



## General Position Information

**Job Title:** 28689 - Deputy Assistant Inspector General for Investigations – GS-15

**Salary Range:** \$122,530 - \$172,500

**Vacancy Open Period:** 12/15/2020 – 1/26/2021

**Position Type:** Cadre, Detailee

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

**Division:** DNI/IG/INV

**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-15 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 or up to one grade lower than 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 ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
  - Current Federal Government employees. (Current GS employees in the grades of GS-14 thru GS-15 may apply.)
  - Candidates outside the Federal Government.



- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees in the grades of GS-14 thru GS-15 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.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## 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, the Center for Protected Disclosures, and Counsel to the Inspector General.

The Investigations Division investigates allegations of violations of criminal and civil laws and administrative regulations arising from the conduct of the Intelligence Community and ODNI employees and contractors. The Investigations Division has unique authority to investigate matters related to DNI programs and activities across the IC and plays a pivotal role in conducting administrative investigations into unauthorized disclosures of classified information. Investigations are conducted in accordance with the Council of the Inspectors General on Integrity and Efficiency (CIGIE) standards.

## Major Duties and Responsibilities (MDRs)

- Serve as the Deputy Assistant Inspector General for Investigations providing daily guidance and oversight to employees assigned to the Investigations Division.
- Lead and oversee professional staff in planning and conducting inquiries into possible violations of laws, rules and regulations, mismanagement, fraud, gross waste of funds, and abuse of authority within the Office of the Director of National Intelligence (ODNI) and outside the ODNI if the violation relates to the Intelligence Community (IC) at-large and falls within the Director of National Intelligence's (DNI) authorities and responsibilities.
- Lead and oversee professional staff in the development and implementation of investigative plans for the most complex investigations and projects by framing the allegation(s), determining elements of proof, and identifying investigative tasks.
- Lead and oversee professional staff in the development and implementation of strategies for gathering and analyzing information and/or evidence, to include interviewing key individuals, administering warnings, oaths, or affirmations, collecting and analyzing high volumes of information, maintaining the chain of custody for evidence, and drafting and serving IG subpoenas.



# 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

- Lead and oversee professional staff in planning and implementing initiatives to identify and make recommendations to ODNI and IC senior leaders regarding actions they should take to address violations of law, regulations, and other serious problems, abuses, or deficiencies.
- Lead and oversee staff in planning, preparing, and presenting written documents that include reports of investigation and memoranda to management, and also lead staff in developing and presenting oral briefings for senior leaders regarding findings and the status of complex or sensitive investigations.
- Oversee staff in tracking disciplinary actions taken on substantiated cases and corrective actions by senior ODNI and IC leadership regarding recommendations.
- Lead and oversee staff in developing and presenting briefings that keep the DNI fully informed of fraud and other serious problems, abuses, and deficiencies relating to the administration of ODNI's programs.
- Lead and oversee staff in planning and conducting investigations of complaints and other information indicating possible abuse of civil liberties and privacy in the administration of ODNI's programs and operations, as referred by the Civil Liberties Protection Officer.
- Lead and oversee staff participating in joint investigations with the Department of Justice and other Federal agencies in alleged violations of criminal law involving ODNI or IC programs, operations or employees, in coordination with the appropriate office(s).
- Lead and oversee the Investigations Division's recruitment program.
- Provide oversight of resource management and performance management such as preparing and monitoring the Investigations Division's budget for travel, training, other logistical needs, and writing Performance Evaluation Reports.
- Effectively serve as the Acting AIG for Investigations as needed.

## **Mandatory Technical Competencies**

- Broad knowledge of the mission, organization, and functions of the IC IG, ODNI, and IC.
- Lead by example and exemplify IC IG core values of Integrity, Independence, Commitment, Diversity, and Transparency.
- Ability to foster trust within the IC IG and with colleagues, partners, and stakeholders.
- Superior ability to lead an investigative team, develop investigation plans, conduct highly complex investigation projects, and write reports to substantiate findings.
- Superior ability to exercise sound judgment and form objective conclusions/recommendations based on empirical facts, evidence, and other pertinent information.
- Superior analytical and critical thinking skills, including the ability to think strategically, identify needs and requirements, and develop recommendations based on qualitative and quantitative data.



- Superior ability to examine information, identify problems, uncover root causes, develop findings and leads, and make cogent, actionable recommendations.
- Superior interpersonal and negotiation skills, including ability to interview, negotiate, brief senior officials, and work effectively, independently, and in a team or collaborative environment.
- Superior oral and written communication skills and superior ability to produce clear and logical reports.
- Expert ability to direct taskings, assess and manage performance, collaborate on goal setting, and support personal and professional development at all levels of personnel.

## Minimum Qualification Requirements

- **Experience:** Applicant must have at least 8 years of investigating experience, preferably with at least 4 years in the IG community. Applicant must have supervisory experience. GS-14 applicants must have at least one year of specialized investigative experience at a level of difficulty and responsibility equivalent to the GS-15 grade in the Federal service.
- **Education:** Bachelor's Degree from an accredited university.

## Desired Requirements

- **Certifications/Licenses:** A Certified Fraud Examiner certification is highly desired but not required.
- **Other:** IC experience is highly desired but not required.

## Key Requirements and How To Apply

### Internal ODNI Cadre Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement. All applicants must address the Mandatory Technical Competencies 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. **VACANCY NUMBER:** Reference the vacancy 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\\_TM\\_HR\\_OPS\\_TEAM\\_B\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_HR_OPS_TEAM_B_WMA@cia.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants experiencing technical issues should contact the



# 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

HR POC for guidance. [zackern@dni.ic.gov](mailto:zackern@dni.ic.gov) (Natalia Z.), and [burgeal@dni.ic.gov](mailto:burgeal@dni.ic.gov) (Alisa B.) in lieu of the group address above.

## 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:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement. All applicants must address the Mandatory Technical Competencies 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 if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy 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.
- e. **SF-50 (if applicable):** 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.

**WHERE TO SUBMIT:** *External Candidates must submit an application through the classified [IC Applicant Gateway website](#) at <https://apply.intelligencecareers.gov/job-listings?agency=ODNI>. Applicants experiencing technical issues, or inability to access the IC Applicant Gateway website may submit their application via email to either [DNI\\_COO\\_TM\\_HR\\_OPS\\_TEAM\\_B\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_HR_OPS_TEAM_B_WMA@cia.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [zackern@dni.ic.gov](mailto:zackern@dni.ic.gov) (Natalia Z.), and [burgeal@dni.ic.gov](mailto:burgeal@dni.ic.gov) (Alisa B.) in lieu of the group address above.*

## Current Federal Employees within the Intelligence Community (IC) 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 within the IC must submit an application through the classified [IC Joint Duty Program website](#).*

## Applicants from federal agencies outside the IC Applying for a Detail Assignment:

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

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



# 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

- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement. All applicants must address the Mandatory Technical Competencies and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **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.
- f. **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 federal agencies outside the IC should be sent to either [DNI\\_COO\\_TM\\_HR\\_OPS\\_TEAM\\_B\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_HR_OPS_TEAM_B_WMA@cia.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to [zackern@dni.ic.gov](mailto:zackern@dni.ic.gov) (Natalia Z.), and [burgeal@dni.ic.gov](mailto:burgeal@dni.ic.gov) (Alisa B.) in lieu of the group address above.

## **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.

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

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

To verify receipt of your application package **ONLY**, you may call 301-243-1318.

## **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.

Applicants are encouraged to carefully review the vacancy announcement. All applicants must address the Mandatory Technical Competencies and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.

## **Agency Contact Information**

ODNI Recruitment; Phone: 301-243-1318; Email: [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov)



## Other Information

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/oaca/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

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

**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 Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at [DNI\\_Reasonable\\_Accommodation\\_WMA@cia.ic.gov](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) and [DNI\\_Diversity\\_WMA@cia.ic.gov](mailto:DNI_Diversity_WMA@cia.ic.gov), by unclassified email at [DNI\\_DRA@dni.gov](mailto:DNI_DRA@dni.gov), by telephone at 703-275-3799 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**