



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 Fellowship Position Description**

<b>PD No. 23</b>			
<b>Department/Agency OIG:</b>	<i>Department of Defense, Office of Inspector General</i>		
<b>Fellowship Title:</b>	<i>Deputy Special Assistant</i>	<b>Required Clearances/ Special Requirements:</b>	<i>Secret</i>
<b>Number of Positions:</b>	<i>1</i>	<b>Available Workplace Flexibilities:</b>	<i>Ad Hoc Telework; Alternative Work Schedule</i>
<b>GS Level:</b> <i>(13, 14, and/or 15)</i>	<i>GS 13 - 15</i>	<b>Office Location:</b>	<i>Alexandria, VA</i>
<b>Description of Development Opportunity: 1.) Projects, Roles, and Responsibilities &amp; 2.) Anticipated Accomplishments</b>			
<p><i>As deputy to the special assistant to the Deputy IG for Special Plans and Operations (SPO), the Fellow will participate in strategic planning, performance management (at the component level), employee engagement, and process improvement activities. SPO is an Inspections &amp; Evaluations (Blue Book) organization. The Fellow will collaborate with other special assistants to strengthen the DoD OIG's alignment to its goals, while monitoring actions within the component (SPO) which support those goals.</i></p> <p><i>The DoD OIG goals are: (1) Promote economy, efficiency, and effectiveness in Department of Defense programs and operations ; (2) Identify, deter and investigate fraud, waste, and abuse; (3) Engage, enable, and empower our people ; (4) Achieve excellence through an inclusive and diverse results-oriented, high-performance culture ; (5) Increase the efficiency, relevancy, transparency and oversight of OIG programs and products through continuous review and improvement.</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>		<b>Please describe how this assignment relates to the ECQs and will provide a meaningful work experience for the participant:</b>	
<i>Leading Change</i>	<input checked="" type="checkbox"/>	<p><i>As an assistant to the Deputy IG, the Fellow will see and participate in critical matters from the level of the Deputy IG, including not only leadership decisions, but also procedural improvements, strategic planning, &amp; change management. The work is varied and covers all aspects of running an organization with global reach.</i></p>	
<i>Leading People</i>	<input checked="" type="checkbox"/>		
<i>Results Driven</i>	<input checked="" type="checkbox"/>		
<i>Business Acumen</i>	<input checked="" type="checkbox"/>		
<i>Building Coalitions</i>	<input checked="" type="checkbox"/>		