

## DETAIL OPPORTUNITY ASSIGNMENT

**Opening Date: March 25<sup>th</sup>, 2026**

**Closing Date: April 8<sup>th</sup>, 2026**

Announcement of a Detail (up to 120 days) at the Department of Health and Human Services (HHS), Office of Inspector General (OIG), Office of Management and Policy (OMP), Budget and Finance Division.

**POSITION:** Grants Management Specialist GS-1109-14

**APPLICABILITY:** This assignment is open to all HHS permanent employees.

**LOCATION OF ASSIGNMENT:** Maryland, VA and Washington, D.C.

### **DESCRIPTION OF ASSIGNMENT/DUTIES:**

Serves as the Grants Management Specialist, providing support and oversight for the OIG grants management program within the Office of Management and Policy (OMP). Serves as a point of contact on all grant-related matters, covering the full grant lifecycle evaluating applications, ensuring compliance with statutory and regulatory requirements, monitoring performance, crafting award documentation, and resolving financial issues. The duties of this detail will include but are not limited to:

- Management responsibilities will include overseeing the pre-award, award, and post-award monitoring of grants and cooperative agreements, with emphasis on reviewing mandatory grant applications and budget requests.
- Drafting and formalizing terms and conditions, including award restrictions if necessary.
- Providing advice and assistance to grant recipients on both work and administrative matters.
- Providing advice to program officials on matters related to grants administration.
- Coordinating closely with internal and external customers.
- Providing assistance and guidance for the resolution of financial findings in onsite reviews.
- Serves as a point of contact for all grant-related matters, regularly interacting with internal and external parties, including grantees, OIG program and senior staff, the Program Support Center, and the Payment Management System.
- Interprets, develops, and applies appropriate regulations, policies, and procedures relating to a variety of grant mechanisms to ensure compliance with statutory and regulatory requirements.
- Performs complex financial and administrative analyses of grant mechanisms to determine if costs are reasonable, allowable, and allocable.
- Develops and conducts training on the administration of Federal assistance for Federal and recipient officials.

Performs other duties as assigned.

### **PERIOD OF ASSIGNMENT:**

This assignment will commence on or about May 4<sup>th</sup>, 2026, not to exceed 120 days.

## **APPLICATION PROCEDURES AND WHAT TO SUBMIT:**

To apply for this position, you must email a complete Application Package which includes:

**Resume:** For qualifications determinations your resume must contain dates of employment (i.e., month/year to month/year, or month/year to present). Resumes that do not contain this information will be marked as insufficient and applicants may not receive consideration for this position.

**Resumes must be no more than 2 pages in length.** Interested employees must submit a current resume.

To be considered you must email your resume no later than 11:59p.m. EST on April 8<sup>th</sup>, 2026.

All interested employees must obtain supervisory approval prior to submitting resume for consideration.

**POINT OF CONTACT:** Interested employees must email a resume to Denise Thompson at: [Denise.thompson@oig.hhs.gov](mailto:Denise.thompson@oig.hhs.gov) no later than April 8<sup>th</sup>, 2026, 11:59p.m. EST.

**EVALUATION CRITERIA:** Applicants will be evaluated based on the information provided in the resume. Employees with relevant experience related to the duties of this position will be considered for a detail of up to 120 days.

**EQUAL EMPLOYMENT OPPORTUNITY:** All eligible applicants will receive consideration for the developmental assignment without regard to race, religion, color, national origin, age, sex, disability, political affiliation, or any other non-merit factor.

**REASONABLE ACCOMMODATION:** If you need a reasonable accommodation for any part of the application and hiring process, please contact [akira.grace@oig.hhs.gov](mailto:akira.grace@oig.hhs.gov).

*The Fair Chance to Compete for Jobs Act (FCA) prohibits federal agencies from requesting an applicant's criminal history record **prior** to extending a conditional offer of employment. **In accordance with 5 U.S. Code § 9202(c) and 5 C.F.R § 920.201 certain positions are exempt from the provisions of the FCA.** Applicants who believe they have been subjected to a violation of the FCA may submit a written complaint to the Department by email at [FairChanceAct@hhs.gov](mailto:FairChanceAct@hhs.gov).*

*Exceptions:* In accordance with [5 U.S. Code § 9202\(c\)](#) and [5 C.F.R § 920.201](#), this prohibition regarding criminal history inquiries does not apply to applicants being appointed to positions that require a determination of eligibility for access to classified information; assignment to or retention in sensitive national security duties or positions; or is a Federal law enforcement officer or dual-status military technician position. For more information regarding the Fair Chance Act please visit [Federal Register - Fair Chance To Compete for Jobs](#)

**Fair Chance Act Non-Compliance Complaint:** An applicant who believes they have been subjected to a violation of the Fair Chance Act may submit a complaint to the agency within 30 calendar days of the date of alleged non-compliance with 5 U.S.C. 9202 and 5 CFR part 920. Complaints may be submitted to: [FairChanceAct@oig.hhs.gov](mailto:FairChanceAct@oig.hhs.gov).