

**The U.S. Government Publishing Office (GPO)  
Office of the Inspector General (OIG)**

**Assistant Inspector General for Management and Policy  
(Chief of Staff) PG-0301-15**

**GENERAL POSITION INFORMATION:**

**Salary:** \$155,700-183,500 (*based on Baltimore, DC, MD, VA locality*)

**Position Type:** Competitive Service

**Opening Date:** Open now on CIGIE, expect January 2024 on USAJOBS

**Close Date:** Remain Open Until Filled

**Who May Apply through CIGIE:**

- Current Federal employees in the competitive service
- or Excepted Service from agencies with [OPM interchange agreements](#)
- GS-15 Lateral Only, promotions for this CIGIE announcement are not authorized.
  - NOTE: Interested GS-14s should apply through USAJobs, when available, to compete for a promotion
- Must have completed one-year probationary period.

**Duty Location:** 732 North Capitol St NW, Washington, D.C.

**Required Security Clearance:** None

**Telework Eligible:** Yes

**Travel Required:** Minimal, less than 10%

**MAJOR DUTIES**

The primary purpose of the position is to provide leadership, direction, and coordination in all functional areas of the Office of the Inspector General, including human capital, financial management, information technology, contracting, facilities and security, recommendations follow-up, communications, policy planning and special projects. The incumbent oversees a wide range of administrative and technical functions and tasks that require vision, advanced leadership skills, communication, and the integration of office activities to support senior leaders. They leverage expertise and vast institutional knowledge to anticipate and frame ambiguous issues, assess risks, devise solutions, and keep management apprised of high priority issues and requirements. They prioritize mission requirements and work assignments, provide guidance, direct work, and advise decision makers. They provide direction for communicating the OIG mission and program responsibilities within and external to the agency.

The incumbent will report to the Inspector General and will manage the operations of the office, to include:

- a. directing workload of the Front Office staff.
- b. Oversee the OIG's quality assurance program, recommendations follow-up program, outreach program, and website.
- c. coordinating overall policy, plans, requirements, direction, and priorities as directed by the Inspector General.
- d. Manage and oversee the administrative functions of the office, to include the OIG's budget, information technology, contracting, and human capital resources.

**APPLICATION PACKAGE:** All documents should be in Adobe PDF format.

- **Resume:** Reflect the duties and responsibilities under each position you have held with each employer.
- **Writing Sample:** Provide a sample of your writing as the primary author, or, alternatively a written evaluation may be performed as part of the selection process.
- **SF-50, Notification of Personnel Action:** Submit a Notification of Personnel Action (SF-50) showing the GS-15 grade level and competitive or excepted service.
- **Performance Evaluation:** Your most recent performance appraisal. If your performance appraisal is not dated **within the last 12 months**, or if you are unable to provide a recent performance appraisal, you must provide a written statement explaining why.
- **DD-214:** If you are claiming Veterans Preference, provide a copy of your DD-214 or Discharge from Active Duty, or other equivalent documentation to prove your entitlement and to verify your type of discharge.
- **VA Letter and SF 15:** If you are claiming Veterans' Preference based on a Compensable Disability, Widow or Spouse Entitlement, or as a Purple Heart recipient, you must submit your SF-15 and the required proof of disability, i.e., Department of Veterans Affairs letter dated 1991 or later.

**OTHER KEY REQUIREMENTS:**

- U.S. Citizenship
- Selectees must pass a drug test prior to appointment.
- Males born after 12/03/1959 must be registered for Selective Service.
- Incumbent must annually file a Confidential Financial Disclosure statement.
- **FINACIAL DISCLOSURE:** Incumbent must annually file a Confidential Financial Disclosure statement.

**WHERE TO SUBMIT:** Complete application package must be sent to Nathan Deahl, Inspector General at [ndeahl@gpo.gov](mailto:ndeahl@gpo.gov).

*Please omit/redact sensitive Personally Identifiable Information e.g. social security number.*