



INSPECTION & EVALUATION COMMITTEE SPECIAL ASSISTANT

The CIGIE Inspection and Evaluation (I&E) Committee is pleased to offer a non-reimbursable, full-time 6-month detail opportunity to current Inspector General community staff at the GS-13, 14 or 15 level. This opportunity is available beginning January 2020. Steve Linick, Department of State's Inspector General, is the I&E Committee Chair and Wendy Laguarda, Farm Credit Administration's (FCA) Inspector General, serves as the Vice Chair. The I&E Committee provides leadership for the CIGIE I&E community's efforts to improve agency program effectiveness by maintaining the *Quality Standards for Inspection and Evaluation* (Blue Book); overseeing the I&E peer review process; promoting approaches to address issues that cut across departments and agencies; and fostering awareness of I&E practices in OIGs.

Description

The primary responsibility of the Special Assistant to the CIGIE I&E Committee will be to serve as the project manager for the Blue Book Working Group (BBWG), which has been tasked by the committee to update and revise the Blue Book. The BBWG is comprised of I&E professionals from the IG community and reports directly to the I&E Committee. The Special Assistant will serve for the first 6 months (January – June 2020) of the 18-month initiative to revise the Blue Book. Specific duties and responsibilities include:

- Developing project plans and helping the BBWG ensure the project adheres to established timeframes
- Coordinating comments and revisions to the Blue Book from various agencies and stakeholders
- Developing educational and outreach materials for the I&E community on the changes to the Blue Book
- Working with the I&E Committee and I&E Roundtable on other issues affecting the community
- As time permits, contributing to the I&E Peer Review Working Group's efforts to revise the Peer Review Guide and develop the schedule for the second 3-year (2021-23) round of I&E peer reviews

Through this detail, the Special Assistant will gain a deeper understanding of I&E work and the application of the Blue Book, develop or broaden interagency experience, foster networks that can be leveraged in the future, and expand leadership competencies. In particular, the leadership competencies the Special Assistant will exercise are Building Coalitions and Leading Change, including creativity and innovation, external awareness, flexibility, resilience, partnering, and influencing/negotiating.

Requirements, Additional Information, and How to Apply

Candidates for this detail opportunity must be self-motivated and very detail-oriented and possess excellent written and oral communication skills. Extensive knowledge of the Blue Book is required, and candidates must be currently performing I&E work or supervising staff that performs I&E work.

The Special Assistant will work at FCA OIG in McLean, VA or at State OIG in Arlington, VA or a combination of both locations, depending on the Special Assistant's commuting preference and security clearance. Parking is provided at FCA OIG's office near Tyson's Corner and State OIG is located next to the Rosslyn Metro station. While a security clearance is not needed to work at FCA OIG, a high-risk public trust background investigation is required. To work at State OIG, a Secret clearance is required.

For more information about this opportunity, contact the BBWG Co-chairs – Sonya Cerne (cernes@fca.gov 703-883-4040) or Lisa Rodely (lisa.r.rodely@stateoig.gov 571-348-5077). Interested candidates must have concurrence from their OIG to apply. Please send a resume, evidence of OIG concurrence, preference on work location (FCA or State), and security clearance to: Sonya Cerne at cernes@fca.gov by October 31, 2019.