the National Industrial Security Program Policy Advisory Committee under E.O. 12829, as amended.

- Serves as Chairman of the State, Local, Tribal, and Private Sector Policy Advisory Committee under E.O. 13549.

Qualifications:

Entry into the Senior Executive Service (SES) requires demonstrated executive experience in all five of the Executive Core Qualifications (ECQ) listed below. Applicants must also meet the professional / technical qualifications. Experience must be at a level of difficulty and responsibility comparable to the GS-15 level in the Federal service.

If you are selected and have not previously served in the SES, your qualifications must be certified by a Qualifications Review Board (QRB) at the Office of Personnel Management. The QRB will review your ECQs to ensure you meet the qualifications for entry into the SES. Final selection is subject to meeting security clearance requirements and approval by the President of the United States.

You must submit to a drug test and receive a negative drug test before you can be appointed into this position.

You will need to successfully complete a background security investigation before you can be appointed into this position.

How You Will Be Evaluated:

You will be evaluated on the following Professional/Technical Qualifications and Executive Core Qualifications.

PROFESSIONAL/TECHNICAL QUALIFICATIONS:

1. Demonstrated experience and knowledge of: the statutes, Executive Orders, Presidential directives, regulations, and other directives that affect the Executive Branch-wide security classification program; the National Industrial Security Program; the Controlled Unclassified Information Program; personnel security; physical security; communications security; computer security; information sharing; and the principles of counterintelligence.
2. Extensive knowledge of the concepts, principles and practices of security classification, safeguarding, and declassification in order to direct the evaluation of security classification programs in agencies with widely varying missions and involvement with classified national security information.

EXECUTIVE CORE QUALIFICATIONS:

The Executive Core Qualifications describe the leadership skills needed to succeed in the SES; they also reinforce the concept of an 'SES corporate culture'. Successful performance in the SES requires competence in each ECQ. The five ECQs and their specific competencies are described below:

1. **Leading Change** -- This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

Competencies: Creativity and Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision.

2. Leading People -- This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

Competencies: Conflict Management, Leveraging Diversity, Developing Others, Team Building.

3. Results Driven -- This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility.

4. Business Acumen -- This core qualification involves the ability to manage human, financial, and information resources strategically.

Competencies: Financial Management, Human Capital Management, Technology Management.

5. Building Coalitions -- This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Competencies: Partnering, Political Savvy, Influencing/Negotiating.

Benefits:

NARA offers a comprehensive benefits package that includes paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees Retirement System. More information: <http://www.usajobs.gov/ei/benefits.asp#icc>

Other Information:

You must complete a 1-year probationary period if you have not previously completed a probationary period in the SES.

You will be required to complete an SF 278, Public Financial Disclosure Report.

Veterans' preference does not apply to the SES.

How To Apply:

Please submit the following:

- A resume, Optional Form (OF) 612, Optional Application for Federal Employment, or any other written format that includes the information shown below. Your application should thoroughly describe experience, education and accomplishments that show your qualifications for this position. For each period of experience, include: dates covered; name and address of employer; supervisor's name and telephone number; grade or salary level; and number of employees supervised.
- A narrative statement that describes your experience, education, and accomplishments as they relate to each of the Executive Core Qualifications. Additional information on the SES and how to address qualifications can be found in the Guide to Senior Executive Service Qualifications handbook located at http://www.opm.gov/ses/references/GuidetoSESQuals_2010.pdf Your ECQ narrative should not exceed one page per ECQ and should be written in the Challenge-Context-Action-Result model described in the guide.

- A narrative statement that describes your experience, education, and accomplishments as they relate to each of the professional/technical qualifications. Clear, concise examples that show the level of accomplishment and degree of responsibility should be provided for each factor.

- OMB Form No. 3046-0046, Demographic Information on Applicants, available at <http://www.archives.gov/careers/jobs/forms/omb-3046-0046.pdf> (optional)

If you are currently on a career SES appointment you are not required to submit a narrative ECQ statement. If you are a graduate of an OPM approved SES Candidate Development Program you should submit evidence that you completed the program in lieu of a narrative ECQ statement.

Apply via mail, hand-delivery, or online through USAJOBS. Applications must be **received** by the closing date of the announcement. If applying online, submit application by midnight Eastern Time of the closing date.

Apply Online:

Enter www.usajobs.gov in your browser to create an account or log in to your existing account in USAJOBS.

If you are a new member, you will be given the option of 1) building a new resume or 2) uploading a new resume. If you are an existing member, you may also apply using an existing USAJOBS resume.

You may upload up to 5 documents (e.g., ECQ narrative statements, KSA narrative statements, SF 50, etc.) in the Saved Documents section of your account.

Once you have your resume and additional documents stored in USAJOBS, click on the Apply Online button on the right side of the screen.

You will be prompted to select your resume; you may then select your requested documents in storage (this is a 2-step process).

When you have completed the process, you will receive a 'Confirmation of Submission' message.

Mail to: National Archives & Records Administration, Human Resources Operations Branch (NAHO), Attn: Pamela Pope, 9700 Page Blvd., Room 399, St. Louis, MO 63132.

Hand-carry to: NARA, Human Resources Services Division, 8601 Adelphi Road, Room 1200, College Park, MD.

NOTE: Submission of a resume alone is not a complete application. You are required to respond to all ECQs and technical qualifications. If you fail to do so, you will be rated ineligible. Please carefully review the complete job announcement and 'How to Apply' instructions.

If you submit multiple on-line application packages, we will consider your last on-line submission as your final submission for this vacancy announcement. We will not review and consider earlier submissions.

Contact Information:

PAM POPE
Phone: 800-827-4898
TDD: 314-801-0886

Agency Information:
National Archives & Records Administration
Human Resources Operations Br. (NAHO)
9700 Page Avenue, Room 399
St. Louis, MO 63132
US

What To Expect Next:

Applications will be reviewed by the Human Resources Services Division to determine if you meet the professional/technical qualifications and Executive Core Qualifications. Qualified candidates will be referred to NARA's Executive Resources Board to identify the best qualified candidates. These candidates will be referred for further consideration. The selectee's application will be submitted to the Office of Personnel Management for approval by a Qualifications Review Board. Final selection is subject to meeting security clearance requirements and approval by the President of the United States. You will be notified of selection/nonselection once a final

selection is made.

EEO Policy Statement: <http://www.usajobs.gov/eo>

Reasonable Accommodation Policy Statement: <http://www.usajobs.gov/raps>

Veterans Information: <http://www.usajobs.gov/vi>

Legal and Regulatory Guidance: <http://www.usajobs.gov/lrg>

Control Number: 2216100