



**Central Intelligence Agency  
Office of Inspector General**

**Deputy 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: 12 July 2019

Security Clearance Required: Top Secret//SCI

Polygraph Level Required: Full Scope

**Duty Description Overview:**

The CIA's Office of Inspector General (OIG) is seeking an experienced and highly motivated manager to serve as the Deputy Assistant Inspector General for Investigations. The Office of Investigations (INV) is one of four staffs which comprise the CIA OIG. INV is responsible for conducting investigations of waste, fraud, and abuse in connection with Agency activities. Investigations typically examine allegations of criminal and/or administrative wrongdoing. OIG investigative activities frequently draw high-level interest and require interaction with senior officers within the Agency and ranking officials outside CIA. The incumbent will work closely with the Assistant Inspector General for Investigations to oversee the operations of the Investigations Staff. Together they provide oversight of INV's key investigative functions, including prioritization of requirements, reviewing/developing/interpreting policies and procedures, as well as analyzing capacity and the associated resources required. Duties include:

- Directly supervising a staff of GS-15/SIS-level Special Agents in Charge, GS-14/15 level Assistant Special Agents in Charge, and secondary level supervision of Special Agents;
- Providing strategic input and guidance to the conduct of investigative activities;
- Ensuring investigations are conducted in accordance with federal criminal law, the Council of the Inspectors General on Integrity and Efficiency (CIGIE) Quality Standards for Investigations, and the CIA OIG Special Agent Manual;
- Reviewing and editing Reports of Investigation and other investigative products;
- Maintaining and monitoring performance metrics;
- Interacting with senior officials within the Agency and throughout government; and,
- Handling other administrative duties, such as budget, staffing, and training, as required.

Some overseas and domestic travel may be required.

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**FERS/CSRS Retirement Information:**

This position is under "secondary" law enforcement retirement coverage provisions. Law Enforcement Retirement: This position meets the criteria for the special retirement provisions under both Civil Service Retirement (CSRS) and the Federal Employees Retirement System (FERS).

Transfer Requirement for CSRS: To be eligible for secondary coverage, an employee must transfer directly (without a break in service exceeding 3 days) from a primary position to a secondary position. Must be continuously employed in a secondary position since transferring from a primary position without a break in coverage exceeding 3 days. Except: a break in employment in secondary positions which begins with an involuntary separation (not for cause); voluntary breaks in service, which began prior to January 20, 1988.

Employees subject to special retirement coverage for law enforcement officers must retire at age 57 upon completing 20 years of law enforcement service under the special retirement provisions. If these 20 years of service are not attained at age 57, mandatory retirement required upon completion of 20 years of service.

**Qualifications:**

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

This is a GS-15/Tier 1 SIS level position. Only qualified GS-15 and SIS officers will be considered.

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.

- Prior experience supervising investigations, in a federal office of inspector general or federal law enforcement agency;
- Strong leadership skills with a demonstrated ability to manage a large organization; drive and implement organizational change, process improvements, and data driven decision making resulting in improved timeliness, productivity and quality;
- Successful candidates must have impeccable security, suitability and performance records;
- Ability to operate with objectivity and independence;
- Proven track record of initiating, driving, and managing change;
- Prior investigative experience conducting criminal and administrative investigations;
- Excellent analytic skills;
- Excellent written and oral communications skills;

- Strong interpersonal and representational skills, including the ability to interact with people at all levels and positions within and outside of the Agency;
- Demonstrated ability to manage multiple taskings, set priorities, and work in a high-profile environment;
- A broad knowledge and a detailed understanding of the CIGIE Quality Standards for Investigations;
- Demonstrated knowledge of the federal criminal justice system and federal criminal offenses; and,
- Familiarity with the laws and regulations governing CIA activities.

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

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.

#### **How to Apply:**

Applicants must submit a resume and a written statement addressing their interest in and qualifications for the position. If possible, performance appraisals covering the last two years should also be included.

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 unsecure fax to (703)374-8976 or e-mail to [joanncv@ucia.gov](mailto:joanncv@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)374-8050.

**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)374-8050