



Council of the  
**INSPECTORS GENERAL**  
*on INTEGRITY and EFFICIENCY*

*The CIGIE Interagency Fellows Program enables emerging OIG leaders to expand their leadership competencies, broaden their organizational experiences, and foster networks they can leverage in the future.*

**CIGIE Interagency Fellowship Position Description**

<b>PD No. 4</b>			
<b>Department/Agency OIG:</b>		<i>U.S. Department of Energy, Office of Inspector General</i>	
<b>Fellowship Title:</b>		<i>Department of Energy OIG Inspector Fellowship</i>	<p><i>Top Secret, equivalent to DOE "Q" clearance;</i></p> <p><i>The fellow needs the following:</i></p> <ol style="list-style-type: none"> <li><i>1. Experience performing OIG inspections,</i></li> <li><i>2. Working knowledge of TeamMate, and</i></li> <li><i>3. Maintaining a Top Secret security clearance</i></li> </ol>
<b>Number of Positions:</b>		<i>1 position located in located in Washington DC; Livermore, CA; or Albuquerque, NM</i>	<p><b>Available Workplace Flexibilities:</b></p> <p><i>Situational Telework; Credit Hours</i></p>
<b>GS Level:</b> <i>(13, 14, and/or 15)</i>		<b>GS 13</b>	<p><b>Office Location:</b></p> <p><i>Washington DC, Livermore, CA &amp; Albuquerque, NM</i></p>
<b>Description of Development Opportunity: 1.) Projects, Roles, and Responsibilities &amp; 2.) Anticipated Accomplishments</b>			
<p><i>The fellowship involves participating in one or more on-going inspections within the Department of Energy, Office of Inspector General. The inspections may be allegation based or a performance inspection from the FY 2016 Plan. The assignment of specific inspection duties will depend on the specific inspection available at the time of the Fellowship. Duties will generally involve interviewing inspectees, preparing work papers in TeamMate, analyzing documents, developing findings and conclusions, preparing briefing documents, and preparing draft inspection reports. The Fellowship may involve leading one or more staff members during the inspection, depending on the type of inspection available at the time of the Fellowship. Anticipated accomplishments include gaining a knowledge of the Department of Energy; improving report writing and work paper documentation skills; improving interviewing and analytical abilities; and working with others across the Department, as needed, to complete the inspection assignment. We are offering one position to be placed in one of three locations depending on the location of the fellow: DC, Livermore, CA; or Albuquerque, NM. The OIG will not fund travels costs (except as needed for a specific inspection). A fellow from DC will be placed in the DC office, a fellow from the San Francisco bay area will be placed in Livermore, and a fellow in New Mexico will be placed in Albuquerque. The fellow will be responsible for travel costs to/from the site of the fellowship. The fellow's home organization will be responsible for funding training costs required to meet the annual CPE requirements.</i></p>			
<p><b>Developmental Goals:</b> Please select the Executive Core Qualifications (ECQs) that the participant may cultivate on this assignment. For more information about ECQs, please visit <a href="http://www.opm.gov/ses/recruitment/ecq.asp">www.opm.gov/ses/recruitment/ecq.asp</a>.</p>			
<b>ECQs (check all that apply):</b>		<i>Please describe how this assignment relates to the ECQs and will provide a meaningful work experience for the participant:</i>	

<i>Leading Change</i>	<input type="checkbox"/>	<b>Results Driven Problem Solving - the fellow will identify and analyze problems; weigh relevance and accuracy of information gathered during the inspection; generate and evaluate alternative solutions to the findings in the inspections; make recommendations for inclusion in the report.</b>
<i>Leading People</i>	<input type="checkbox"/>	
<i>Results Driven</i>	<input checked="" type="checkbox"/>	<b>Results Driven Technical Credibility- the fellow will understand and appropriately apply principles, procedures, requirements, regulations, and policies related to assigned inspections.</b>
<i>Business Acumen</i>	<input type="checkbox"/>	<b>Building Coalitions Partnering - the fellow will develop networks and builds alliances across the Office of Audits and Inspections; collaborate across the IG to build strategic relationships and achieve common goals.</b>
<i>Building Coalitions</i>	<input checked="" type="checkbox"/>	