



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. 21			
Department/Agency OIG:	<i>U.S. Department of Agriculture, Office of Inspector General</i>		
Fellowship Title:	<i>Digital Forensics Lab Management</i>	Required Clearances/ Special Requirements:	<i>Secret; The applicant should have a background in digital forensics and familiarity with enterprise systems; however, a strong IT background, particularly in networks and software utilization, may be suitable.</i>
Number of Positions:	<i>1</i>	Available Workplace Flexibilities:	<i>None</i>
GS Level: (13, 14, and/or 15)	<i>GS 13 - 15</i>	Office Location:	<i>Kansas City, MO</i>
Description of Development Opportunity: 1.) Projects, Roles, and Responsibilities & 2.) Anticipated Accomplishments			
<i>Project 1: Workflow Analysis, Project 2: Bulk Data Management, Project 3: Cost Benefit Analysis</i>			
<i>Role: The applicant will fulfill the role of a digital forensics lab operations manager, i.e. Deputy Director.</i>			
<i>Responsibilities: The applicant will analyze the forensic division's parallel workflows, historical data, intake/output procedures, data preparation, network administrative overhead, bulk data management; and evaluate the remote case agent review platform, to include utilization rates and agent feedback, for additional efficiencies and improved outcomes.</i>			
<i>Based upon the information gathered, the applicant will conduct a cost-benefit analysis of a Storage Area Network (SAN) mid-tier backup node to complement the existing Dell Compellent.</i>			
<i>If time permits, the applicant will contrast and compare the proposed NUIX web reviewer and digital forensic platform against that of the existing FTK/Summation Pro case agent review platform.</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):	<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 checked="" type="checkbox"/>	<i>Leading Change : The applicant will bring an outsider's perspective and may discover inefficiencies or opportunity for improvement in outcomes and/or effectiveness.</i>	

<i>Leading People</i>	<input type="checkbox"/>	<i>Effecting change within an already highly productive and efficient environment will require a command of facts and an element of persuasiveness.</i>
<i>Results Driven</i>	<input checked="" type="checkbox"/>	<i>Results Driven: Changes suggested and/or implemented should result in measureable improvements.</i>
<i>Business Acumen</i>	<input checked="" type="checkbox"/>	<i>Business Acumen: The applicant will conduct at least one cost benefit analysis. As time permits and with assistance, he or she will conduct a test of major digital forensic software to determine its overall business value in comparison to the existing software platform.</i>
<i>Building Coalitions</i>	<input type="checkbox"/>	