

**The U.S. Government Publishing Office (GPO)
Office of the Inspector General (OIG)**

VACANCY: INSPECTOR, PG-0343-13

GENERAL POSITION INFORMATION:

Salary: \$106,823-138,868 (*based on Baltimore, DC, MD, VA locality*)

Position Type: Competitive Service

Opening Date: 1/26/2022

Close Date: Remain Open Until Filled

Who May Apply: Current Federal employees serving at or above grade level GS-13 (or equivalent) and have completed their one-year probationary period. This is a lateral transfer/re-assignment ONLY.

Duty Location: 732 North Capitol St NW, Washington, D.C.

Required Security Clearance: SECRET

Telework Eligible: Yes, as determined by office policy

Relocation Expenses: No

Travel Required: Occasional

SUMMARY: 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. Additional information regarding GPO is available at www.gpo.gov.

MAJOR DUTIES

- Performs team-based inspections. Will work as part of a team and may direct a team of inspectors in conducting inspections designed to examine operational problems and achieve maximum effectiveness in established programs.
- Reviews records, reports, statistics, internal files and work methods in support of findings and recommendations.
- Conducts interviews with GPO officials at all levels in the agency, and participates in meetings and conferences to discuss evaluation findings, follow-up plans and implementation of the recommendations.
- Maintains familiarity with current program or mission-related issues of the GPO and GPO Divisions. Develops recommendations for program improvements.
- Maintains familiarity with current CIGIE trends, programs, and standards.
- Participates in the development of policies and procedures for the Inspections & Program Analysis Division and maintains and issues revisions to the Inspections Manual as necessary.
- Develops working papers and summaries which support findings and conclusions.
- Writes and edits materials that are complex or controversial, and read by a diverse audience.
- Reviews and prepares work papers, support documents and draft reports to ensure that inspection/evaluation reports are accurate, thorough, and conforms to OIG standards for inspections and evaluations.
- Follows OIG & CIGIE guidelines for content, presentation, and organization, or makes suggestions for change as appropriate.

- Facilitates cooperation and teamwork and supports constructive resolution of conflict.
- Possesses EXPERT knowledge of Blue Book standards.
- Performs other related duties as assigned.

APPLICATION PACKAGE: All documents should be in Adobe PDF format.

- **Cover Letter:** A cover letter is not required but encouraged. Please include a brief synopsis of how you meet the major duties above.
- **Writing Sample:** Provide a sample of your writing as the primary author, or, alternatively a written evaluation may be performed as part of the selection process.
- **Resume:** Reflect the duties and responsibilities under each position you have held with each employer.
- **SF-50, Notification of Personnel Action:** Submit a Notification of Personnel Action (SF-50) showing the GS-13 grade level and competitive or excepted service.
- **Performance Evaluation:** 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.
- **DD-214:** If you are claiming Veterans Preference, provide a copy of your DD-214 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 SF-15 and the required proof of disability, i.e., Department of Veterans Affairs letter dated 1991 or later.

OTHER 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.
- Incumbent must annually file a Confidential Financial Disclosure statement.

WHERE TO SUBMIT: Complete application package must be sent to Nathan Deahl, Deputy Inspector General at ndeahl@gpo.gov.

Please omit/redact sensitive Personally Identifiable Information e.g. social security number.