The National Archives and Records Administration (NARA) is seeking an individual in the OIG community to work on a reimbursable 120-day detail beginning April 11, 2021 (which could be extended for an additional 90 to 120 days upon mutual agreement) to serve as Acting NARA Inspector General (IG), until the recruitment and appointment of a new, permanent Inspector General is completed. NARA envisions that an Acting Inspector General would have the same authorities as a permanent IG. NARA’s OIG is a small office consisting of approximately 20 permanent staff.

About NARA: NARA is an independent federal agency established in 1934 to identify, protect, preserve, and make publicly available the historically valuable records of all three branches of the Federal government. NARA manages the Federal government’s archives, administers a system of Presidential Libraries, operates museums, conducts education and public programs, provides oversight of government-wide records management activities, and provides temporary storage of other agencies’ records on their behalf. NARA publishes the Federal Register and makes grants through the National Historical Publications and Records Commission. NARA provides for the appropriate declassification of classified national security information, mediating Freedom of Information Act disputes, and overseeing agency actions regarding classified and controlled, unclassified information.

NARA provides a variety of services to other Federal agencies. NARA stores and services nearly 28 million cubic feet of other agencies’ records, on a reimbursable basis, through the Federal Records Centers Program (FRCP). NARA helps other agencies meet their Federal records management responsibilities through regulations, policies, training, and oversight. NARA facilitates the regulatory process by providing public notice and soliciting public comments on proposed agency rulemakings through the Federal Register. NARA manages the declassification of historical, classified records and provides agencies with standardized processes to ensure their interests are identified and appropriately considered in the declassification process. NARA supports government-wide information policy by providing Federal agencies and industry with standards for protecting sensitive Government information and by supporting the effective administration of the Freedom of Information Act (FOIA) across the Executive Branch.

Further information about NARA can be found on its website at www.archives.gov.

Applicants for the Acting Inspector General position must be current Federal employees with at least one year of experience at the GS-15 level (or equivalent) or Senior Executive Service (SES). The Qualifications and Duties are listed below:

Qualifications:

Demonstrated ability in accounting, auditing, financial analysis, law, management analysis, public administration, or investigations.
Experience leading or supervising a team, preferably one conducting OIG investigations, audits, or evaluations in a federal Office of Inspector General.

Duties: The IG oversees professional staff that conduct:

- Performance audits that address the efficiency, effectiveness, and economy of NARA’s programs, activities, and functions; provide information to responsible parties to improve public accountability; facilitate oversight and decision making; and initiate corrective actions;
- Financial audits that provide an independent assessment of whether agency financial statements are presented fairly in accordance with generally accepted accounting principles;
- Evaluations, which are systematic and independent assessments of the design, implementation, and/or results of NARA’s operations, programs, or policies; and
- Investigations based on alleged or suspected fraud, waste, abuse, or gross mismanagement; employee or contractor misconduct; or criminal and civil violations of law that affect NARA’s programs and operations.

The IG also keeps Congress fully and currently informed of any problems in agency programs and operations.

The NARA OIG is located at 8601 Adelphi Road, College Park, MD. Currently the office is closed, and all employees are teleworking. This may change during the course of the detail.

Persons interested in applying for the Acting Inspector General position should forward their resume and an SF-50 reflecting their current employment status by Wednesday, March 31, 2021 to: igcandidatepanel@cigie.gov, put in the subject line “NARA Acting Inspector General”.

If you have any questions about the position, please feel free to contact Debra Wall, Deputy Archivist of the United States, at debra.wall@nara.gov.