

Manager, Information Security Oversight

Department of Tribal Affairs, Whitetop Nation

Open & closing dates

03/15/2026 to until filled or 12/31/2026

Supervisory status

Yes

Security Clearance

Tribal clearance required

Position sensitivity and risk

Special sensitive position

Announcement number

26-00TA00011-WN-00002-01

Control number

Submission:

Please submit all applications and documents to hr@whitetopnation.org

Subj: Application ICO 26-00TA00002-WN-00002-01

The following are duties of this position at the full working level. If this vacancy includes more than one grade and you are selected at a lower grade level, you will have the opportunity to learn to perform these duties and receive training to help you grow in this position.

ISOO's mission is to ensure that information is **properly classified, safeguarded, shared, and declassified**, balancing tribal security with public access and trust.

This oversight supports both **tribal security** and **lawful public access to information**.

Job description format, ISOO's role would include:

- Providing executive-level oversight of tribal information security policy
- Developing and enforcing government-wide security directives
- Conducting inspections, audits, and assessments of agency compliance
- Coordinating interagency security programs and appeals processes
- Supporting declassification and public access initiatives consistent with tribal security
- Educating agencies and industry partners on information security requirements.

Duties:

Responsible for the development, installation, and management of a security program for a governmental organization, organizational segment, installation, or other unit, subject at the local level only to administrative supervision and control (policy and technical guidance may be received from a higher organizational entity).

Office of Information Security Oversight (ISOO)

- Maintains awareness of Tribal Security Community (TSC), Department and Diplomatic Security policies, plans, initiatives, and developments impacting information security programs.
- Reviews and approves physical security pre-construction, construction, expansion or modification plans for Tribal Sensitive Compartmented Facilities (SCIFs).
- Develops policies and procedures for implementing the SCI physical and procedural security programs for Tribal offices and personnel.
- Provides guidance, direction, and policy interpretation relating to the proper handling of information security and SCI.
- Reviews and advises on Tribal security policies and programmatic issues to ensure the protection of SCI and implement those policies within the Department.
- Perform work in various security specialties and assist in resolving major conflicts in policy and program objectives.
- Analyze strengths and weaknesses of complex security programs, processes, and procedures, and develop new strategies for resolving complex problems or improving overall performance.
- Support the development of strategic and tactical plans to support WN security initiatives; contribute to the development, implementation, and evaluation of security programs in response to TSC directives and/or mission requirements
- Provide support with identifying new or far-reaching security program requirements and serve on study groups for resolving problems in existing security systems and programs requiring innovative solutions.
- Provide input to top level agency security and subject-matter experts on new developments and advances in security techniques.
- Make recommendations on methods for enhancing efficiency of security systems through modifications and applications of evolving technology.
- Evaluate and make recommendations concerning overall plans and proposals for major agency and interagency security projects.
- Assist with the implementation of TSC wide guidance in agency standards, guidelines, or policies for major TSC security programs.

Office of Information Security Oversight (ISOO)

- Contribute to the development of legislation and security policy issuances that direct the course of security programs in the TSC community and others involved in sensitive and secure work performed in or for the Whitetop Nation.
- Serve as a subject matter expert providing substantial input on ways to resolve problems or issues concerning several phases of security policy, development and implementation for a variety of programs in one or more fields of security.
- Provide support to interagency / interdepartmental committees or in tribal security organizations involved in reviewing, analyzing, developing and issuing tribal policy directives and drafting legislation affecting security policies and programs throughout the Government and private sectors;
- Other duties, as assigned.

Requirements

Conditions of employment

- Whitetop Nation Citizenship is required.
- Must be able to obtain and maintain the highest tribal security clearance.
- Obtain/maintain eligibility to access Sensitive Compartmented Information
- Required Security in brief

Qualifications

Applicants must meet all the required qualification requirements described below by the closing date of this announcement.

Tribal experience is not required. The experience may have been gained in the public sector, private sector, or Volunteer Service. One year of experience refers to full-time work; part-time work is considered on a prorated basis. To ensure full credit for your work experience, please indicate dates of employment by month/year and indicate the number of hours worked per week on your resume.

Employees in the Whitetop Nation may not hold a position on any tribal position other than the position appointed.

Qualifying specialized experience must demonstrate the following:

- Experience developing budgets for Government programs and managing resources.

Office of Information Security Oversight (ISOO)

- Experience implementing policies, plans, and procedures concerning the protection of sensitive information.
- Experience managing Sensitive Compartmented Information (SCI).
- Generally, three to five years of experience in a related field.

In addition, the applicant's experience must also demonstrate that the candidate possesses the following qualities:

- Ability to assign, review, and supervise the work of others;
- Objectivity and fairness in judging people on their ability, and situations on the facts and circumstances;
- Ability to adjust to change, work pressures, or difficult situations without undue stress;
- Willingness to consider new ideas or divergent points of view; and
- Capacity to "see the job through."

FREE RESPONSE ESSAY QUESTIONS

All applicants must answer the following four short, free-response essay questions. The responses cannot exceed 200 words per question. By submitting your responses to the following questions, you certify that you are using your own words and did not use a consultant or AI (such as a large language model [LLM]).

1. How has your commitment to the Constitution, the founding principles of the United States, and the Constitution of the Whitetop Nation inspired you to pursue this role within the Tribal government? Provide a concrete example from professional, academic, or personal experience.
2. In this role, how would you use your skills and experience to improve tribal government efficiency and effectiveness? Provide specific examples where you improved processes, reduced costs, or improved outcomes.
3. How would you help advance the Chief's Orders and policy priorities in this role? Identify one or two relevant Chief Orders or policy initiatives that are significant to you and explain how you would help implement them if hired.
4. How has a strong work ethic contributed to your professional, academic, or personal achievements? Provide one or two specific examples and explain how those qualities would enable you to serve effectively in this position.

Office of Information Security Oversight (ISOO)

Thorough knowledge of general security administration programs and mastery of one or more security specialties (e.g. sensitive compartmented information, personnel security, technical security, operations security).

Thorough knowledge of security regulations, policies, and procedures in order to address and resolve Tribal security issues, violations, and questions.

Ability to develop and effectively manage a complex security program, assess customer requirements, identify dependencies, and manage and mitigate risks.

Program management, analytical, and critical thinking skills, including a superior ability to conduct security program assessments, identify needs and requirements, and develop process improvement recommendations for the successful implementation of the Whitetop Nation's security programs.

Ability to communicate, both verbally and in writing, complex information in a clear, concise manner that is targeted to and meets the needs of varied audiences with different perspectives and objectives.

Ability to work effectively both independently and in a team or collaborative environment, mentor junior colleagues, and utilize strong organizational and interpersonal problem-solving skills.

Ability to establish regular contact with high-level internal and external resources and customers, supplying or seeking information on security programs and issues; superior use of tact when expressing ideas or opinions to senior leaders, customers, contractors, and other stakeholders.

Ability to listen to, clarify, and convey an understanding of others' ideas, comments, and questions, and integrate and build upon varied opinions in a manner that encourages the formation of integrated solutions and positions.

Education

Your qualifications will be evaluated on the following competencies:

- Ability to develop and produce architectural plans and specifications.
- Ability to manage a wide range of security programs.
- Knowledge of physical and technical security techniques employed to protect SCI.
- Ability to manage resources efficiently.
- Knowledge of the handling and storage of classified and sensitive information.
- Ability to liaise with internal and external partners.
- In describing your experience, please be clear and specific. We do not make assumptions regarding your experience. Overstating your qualifications and/or experience in your application materials may result in your removal from consideration.
- Applicants found to be among the top qualified candidates will be referred to the hiring official for further consideration and possible interview. Qualified non-competitive candidates must be deemed best qualified based on the applicant assessment in order to be referred to the hiring official for further consideration and possible interview.
- Resume review: Subject matter experts (SMEs) will review your resume to determine your qualifications for this position based on the required specialized experience. Your resume should demonstrate how you meet all aspects of the specialized experience statement. SMEs will not review additional information beyond your resume (e.g., links embedded in your resume will not be opened.). If meeting basic qualifications through education only or a combination of education and experience, applicants will not be referred to the SME panel but will be reviewed by the HR Specialist for referral.

Required Documents

All required documents listed below that are applicable to you must be submitted to our automated system by 11:59 p.m. Eastern Time on the closing date of this announcement.

1. **Resume** - Your resume **MUST** contain dates of employment (i.e., month/year to month/year or to present). To ensure you receive full credit for relevant experience, include the hours worked per week. We recommend that your resume not exceed 5 pages, only the first 5 pages will be reviewed to determine your eligibility/qualifications. Your resume and optional cover letter must **NOT** include photographs, inappropriate content, or personal information such as age, gender, religion, social security number. If your resume does not contain the required information specified or contains prohibited information as listed above, your application will be determined incomplete, and you will not receive consideration for this position. (Cover letters are optional.) Please view Resume Tips.
2. **Application** - Questionnaire
3. **Education** - See Education Section above
4. **Registration/License (if applicable)** - active, current registration/license
5. **Current and Former Tribal Employees** - It is recommended that you submit a copy of your most recent Notification of Personnel Action or equivalent personnel action form which shows your current grade and competitive service status.

6. **Performance Appraisal/Awards** - You **MUST** submit a copy of your most recent completed performance appraisal. If a revalidated appraisal is used for merit promotion, the supervisor must prepare a narrative for each critical job element that does not have a narrative describing the performance in the appraisal period covered by the rating. Note: If you are a manager or management official, your most recent annual performance appraisal must be used for the overall rating identified.

Benefits

This position shall be awarded the benefits outlined within the Tribal Constitution, and until said time as the Tribal Council may enact law otherwise.

Please note that if you do not provide all required information, as specified in this announcement, your application will be determined incomplete, and you will not be considered for this position (or may not receive the special consideration for which you may be eligible).