



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

JOB TITLE	IG Whistleblowing Investigator – GS-13
JOB ANNOUNCEMENT NUMBER	17658
SALARY RANGE	Not Applicable
VACANCY OPEN PERIOD	12/26/2014 – Open Until: This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration.
POSITION TYPE	Detail
WHO MAY APPLY	Current Federal Government Employees
DUTY LOCATION	Reston, VA
SECURITY CLEARANCE	TS/SCI with CI Polygraph
TRAVEL REQUIRED	0-25% Travel
RELOCATION AUTHORIZED	Discretionary based on availability of funds

POSITION INFORMATION:

This is an opportunity for a 2-year reimbursable detail assignment in the ODNI. The detail may be extended an additional year if all parties agree.

The selected candidate will be detailed to the position at his or her current grade and salary.

Who May Apply:

- Current Federal Government employees.
- Candidates at the same grade or one grade lower than the position grade may apply.

KEY REQUIREMENTS:

- Applicants must, at the time of the application, hold an active Top Secret/Sensitive Compartmented Information (TS/SCI) clearance based on a Single Scope Background Investigation (SSBI) that was completed within the past five years.]
- CI Polygraph. (Applicants from outside the IC must be able to successfully pass a CI polygraph.)

COMPONENT MISSION:

The Inspector General (IG) conducts, supervises, and coordinates inspections, audits, investigations, and reviews relating to the programs and operations over which the DNI has authority and responsibility.



MAJOR DUTIES AND RESPONSIBILITIES:

Conduct inquiries into possible violations of laws, rules and regulations, mismanagement, fraud, gross waste of funds, and abuse of authority within the Intelligence Community (IC) for all matters that fall within the Director of National Intelligence's (DNI) authorities and responsibilities.

Develop and implement investigative plans for complex investigations and projects by framing the allegation(s), determining elements of proof, and identifying investigative tasks.

Gather and analyze information and/or evidence, by interviewing key individuals, administering warnings, oaths, or affirmations, collecting and analyzing high volumes of information, maintaining the chain of custody for evidence, and drafting and serving subpoenas.

Make initial recommendations to ODNI and IC senior leaders regarding actions they should take to address violations of law, regulations, and other serious problems, abuses, or deficiencies.

Develop and present written documents that include reports of investigation and memoranda to management, and also develop and present oral briefings for senior leaders regarding findings and the status of complex or sensitive investigations.

Monitor the progress of corrective measures taken by senior ODNI and IC leadership, and provide advice and innovative solutions to senior officials regarding the implementation of recommendations.

Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA):

Required Knowledge, Skills and Abilities (KSAs):

Thorough knowledge of and experience in the ODNI, Intelligence Community, and IC IG mission and responsibilities.

Ability to lead an investigative team, develop investigation plans, conduct complex investigation projects, and write reports to substantiate findings.

Ability to exercise sound judgment and form objective conclusions/recommendations based on empirical facts, evidence, and other pertinent information.

Analytical and critical thinking skills, including the ability to think strategically, identify needs and requirements, and develop recommendations based on qualitative and quantitative data.

Ability to examine information, identify problems, uncover root causes, develop findings and leads, and make cogent, actionable recommendations.



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Interpersonal and negotiation skills, including ability to interview, negotiate, brief senior officials, and work effectively, independently, and in a team or collaborative environment.

Oral and written communication skills and ability to produce clear and logical reports.

Experience: Four years relevant professional experience required.

Education: Bachelor's Degree in any relevant discipline.

Desired Knowledge, Skills and Abilities (KSAs):

Ability to intake, monitor, prepare and make recommendations upon appeals filed with the IC IG under PPD-19.

Ability to prepare and conduct training for those Federal offices and other entities whose action is important in the execution of the Intelligence Community whistleblowing program.

Ability to prepare and disseminate outreach for those Federal offices and other entities who may use, or benefit from an understanding of, the Intelligence Community whistleblowing program.

HOW YOU WILL BE EVALUATED:

Applicants are encouraged to carefully review the position description and required KSAs, and then construct their resumes to highlight their most relevant and significant experience and education for this job opportunity. The description should include examples that detail the level and complexity of the work performed. Applicants will also be evaluated on their narrative responses to the KSAs. The best qualified applicants will be further evaluated through an interview process.

OTHER INFORMATION:

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

The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. If you need 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-EEOD-RA-ACF@exchange.cia.ic.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis.

HOW TO APPLY:

To apply for a detail position to the ODNI, you must obtain permission through written endorsement from your employing IC element. Please contact your agency's Human Resources office for internal procedures. The application



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package must be submitted by your Human Resources office to the ODNI recruitment office. Any application submitted directly to the ODNI will not be considered.

A complete application must include the following:

- a. A brief (two-page limit) candidate resume or biographical summary;
- b. A short narrative describing the applicant's qualifications (general and specific) for the joint duty assignment; and
- c. An employing element nomination/endorsement.

Reference the vacancy number in the subject line of the email and on each document submitted.

Applications should be sent to Recruitment_TeamB@dni.gov. All attachments should be in Word or PDF format.

AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application **MUST** be received by the closing date of the announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3811.

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 **ONLY** be contacted if they have been selected for an interview.

AGENCY CONTACT INFO:

ODNI Recruitment

Phone: 703-275-3811

Email: Recruitment_TeamB@dni.gov