

# DODIG



If you like excitement,  
challenge, and making a  
difference in your world...

...then a career with the  
Department of Defense  
Office of the Inspector General  
may be just what you're  
looking for.



**A**s you are aware from the news media, issues such as information security, financial management, the changing threat, military readiness, health care fraud...are confronting the Department of Defense today. If you want to be a part of a team that looks at these and other major issues facing our nation's defense, then a career with the Department of Defense Office of the Inspector General may be just what you are looking for.



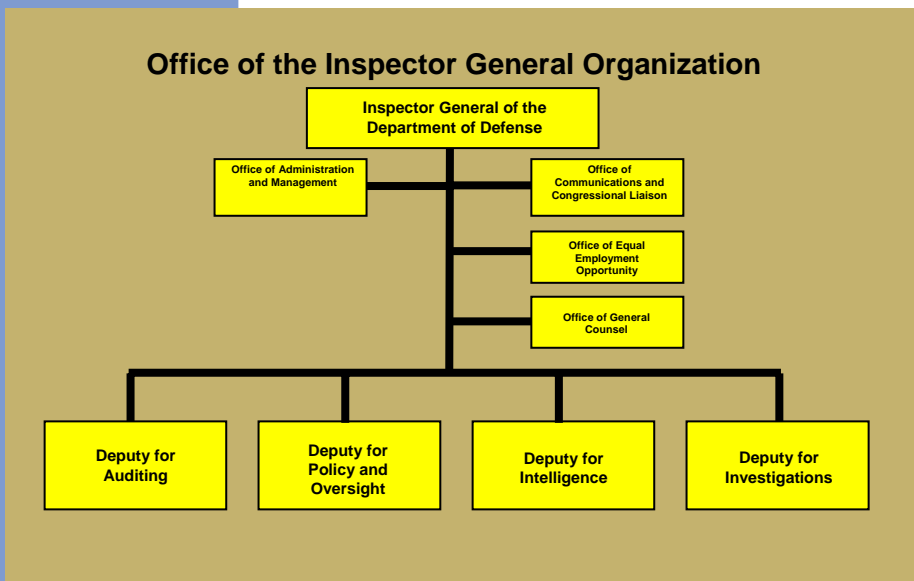
The Department of Defense Office of the Inspector General was established by an amendment to the Inspector General Act of 1978. It was created to promote economy, efficiency, and effectiveness, and to guard against fraud, waste, and abuse in the Department of Defense.

A career opportunity with the Office of the Inspector General provides challenge, diversity, travel within the United States and overseas, work that makes a difference, and excellent career progression. The office is headquartered in Arlington, Virginia, and has field offices throughout the United States.

Our employees are highly motivated, well-trained professionals committed to protecting the taxpayers' interest while ensuring that the warfighter receives the best and safest military equipment.

# The Department of Defense Office of the Inspector General

You can make a difference with a career at the Office of the Inspector General. Your assignments could take you to Navy shipyards, to Capitol Hill, to contractor facilities, and to military bases in both the United States and overseas. If variety appeals to you and you are interested in challenging your skills, imagination, and dedication to excellence, then we have the career for you. You would be a part of a team that is dedicated to maximizing the accountability of the Department of Defense to the American public by ensuring that every American tax dollar invested in defense earns a dollar's worth of return in Defense programs and operations.



# The Mission



The organization is comprised of skilled civilian and military personnel who are dedicated to supporting the defense of the United States by promoting economy, efficiency, and effectiveness, and by preventing and detecting fraud, waste, and abuse. The organization fulfills its mission by conducting audits, inspections, evaluations, and investigations.

The Inspector General, a Presidential Appointee, keeps the Secretary of Defense, Congress, and other Defense Managers apprised of problems and deficiencies with Defense programs and operations and recommends corrective actions. The independence of the Inspector General allows for complete freedom in reporting the results of its work.

*The Office of the Inspector General also:*

- identifies mismanagement;*
- promotes management improvement;*
- pursues violations of law, regulations, and procedures;*
- operates the Defense Hotline while protecting the confidentiality of the complainant;*
- ensures corrective actions are taken.*

Although the full impact of the Office of the Inspector General's work cannot be measured, billions of taxpayer dollars are saved each year as a result of its recommendations.

# People: the Key Component



People are the key to success of any organization. The Office of the Inspector General employs approximately 1,200 civilian and military auditors, inspectors, investigators, technical experts, and support staff. These professional and culturally diverse individuals conduct audits, inspections, and investigations that serve to fulfill the mission of the OIG. The coverage provided to Defense operations and programs is determined by law, requests from the Secretary of Defense and other managers, Hotline allegations, congressional requests, and analyses of risk in Defense programs. Defense senior managers recognize the value and professional competence of the organization and increasingly request its involvement in some of the most critical, complex, and sensitive issues facing the Department of Defense.

Auditors conduct operational and financial audits on all facets of Defense operations using prescribed auditing techniques and standards. Their work results in reduced costs, improved performance, stronger internal controls, and compliance with laws and regulations. A few examples of audit topics are major weapon system acquisitions, contracts, financial statements, military readiness, and automated systems. Auditors' efforts routinely result in potential cost savings of billions of dollars annually.

Investigators conduct investigations of suspected criminal violations, primarily terrorism, product substitution, cyber crimes/computer intrusion, technology transfers, bribery, corruption, and large scale thefts of Government property. Their efforts



Successful auditors, investigators, and inspectors are individuals who are dedicated to a career in public service, have analytical and logical reasoning abilities, can determine where and how to gather data, have good written and oral communication skills, and can work effectively with a variety of people.

protect the Defense Department from criminals who illegally profit from huge Defense contracts through a variety of fraudulent schemes. Each year, Office of Inspector General investigators are responsible for millions of dollars in recoveries, fines, restitutions, and settlements; indictments and convictions; and contractor debarments and suspensions.

Inspectors conduct organization and functional inspections that are broad in scope and seek to facilitate changes promoting improved management efficiency and enhanced program effectiveness. They also conduct reviews, evaluations, and studies on matters of interest to Department of Defense managers, the Inspector General, the Secretary of Defense, and congressional members. Most inspectors are technical experts. They give the Secretary of Defense and other managers a balanced look at the effectiveness of an organization or program. Each year the recommendations of the inspectors and evaluators result in significant improvements to the defense structure.

Technical experts include statisticians, engineers, computer specialists, and business and industry analysts. These experts provide technical advice and assistance to auditors, inspectors, and investigators in achieving the overall mission of the Inspector General.

Support staff includes specialists, assistants, and technicians who provide general administrative assistance or specialized services to support the programs and functions of the agency. These employees work in a wide variety of occupational fields such as information technology, financial management, human resources, editing, supply, and logistics.

# The Office of the Deputy Inspector General for Auditing



The Office of the Deputy Inspector General for Auditing performs the primary internal audit functions of the Office of the Inspector General within the Office of the Secretary of Defense, Joint Chiefs of Staff, the Unified and Specified Commands, Military Departments and the Defense agencies. It also advises the Inspector General on policy direction and performance of Defense Department audit activities and oversees non-federal auditors engaged in audits of Defense grants and contracts. It is made up of three audit directorates and employs more than 600 people. It conducts two types of audits: operational and financial. An operational audit is a constructive evaluation of the economy, efficiency, and effectiveness with which managerial responsibilities are carried out. A financial audit determines whether financial statements or reports are fairly presented and accurately portray the status of funds and other assets and the results of operations. Primary responsibilities of each audit directorate are listed on the following page.



# Audit Directorates

## *Acquisition & Contract Management*

- Acquisition and support of major weapon systems
- Research, development, test, and evaluation programs
- Information technology acquisition
- Contract administration
- Procurement of supplies and services
- Military construction

## *Defense Financial Auditing Service*

- Financial statements
- Financial systems, processes, and programs

## *Readiness and Operations Support*

- Supply management and transportation programs
- Weapon systems maintenance programs
- Defense health care programs
- International programs
- Defense readiness
- Human capital
- Technology management
- Environmental programs



## Working at the Office of the Deputy Inspector General for Auditing also involves...



### ***Travel***

Audits are conducted at Defense and contractor facilities and require frequent travel throughout the United States and occasional travel to Europe and Pacific areas. Auditors may travel 50 percent or more of the time.

### ***Career Development***

Due to the variety of challenging audit assignments, you will be encouraged to work in different audit directorates and in areas throughout the agency to both increase your knowledge of audit functional areas and to promote your career development.

### ***Training***

Auditors receive 80 or more hours of training every two years. Formal and on-the-job training are provided to develop the auditing, analytical, oral, written, computer, and fraud detection skills that are required throughout an auditor's career. You will also receive specialized training for the specific subject areas audited such as weapon systems acquisition, contracting, communications, and automated systems. The Office of the Inspector General organization may pay for all or a portion of the cost of job-related, self-improvement courses. Courses may include graduate courses and review courses for the Certified Internal Auditor and the Certified Public Accountant examinations.



# Benefits

## ***Salaries, Advancement, and Working Hours***

Entry level salaries are competitive—based on your education and experience. Career advancement opportunities are excellent. The Office of the Inspector General also offers a choice of flexible working hour programs.

## ***Vacation***

Annual leave (vacation) is based on length of Government service, including any military service. For the first three years of Government service, an employee earns 13 days of paid vacation per year. After three years, paid vacation will increase to 20 days a year and will further increase to 26 days a year when an employee has been with the Government for 15 years. Thirty days may be carried over to the next year.



## ***Sick Leave***

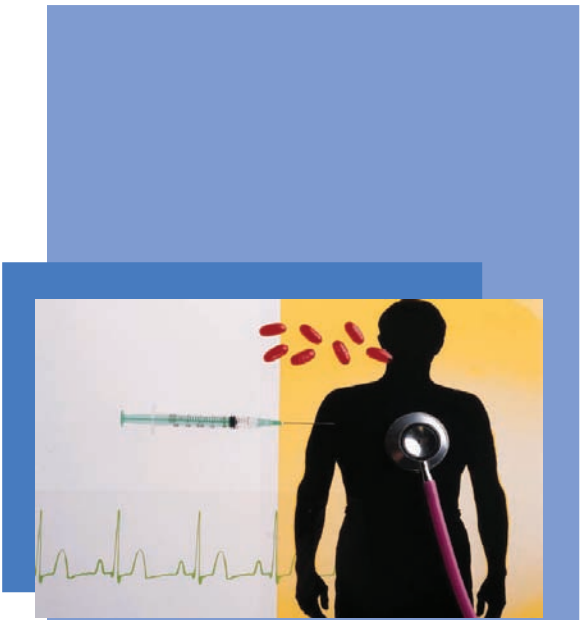
Regardless of the length of service, employees earn 13 days of sick leave a year. There is no limit to the amount of sick leave an employee can accumulate.

## ***Other Leave***

Provisions for paid and/or unpaid leave exist to take care of other absences for such reasons as maternity, military obligations, court attendance, and voting.

## ***Holidays***

The Federal Government observes 10 legal holidays each year.



### ***Health Benefits***

Health insurance is offered by a variety of carriers. The employee can select individual or family coverage. A portion of the premium is paid by the Government. No physical examination is required, and there are no restrictions on age or physical condition.

### ***Life Insurance***

New employees have the option of selecting low-cost life insurance coverage--regardless of age or physical condition. A variety of options are offered.

### ***Federal Long Term Care Insurance Program***

The Federal Government participates in a group insurance program designed to help you cover the cost of long-term care in the event you are disabled and no longer able to work. Over 20 million members of the Federal Government can apply for this insurance. Participation is voluntary and subject to future changes.

### ***Flexible Spending Accounts***

Flexible spending accounts allow employees to pay medical and dependent care expenses using pre-tax dollars. The health care account allows pre-tax reimbursement of eligible medical costs not covered or reimbursed by insurance. The dependent care account allows reimbursement on a pre-tax basis for childcare or adult dependent care expenses.





### ***Retirement***

Employees hired after January 1, 1984, are automatically covered by the Federal Employee's Retirement System. The total annuity is based on social security, basic benefits, and a thrift savings plan. The thrift savings plan features limited Government matching of employee contributions and allows the employee to postpone paying taxes on earnings until the funds are withdrawn.

### ***Equal Employment Opportunity***

Employees are assured of equal consideration for promotion regardless of race, sex, age, religion, color, national origin, lawful political affiliation, marital status, membership in an employee organization, or nondisqualifying physical or mental disability.





The Vision of the  
Department of Defense  
Office of the Inspector General

*One professional team strengthening the  
integrity, efficiency, and effectiveness  
of Department of Defense programs and  
operations.*

# Profile of a Qualified Employee



## The Successful Employee...

- Thrives on using analytical methods to draw informed conclusions.
- Makes comparisons and rapidly observes irregularities.
- Learns quickly.
- Moves easily from entry level to more complex assignments.
- Communicates with managers at all levels.
- Is skilled in interviewing and writing.
- Works as part of a team.

If this sounds like you, then a job with the Department of Defense Office of the Inspector General may be just what you're looking for.



## *Career Opportunities*

All components of the Office of the Inspector General have vital roles to play in the detection and prevention of fraud, waste, and abuse. Their combined efforts make the Office of the Inspector General an exciting and rewarding place to work. If you would like to learn more about how to contribute to the welfare and safety of your country by working with us, contact:

Department of Defense  
Office of the Inspector General  
Human Capital Advisory Services Directorate  
Suite 115  
400 Army Navy Drive  
Arlington, VA 22202-4704.

**When you decide on a career with the Department of Defense Office of the Inspector General you will be making a valuable contribution to your country's future as well as your own.**

**Visit us on the web at [www.dodig.mil](http://www.dodig.mil).**