



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

General Position Information:

Job Title: Investigator – 28689-GS-13

Job Announcement Number: 28689

Salary Range: \$90,823-\$118,069

Vacancy Open Period: 12/16/2014- 12/16/2015 - Open Until Filled.

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: Permanent

Who May Apply: Internal and External Candidates

Duty Location: Reston, Virginia

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 GS-13 permanent position in the ODNI.

Who May Apply: Internal and external candidates to include

- Current Federal Government Employees
- Non-Federal Government Employees
- Current ODNI Permanent Employees
- Current ODNI Staff Reserve Employees

Current GS employees at the same grade or up to two grades lower than the advertised position grade may apply.

ODNI uses a rank-in-person system in which rank is attached to the individual. If the selected candidate is a GS employee of the ODNI or another federal agency, assignment will be made to the position at the employee's current GS grade and salary.

Salary for a selected non-federal candidate will be set within the salary range of the position based on qualifications and experience. Promotion for all ODNI GS permanent employees will be considered at an annual Career Advisory Board.



Key Requirements for External Candidates:

- U.S. Citizenship
- Ability to Obtain a Top Secret/Sensitive Compartmented Information (TS/SCI) Clearance
- CI Polygraph and Background Investigation
- Medical Evaluation
- Two-Year Probationary Period Required for All New Permanent Appointments to the ODNI
- Direct Deposit/Electronic Funds Transfer

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 Office of the Director of National Intelligence (ODNI) and outside the ODNI if the violation relates to the Intelligence Community (IC) at-large and falls 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.
- Develop drafts of ODNI policies for supervisory review that are designed to prevent and detect violations of laws, rules and regulations and fraud and abuse.
- Support the development and presentation of briefings that keep the DNI fully informed of fraud and other serious problems, abuses, and deficiencies relating to the administration of ODNI's programs.
- Conduct investigations of complaints and other information indicating possible abuse of civil liberties and privacy in the administration of ODNI's programs and operations, as referred by the Civil Liberties Protection Officer.



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- Assist and cooperate with the Department of Justice and other Federal agencies in investigating alleged violations of criminal law involving ODNI programs, operations or employees, in coordination with ODNI's Office of the General Counsel.

Knowledge, Skills and Abilities (KSAs):

REQUIRED

- Thorough knowledge of and experience in the ODNI, Intelligence Community, and OIG 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.
- 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

- Certifications/Licenses: Legal degree/license desired but not required

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.

Benefits:

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

Main site for new federal employees: http://www.opm.gov/insure/new_employee/index.asp

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>



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- 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 are 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 Dependant Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules

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 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:

A complete application must include the following:

A .RESUME - All applicants must submit a resume. Format is at the discretion of the applicant, but must include full name, address, telephone number and email address.

b. KSAs - Applicants must provide a detailed supplemental narrative statement addressing each required KSA listed in the vacancy announcement. The narrative should describe how your past work experience, education and accomplishments demonstrate that you possess the knowledge and skills required for this position.

C .COVER LETTER - A separate document that acts as a supplement to your resume explaining the contents of your application package and allowing for an opportunity to further elaborate on your submission.

d. PERFORMANCE EVALUATIONS - Applicants are required to provide their two most recent performance evaluations as part of the application package. A justification is required as part of the application package if the applicant is unable to provide the two most recent evaluations.

e. VACANCY NUMBER - Reference the vacancy number in the subject line of the email and on each document submitted.



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Applications should be sent to either DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both jennian@dni.ic.gov and hoylegr@dni.ic.gov in lieu of the group address above. All attachments should be in Word or PDF format.

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

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 Information:

ODNI Recruitment: Phone: 703-275-3811; Email: Recruitment_TeamB@dni.gov