



## General Position Information

**Job Title:** Inspector

**Position Number:** 17352

**Position Grade:** GS15

**Salary Range:** \$122,530 - \$172,500 (not applicable for detailees)

**Vacancy Open Period:** 10/01/2021 – 12/1/2021

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal and External Candidates, Detailees

**Division:** DNI/IG/INSP

**Duty Location:** Reston, VA

**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:

- An external candidate to fill a GS-15 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

Current GS employees at the same grade or up to one grade lower than the advertised position grade may 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 ODNI permanent cadre. (Current GS employees at the same grade or up to one grade lower than the advertised positions grade may apply.)



- Current Federal Government employees. (Current GS employees at the same grade as the advertised positions grade may apply.)
- Candidates outside the Federal Government.
- Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
- For a detailee assignment:
  - Current Federal Government employees at the same grade or up to one grade lower than the advertised positions 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 GS 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.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.

## Component Mission

The Office of the Inspector General of the Intelligence Community (IC IG) was established within the Office of the Director of National Intelligence (ODNI) by the Intelligence Authorization Act for Fiscal Year 2010. The IC IG's organizational divisions include Audit, Investigations, Inspections and Evaluations, Mission Support Division, the Center for Protected Disclosures, and Counsel to the Inspector General.

The Inspections and Evaluations (I&E) Division mission is to provide oversight of programs and activities within the Director of National Intelligence (DNI) responsibility and authority. The I&E Division conducts systemic and independent inspections and evaluations of ODNI components, Intelligence Community (IC) elements, and issues factual evidence-based findings that are timely, credible, and useful for managers, policymakers, and stakeholders. Conclusions drawn from the results of inspections and evaluations generate recommendations for decision makers to streamline operations, revise regulations as necessary, improve customer service, and minimize inefficient and ineffective procedures. We also improve the performance and integration of the ODNI and the broader IC. Using a multi-disciplinary staff and various methods for gathering and analyzing data, inspections and evaluations typically analyze information, measure performance, determine compliance with applicable laws, regulations, and/or policy, identify savings so that funds can be put to better use, share best practices or promising approaches, and assess allegations of fraud, waste, abuse, and mismanagement.

## Major Duties and Responsibilities (MDRs)



Lead, plan and conduct comprehensive, multi-disciplinary inspections, evaluations and reviews of ODNI component, and IC element programs and other activities within the DNI responsibility and authority in accordance with the Council of Inspectors General on Integrity and Efficiency (CIGIE) Quality Standards for Inspections and Evaluations.

Lead the application of concepts and approaches for inspections and evaluations and guide and support project execution to include the development of project plans, objectives, the maintenance of project schedules, and the development of findings and recommendations.

Lead a team through conducting project interviews, defining data collection requirements, the collection and analysis of data and records, and synthesis of information to develop findings, conclusions, and recommendations.

Lead and/or support the development of inspection and evaluation reports requiring analysis of complex programs/processes for assigned topic areas. Ensure written documents, including reports of inspection or evaluation, memoranda to management, and other documents, are written in compliance with the CIGIE Quality Standards for Inspections and Evaluations and the I&E Division standards.

Lead and/or support project planning, development, and presentation of oral briefings for senior leaders regarding findings and the status of complex inspections and evaluations.

Monitor and assess the progress of corrective actions taken by senior ODNI and IC leadership, and in providing substantive advice and innovative solutions to senior officials regarding the implementation and closure of recommendations.

Provide substantive input to the annual work plan, Management Challenges memorandum, and IC IG's semiannual report to the DNI and Congress.

Engage with Offices of Inspectors General (OIGs) across the IC by planning and supporting collaborative work and offering meaningful content to the Assistant Inspector General for I&E for the quarterly Inspections Committee meetings, and with OIGs across the federal government to maintain awareness of best business practices and current initiatives.

Oversee and lead the development and presentation of recommendations to ODNI and IC senior leaders regarding actions they should take to address issues identified in inspections to promote the economy, efficiency, and effectiveness of programs and operations

## **Mandatory and Educational Requirements**

Expert ability to lead teams through the development of written studies, conducting complex reviews, and writing reports to substantiate findings in accordance with the CIGIE Quality Standards for Inspections and Evaluations and other standards associated with the Federal oversight community.

Expert ability to lead teams and coach personnel to exercise independent professional judgment and critical thinking skills in the conduct of inspections and evaluations, to form objective conclusions/recommendations based on empirical facts, qualitative and quantitative data, evidence, and other pertinent information, and to consider alternate solutions, courses of action, and strategies to address complex, controversial, and multi-faceted issues.



Expert ability to lead teams through examining information, uncovering root causes, developing findings, and making cogent, actionable recommendations.

Expert ability to anticipate issues, resolve conflict among multiple priorities, and implement effective solutions to prevent problems that might impact timelines and deliverables.

Expert ability to communicate effectively both orally and in writing to executive level officials, senior managers, external stakeholders, and audiences varying widely in background through inspection and evaluation findings and recommendations in clear and logical products that are meaningful, compelling, and relevant.

Expert interpersonal skills to foster trust with a team and negotiate, coordinate, and collaborate with OIGs across the Federal government on complex issues and areas of concern that transcend individual government agencies.

Lead by example and exemplify core values of Integrity, Independence, Commitment, Diversity and Transparency.

## Minimum Qualifications

### Experience:

Applicant must have oversight experience in the Federal OIG community and experience applying the CIGIE Quality Standards for Inspections and Evaluations.

Education: Bachelor's degree from an accredited institution.

## Desired Requirements

Certifications/Licenses: A professional certification in Project Management is highly desired, but not required.

Other: IC experience is highly desired, but not required.

## Key Requirements and How to Apply

### Internal ODNI Candidates:

### A complete application package must include:

- a. **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.
- b. **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.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **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 [JobsDNI website](#).* For current employees who do not currently have access to internal systems, applications should be sent to either DNI\_COO\_HRM\_HR\_OPS\_TEAM\_A\_WMA@cia.ic.gov (classified email system) or Recruitment\_TeamA@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## **External Candidates:**

### Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of an ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

### **A complete application 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.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
- SF-50:** Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action," to verify current federal status, position, title, grade, and organization of record.
- APPLICANTS CURRENTLY EMPLOYED BY A COMPETITIVE SERVICE AGENCY:** Must provide a written statement that they understand that, if selected for a position with ODNI, they are leaving the competitive service voluntarily to accept an appointment in the excepted service.

**WHERE TO SUBMIT:** *External Candidates must submit an application through the [www.intelligencecareers.gov](http://www.intelligencecareers.gov).* All attachments should be in Microsoft Word or Adobe PDF format.

### **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 federal agencies outside the IC must provide:**

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **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.
- c. **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.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **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:** *Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).* Applicants from federal agencies outside the IC should be sent to either DNI\_COO\_HRM\_HR\_OPS\_TEAM\_A\_WMA@cia.ic.gov (classified email system) or Recruitment\_TeamA@dni.gov (unclassified email system). 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.

**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.

To verify receipt of your application package ONLY, you may call 703-275-3788.

**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: 703-275-3788; Email: [Recruitment\\_TeamA@dni.gov](mailto:Recruitment_TeamA@dni.gov)

## Other Information

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfeds.com>
- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered):  
<http://www.opm.gov/retire/index.asp> If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependent Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules

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

**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](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) and [DNI\\_Diversity\\_WMA@cia.ic.gov](mailto:DNI_Diversity_WMA@cia.ic.gov), by unclassified email at [DNI\\_DRA@dni.gov](mailto:DNI_DRA@dni.gov), by telephone at 703-275-3900 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.**