



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. 15</b>			
<b>Department/Agency OIG:</b>	<i>National Geospatial-Intelligence Agency, Office of Inspector General</i>		
<b>Fellowship Title:</b>	<i>Staff Officer - FOIA</i>	<b>Required Clearances/ Special Requirements:</b>	<i>TS/SCI; Experience with processing FOIA requests</i>
<b>Number of Positions:</b>	<i>1</i>	<b>Available Workplace Flexibilities:</b>	<i>Maxiflex Schedule</i>
<b>GS Level:</b> <i>(13, 14, and/or 15)</i>	<i>GS 13</i>	<b>Office Location:</b>	<i>Springfield, VA</i>
<b>Description of Development Opportunity: 1.) Projects, Roles, and Responsibilities &amp; 2.) Anticipated Accomplishments</b>			
<i>The OIG processes and manages requests for OIG records pursuant to the Freedom of Information Act (FOIA) and Privacy Act (PA). The OIG has a substantial backlog of FOIA requests to process, due to multiple requests it has received that will entail the review and redaction of thousands of pages of records. To clear this backlog, individual will need to have significant FOIA and PA experience. An individual with experience in records managements who's worked with FOIA requests would be exceptional.</i>			
<b>Developmental Goals: 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>.</b>			
<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"/>	<i>Results driven to clear significant backlog of FOIA requests, Create or advise improved business processes by bringing experience and other agency processes for records management, FOIA request, Privacy Act information.</i>	
<i>Leading People</i>	<input 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"/>		