



**Central Intelligence Agency  
Office of Inspector General**

**Assistant Inspector General for Investigations**

Grade: Senior Intelligence Service (SIS) or Senior Executive Service (SES) equivalent

Additional Grade Accepted: GS-15

Location: Washington Metro Area/Chantilly, VA

Vacancy Close Date: 24 August 2015

Security Clearance Required: Top Secret//SCI

Polygraph Level Required: Full Scope

**Duty Description Overview:**

The Central Intelligence Agency, Office of Inspector General (OIG) is seeking an experienced and energetic senior manager and leader to serve as its Assistant Inspector General for Investigations (AIGI). The OIG investigates complaints and allegations of fraud, waste and misuse of government funds and equipment, conflict of interest, abuse of authority, and other matters involving administrative or criminal misconduct, in compliance with Council of the Inspectors General on Integrity and Efficiency (CIGIE) standards. It also conducts proactive initiatives. Specific responsibilities of the AIGI include:

- Managing an investigative staff of approximately 40, with responsibilities that include setting strategic direction for the staff, allocating resources, monitoring productivity, ensuring accurate and timely feedback, and providing guidance on career development.
- Ensuring investigations are conducted in accordance with standards promulgated by the CIGIE by issuing related policies and procedures, providing necessary investigative tools, and ensuring staff receive appropriate training.
- Reviewing and editing products to ensure that they are prepared in accordance with investigative standards and are timely and relevant. Also, that administrative investigations contain recommendations that are properly supported.
- Participating as an integral member of the OIG management team and supporting the IG in the efficient planning and implementation of general OIG activities.

- Interacting with senior officials internal to and external to the CIA regarding investigative matters, including building relationships with representatives of other Intelligence Community agencies, other OIGs, the Department of Justice, law enforcement agencies and other government entities.

Some overseas and domestic travel may be required.

### **Qualifications:**

The qualifications statement must address the required qualifications listed below. Applications will be considered incomplete without this information and will not be processed.

#### Required Qualifications:

- Prior criminal and administrative investigative experience.
- Strong interpersonal skills, including the ability to effectively interact with officers and other stakeholders at all levels, internal to, and external of the CIA.
- Demonstrated integrity and excellent judgement.
- Senior level management and leadership skills.
- Proven analytical skills.
- Excellent oral and written communications skills.

#### Desired Qualifications:

- Previous experience in the Inspector General Community.
- A working understanding of CIGIE Quality Standards for Investigations and/or the Attorney General Guidelines for law enforcement agencies.
- Knowledge of CIA's programs and activities, relevant laws and regulations.
- Knowledge of criminal law and/or criminal procedure.

Only qualified SIS/SES and GS-15 officers will be considered.

This is not a law enforcement retirement covered position. However, officers currently covered under a law enforcement retirement system and/or receiving Law Enforcement Availability Payments will be considered for a reimbursed detailee assignment. Such officers should consult with their parent organization to determine any impact on their availability pay or retirement coverage. For those officers applying from within the IC, this position qualifies as a joint duty assignment (see the How to Apply section for instructions). This position requires a Top Secret (TS) Clearance with Sensitive Compartmented Information (SCI). All applicants must successfully complete a thorough medical and psychological exam, a polygraph interview and an extensive background investigation. US citizenship is required.

Due to the highly sensitive nature of the responsibilities of this position, successful candidates must possess a high degree of maturity and discretion. As part of the

candidate assessment process, a thorough security and suitability review of each qualified candidate will be conducted.

To be considered suitable for Agency employment, applicants must generally not have used illegal drugs within the last twelve months. The issue of illegal drug use prior to twelve months is carefully evaluated during the medical and security processing.

**Important Notice:** Friends, family, individuals, or organizations may be interested to learn that you are an applicant for, or an employee of the CIA. Their interest, however, may not be benign or in your best interest. You cannot control whom they would tell. We therefore ask you to exercise discretion and good judgment in disclosing your interest in a position with the Agency. You will receive further guidance on this topic as you proceed through your CIA employment processing.

### **How to Apply:**

Applicants must submit a resume and performance appraisals covering the last 2 years. A summary may also be submitted of your experience no more than two typed pages, standard margin, single space, font 11; name, grade and position title on each page.

IC government candidates can submit an application through the Joint Duty site and obtain permission through written endorsement from your employing IC element. Please contact your agency's Joint Duty Program Office for internal nomination procedures.

All other government candidates should send application packages via unsecured fax to (703)374-8976 or e-mail to [karengm@ucia.gov](mailto:karengm@ucia.gov) no later than COB on the closing date of this announcement. Applications will not be accepted after the vacancy closing date. For any application questions please call (703)374-8924.

**SF-50 – All current Federal Government employees must submit a copy of their most current SF-50.**

### **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.

CIA Contact Information:

Heather Barlow (703)374-8051