

The U.S. Government Publishing Office (GPO)

GENERAL POSITION INFORMATION

Job Title: Supervisory Criminal Investigator, Assistant Inspector General for Investigations, GI-1811-15

Salary: \$142,701 to \$170,800*

*The position is eligible for Law Enforcement Availability Pay

Position Type: Competitive Service

Opening Date: 11/2/2020

Close Date: Remain Open Until Filled

Who May Apply: Open to current Federal, competitive service employees serving at or above grade level GS-15 positions (or equivalent); and has completed their one year probationary period. This is a lateral transfer/re-assignment ONLY.

Division: Office of the Inspector General, Investigations Division

Duty Location: 732 North Capitol St NW, Washington, D.C., within walking distance of Union Station.

Security Clearance: Top Secret/SCI

Telework: Yes as determined by agency/office policy (See Work Environment Section Below).

Relocation Expenses: No

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview.*

*Due to COVID-19 restrictions interviews will be conducted via telephone or teleconference.

Travel Required: Occasional

SUMMARY

The position is located in the U.S. Government Publishing Office (GPO), Office of the Inspector General (OIG), Investigations Division. The OIG helps the GPO effectively carry out its responsibilities by promoting economy, efficiency, and effectiveness in the administration of, and to prevent and detect waste, fraud and abuse in GPO programs and operations. The incumbent of this position is the Assistant Inspector General for Investigations and in that capacity serves as the principal investigator for the OIG. The incumbent conducts and coordinates investigative activity related to fraud, waste, and abuse in GPO programs and operations. Through prosecution, administrative action, and monetary recovers, these investigations promote integrity, efficiency, and accountability.

GPO is the Federal Government's official, digital, secure resource for producing, procuring, cataloging, indexing, authenticating, disseminating, and preserving the official information products of the U.S. Government. GPO is responsible for the production and distribution of information products and services for all three branches of the Federal Government. Additional information regarding GPO is available at www.gpo.gov.

MAJOR DUTIES

Responsible for planning, directing, and administering the OIG's investigative program and formulating, developing, communicating, and implementing overall investigative policies, standards, and procedures. Exercises direct control over all investigative activities to the extent necessary to ensure effective execution.

Establishes a system of quality control that is designed to provide the Investigations Division with reasonable assurance that the organization, its personnel, and products comply with professional standards and applicable legal and regulatory requirements.

Responsible for planning and directing the work of OIG special agents; the timeliness, quality, and factual accuracy of reports of investigations; and the coordination of criminal referrals to Department of Justice or other state agencies.

Serves as the principal advisor to the IG concerning investigative matters and issues so that the IG's decisions and actions on such matters and issues reflect sound judgment. Initiates and maintains effective relationships and liaison as the IG's representative regarding investigative criminal matters with respect to the U.S. Department of Justice and United States Attorneys, Federal Bureau of Investigation, Secret Service, the Federal Law Enforcement Training Center, other law enforcement organizations, and other interested parties. Routinely monitors the IG community and legislative initiative for application to GPO's OIG/OI. Reviews and disseminates investigative reports from other agencies.

Effectively leads and manages special agents to enhance performance, development, and satisfaction in accomplishing OIG goals and objectives. Fosters diversity, innovation, initiative and teamwork. Implements an OIG vision that integrates best practices in alignment with OIG and Agency objectives. Creates an environment where all individuals assume responsible and active roles. Implement the OIG's strategic priorities to promote positive change, maximize efficiency and value in our work, and leads by example in creating a model organization.

QUALIFICATIONS:

A complete application package must include:

- **Resume:** Your resume, or other written form you choose to describe your job-related experiences, is used to verify your qualifications. It is important that your resume reflects the duties and responsibilities under each position you have held with each employer.
- **SF-50, Notification of Personnel Action:** To be considered for this position, you must be a current or former Federal employee, at or above GS-15 (or equivalent) and have completed the one year probationary period. Therefore, you must submit a Notification of Personnel Action (SF-50) showing the highest grade level held in a position for which you are using to qualify; and your SF-50 showing that you completed one year of service as a Federal

employee. Your SF-50 must also include the Position Title and Series, Step, Salary, Tenure, Position Occupied, and promotion potential (if applicable) to verify your status and eligibility. Failure to submit the information required will result in an ineligible rating under merit promotion procedures.

- **Performance Evaluations:** Copy of your most recent performance appraisal. If your performance appraisal is not dated **within the last 12 months** or if you are unable to provide a recent performance appraisal, you must provide a written statement explaining why it was not obtainable. Failure to submit required documentation will disqualify you from consideration.
- **DD-214** - If you are claiming Veterans' Preference, provide a copy of your DD-214 (Member Copy 4) Certificate of Release or Discharge from Active Duty, or other equivalent documentation to prove your entitlement and to verify your type of discharge.
- **VA Letter and SF 15** - If you are claiming Veterans' Preference based on a Compensable Disability, Widow or Spouse Entitlement, or as a Purple Heart recipient, you must submit your DD-214 or other proof of entitlement as described above; and SF-15, and the required proof of disability, i.e., Department of Veterans Affairs letter dated 1991 or later. Failure to provide this documentation may result in your application not receiving preference. (Please see Veteran eligibility documentation for more information on Veterans preference in Federal hiring)
- **Cover Letter:** A cover letter is required. Please include a brief synopsis of how you meet the major duties.

Note: All documents should be in Adobe PDF format.

KEY REQUIREMENTS:

- U.S. Citizenship
- Selectees must pass a drug test prior to appointment
- Males born after 12/03/1959 must be registered for Selective Service.
- Subject to Financial Disclosure requirements
- Must be able to obtain and maintain Top Secret/SCI Clearance
- Time in Grade Requirements must be met
- Financial Disclosure: Incumbent must annually file a Confidential Financial Disclosure statement.
- Applicants must be currently serving at or above the equivalent grade level of Federal service (GS-15) and completed the one year probationary period to qualify for this position.

ADDITIONAL INFORMATION:

Employment of Relatives: Section 3110 of Title 5, U.S. Code, prohibits a Federal official from appointing, promoting, or advocating the appointment or promotion of a relative in the agency where the official is serving or exercises jurisdiction. In addition, Section 2302(b)(7) of Title 5, U.S. Code, makes it a "prohibited personnel practice" for a person in authority to "appoint, employ, promote, advance, or advocate for the appointment, employment, promotion, or advancement of a relative." For further information visit: <https://www.law.cornell.edu/uscode/text/5/3110> and <https://www.law.cornell.edu/uscode/text/5/2302>

Background Investigation: To ensure the accomplishment of its mission, GPO requires every employee to be reliable and trustworthy. To meet those standards, all selected applicants must

undergo and successfully completed a background investigation for suitability. This review could include financial issues such as delinquency in the payment of debts, child support and/or tax obligations, as well as certain criminal offenses and illegal use or possession of drugs. Depending on the type of background investigation required, the security process may take between 6 weeks to 12 months. The Agency may rescind the tentative offer, if the candidate is unable to obtain an interim clearance.

Schedule A (Disability Appointment): Documentation of eligibility for employment under Schedule A can be obtained from a licensed medical professional (e.g., a physician or other medical professional certified by a state, the District of Columbia, or a U.S. territory to practice medicine); a licensed vocational rehabilitation specialist (i.e., state or private); or any Federal agency, state agency, or agency of the District of Columbia or a U.S. territory that issues or provides disability benefits. The letter must be printed on a "medical professional's" letterhead and signed.

Reasonable Accommodation: This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process you must contact the HC Specialist on the vacancy announcement at least seven business days before the closing date of this announcement to receive assistance. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Equal Employment Opportunity Policy: The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Work Environment: When not operating in the global COVID-19 pandemic, the GPO OIG's optimum work environment is one where employees have the ability to use telework and alternative work schedules, but are also generally in the office three to five days during normal work weeks. This position involves work performed in an office setting, although there is some exposure to industrial plant and outside work situations.

This position is telework eligible in accordance with OIG policy, although it is often necessary for the individual in this position to be physically present in the office to successfully perform their work. GPO offers a transit subsidy for commuters using public transportation (Metro Bus/Rail, MARC, VRE, etc.), Telework, and Alternative Work Schedule (AWS).

Where to Submit:

Complete application package must be sent to: Nathan Deahl, Deputy Inspector General at ndeahl@gpo.gov. Note: Please omit/redact sensitive Personally Identifiable Information such as your social security number.