

**The U.S. Government Publishing Office (GPO)
Office of the Inspector General (OIG)
Detail Opportunity Senior Inspector and/or Lead Inspector**

We are pleased to offer a reimbursable detail opportunity to the Inspector General Community. GPO OIG is seeking a highly motivated and qualified individual (GS-13 and/or GS-14) to serve as a Senior/Lead Inspector to assist the OIG Inspections Division conduct reviews and evaluations. This is a 1-year assignment; however, it may be extended depending on the needs of management and the employee's interest and availability. This opportunity will remain open until filled.

DETAIL DESCRIPTION:

Conducts evaluations, inspections, special projects and assessments of the Government Publishing Office in order to enhance effectiveness and efficiency.

GENERAL POSITION INFORMATION:

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

Required Security Clearance: None

Telework Eligible: Yes, as determined by office policy

Travel Required: Occasional

MAJOR DUTIES

- Performs team-based inspections. Will work as part of a team in conducting inspections designed to examine operational problems and achieve maximum effectiveness in established programs.
- Conducts interviews with GPO officials at all levels in the agency, and participates in meetings and conferences to discuss evaluation findings, follow-up plans and implementation of the recommendations.
- Maintains familiarity with current CIGIE trends, programs, and standards.
- Develops working papers and summaries which support findings and conclusions.
- Writes and edits materials that are complex or controversial, and read by a diverse audience.
- Reviews and prepares work papers, support documents and draft reports to ensure that inspection/evaluation reports are accurate, thorough, and conforms to OIG standards for inspections and evaluations.
- Follows OIG & CIGIE guidelines for content, presentation, and organization, or makes suggestions for change as appropriate.
- Facilitates cooperation and teamwork and supports constructive resolution of conflict.
- Possesses knowledge of Blue Book standards.

APPLICATION PACKAGE:

- **Cover Letter:** A cover letter is not required but encouraged. Please include a brief synopsis of how you meet the major duties above.
- **Resume:** Reflect the duties and responsibilities under each position you have held with each employer.

WHERE TO SUBMIT: Complete application package must be sent to Nathan Deahl, Deputy Inspector General at ndeahl@gpo.gov.