



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

PD No. 10			
Department/Agency OIG:	<i>U.S. Environmental Protection Agency, Office of Inspector General</i>		
Fellowship Title:	<i>Congressional/Media Liaison</i>	Required Clearances/ Special Requirements:	<i>N/A</i>
Number of Positions:	<i>1</i>	Available Workplace Flexibilities:	<i>Compressed Work schedule; Telework, Employee Wellness Program</i>
GS Level: (13, 14, and/or 15)	<i>GS 13 or 14</i>	Office Location:	<i>Washington D.C.</i>
Description of Development Opportunity: 1.) Projects, Roles, and Responsibilities & 2.) Anticipated Accomplishments			
<i>The fellow may: respond to inquiries from members of Congress, their constituents and congressional committees; prepare witness testimony (written and oral statements) for hearings; assist witnesses with practicing their responses to anticipated questions from members; work with DIG subject matter experts to gather information responsive to requests; arrange and lead telephone and in-person briefings for congressional staff; monitor hearings and transcripts; and research bills, legislation and other information. The fellow may also: respond to inquiries from print, broadcast and electronic news media; prepare subject matter experts for and staff interviews; compile daily news clips; write and distribute press materials; write scripts and conduct interviews for podcasts; and conduct related research.</i>			
Developmental Goals: Please select the Executive Core Qualifications (ECQs) that the participant may cultivate on this assignment. For more information about ECQs, please visit www.opm.gov/ses/recruitment/ecq.asp .			
ECQs (check all that apply):	Please describe how this assignment relates to the ECQs and will provide a meaningful work experience for the participant:		
<i>Leading Change</i>	<input type="checkbox"/>	<i>The fellow will gain hands-on experience with the inner workings of two areas critical to the understanding of every senior leader: Congress and the news media. The "Results Driven" ECQ particularly the principles of accountability and customer service, is integral to these responsibilities. Attention to "Building Coalitions," including political savvy from the standpoint of an independent organization, also is key to cultivating successful relationships with these customers.</i>	
<i>Leading People</i>	<input type="checkbox"/>		
<i>Results Driven</i>	<input checked="" type="checkbox"/>		
<i>Business Acumen</i>	<input type="checkbox"/>		
<i>Building Coalitions</i>	<input checked="" type="checkbox"/>		