



## General Position Information

**Job Title:** Inspector

**Position Number:** 17844

**Position Grade:** GS-14

**Salary Range:** \$126,233 - \$164,102 (not applicable for detailees)

**Vacancy Open Period:** 06/28/2022 – 07/29/2022

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal and External Candidates, Detailees

**Division:** DNI/IG/INSP

**Duty Location:** Reston, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for:

- An internal or external candidate to fill a GS - 14 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Current GS employees at the same grade as the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI permanent cadre.



- Current Federal Government employees. (Current GS employees at the same grade as the advertised position grade may apply.)
- Candidates outside the Federal Government.
- Current ODNI Staff Reserve employees. (A staff reserve employee who currently occupies this position may not apply.)
- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade as the advertised position grade may apply.)

## **Salary Determination**

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.

## **Component Mission**

The Office of the Inspector General of the Intelligence Community (IC IG) was established within the Office of the Director of National Intelligence (ODNI) by the Intelligence Authorization Act for Fiscal Year 2010. The IC IG's organizational divisions include Audit, Investigations, Inspections and Evaluations, Mission Support Division, the Center for Protected Disclosures, and Counsel to the Inspector General.

## **Major Duties and Responsibilities (MDRs)**

Plan and support comprehensive multi-disciplinary inspections, evaluations and special reviews of ODNI component, and IC element programs and other activities within the DNI responsibility and authority in accordance with the CIGIE Quality Standards for Inspections and Evaluations.

Support the application of concepts and approaches for inspections and evaluations and help guide project execution to include the development of project plans, objectives, the maintenance of project schedules, and the development of findings and recommendations.

Support a team through conducting project interviews, defining data collection requirements, the collection and analysis of data and records, and synthesis of information to develop findings, conclusions, and recommendations.



Support the development of reports requiring analysis of complex programs/processes. Ensure written documents, including inspection or evaluation reports, memoranda to management, and other documents comply with the CIGIE Quality Standards for Inspections and Evaluations and the I&E Division standards.

Support project planning, development, and presentation of oral briefings for senior leaders regarding findings and the status of complex inspections and evaluations.

Monitor and assess the progress of corrective actions taken by senior ODNI and IC leadership, and facilitate the implementation and closure of recommendations.

Contribute to the effective conduct of IC IG and I&E Division operations, including identifying work process improvements and efficiencies to collaborate with stakeholders and communicate within project teams.

Provide input to the (IC IG or I&E Division) annual work plan, Management Challenges memorandum, and IC IG's Semiannual report to the DNI and Congress.

Evaluate and assess IC, ODNI, component, center, and program compliance with Federal law, Executive Orders, Presidential Directives, and internal regulations and policies.

## **Mandatory and Educational Requirements**

Demonstrated ability to contribute as part of a team supporting the conduct of complex inspections, evaluations and special reviews, and writing reports to substantiate findings in accordance with the CIGIE Quality Standards for Inspections and Evaluations.

Demonstrated ability to exercise professional judgment and critical thinking skills in the conduct of inspections and evaluations; form objective conclusions and recommendations based on empirical facts, qualitative and quantitative data, and other pertinent information; and consider alternate solutions, courses of action, and strategies to address complex, controversial, or multi-faceted issues.

Ability to foster trust within the IC IG and with colleagues, partners, and stakeholders.

Demonstrated ability to lead by example and exemplify IC IG core values of Integrity, Independence, Transparency, Accountability, and Diversity.

Demonstrated ability to anticipate issues, balance multiple priorities, and implement effective solutions to prevent problems that might impact timelines and deliverables.

Demonstrated ability to effectively communicate both orally and in writing to senior leaders and managers, external stakeholders, and audiences varying widely in background on findings and recommendations from clear and logical products that are meaningful, compelling, and relevant.

Demonstrated interpersonal skills to foster trust within a team and negotiate, coordinate, and collaborate with Office of Inspectors General on complex issues and areas of concern.

Demonstrated ability to examine information, identify problems, uncover root causes, develop findings and leads, and make cogent, actionable recommendations.



## Minimum Qualification Requirements:

**Experience:** Applicant must have at least 5 years of federal oversight or comparable experience.

**Education:** Bachelor's degree from an accredited institution.

## Desired Requirements

IC experience is highly desired, but not required.

OIG experience is highly desired, but not required.

## Key Requirements and How to Apply

### Internal ODNI Candidates:

#### A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **POSITION NUMBER:** Reference the position number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).* For current employees who do not currently have access to internal systems, applications should be sent to either DNI-COO-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

### External Candidates:

#### Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of an ODNI medical screening.



- A two-year trial period is required for all new permanent appointments to the ODNI.

**A complete application must include:**

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- POSITION NUMBER:** Reference the position number in the subject line of the email and on each document submitted.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
- SF-50:** Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action," to verify current federal status, position, title, grade, and organization of record.
- APPLICANTS CURRENTLY EMPLOYED BY A COMPETITIVE SERVICE AGENCY:** Must provide a written statement that they understand that, if selected for a position with ODNI, they are leaving the competitive service voluntarily to accept an appointment in the excepted service.

**WHERE TO SUBMIT:** *External Candidates must submit an application through the [www.intelligencecareers.gov](http://www.intelligencecareers.gov).* All attachments should be in Microsoft Word or Adobe PDF format.

**CURRENT FEDERAL EMPLOYEES APPLYING FOR A DETAIL ASSIGNMENT:**

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees.

**Applicants from federal agencies outside the IC must provide:**

**WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- POSITION NUMBER:** Reference the position number in the subject line of the email and on each document submitted.
- CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.



- e. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** *Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.* Applicants from federal agencies outside the IC should be sent to either DNI-COO-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@dni.gov (unclassified email system).

All attachments should be in Microsoft Word or Adobe PDF format.

## **All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3888

## **What to Expect Next**

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

## **Agency Contact Information**

ODNI Recruitment; Phone: 703-275-3888; Email: HRM-HR-OPS-VACANCY-TEAM@dni.gov.

## **Other Information**

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**COVID-19 Vaccination Requirement:** To ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the federal government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for federal employees. Therefore, to the extent a federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply.

Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. **IF YOU NEED A REASONABLE ACCOMMODATION** for any part of the application and hiring process, please notify the Reasonable Accommodation Office Representative by classified email at DNI\_Reasonable\_Accommodation\_WMA@cia.ic.gov by unclassified email at DNI\_DRA@dni.gov, by telephone at 703-



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

275-3900 or by FAX at 703-275-1277 . Your request for reasonable accommodation will be addressed on a case-by-case basis.

**THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfeds.com>
- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered):  
<http://www.opm.gov/retire/index.asp> If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependent Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules