

Entry-level Auditor Hiring Process

The hiring process to bring entry-level auditors on board is straight forward; there is a simple cause and effect chain of events set in place based on the response of the recently hired.

Initially, the Office of the Defense Inspector General offers the individual an entry-level position in our auditing component. If the new hire declines the position, he/she mails the negative response back to our human resources directorate, and the discourse between our office and the potential new hire is ended. If the new hire accepts the position, he/she mails the affirmative response back to our human resources directorate and awaits further action.

Once human resources receives the affirmative response, it is passed on to the Office of the Deputy Inspector General for Auditing who then assigns the newly hired person to an audit directorate; the new hire could be assigned to a directorate that specializes in performance audits or one that specializes in financial audits. The directorate next assigns a sponsor from among its existing cadre of auditors who will help the new hire transition to the Washington, D.C., metro area and who will answer questions about working as an auditor here at the DoD IG.

Concurrently, our human resources staff passes the affirmative response to our security office that then mails security-related paperwork the newly hired needs to fill out and return as soon as possible. It is important that the new hire read the instructions that accompany the security paperwork to completely and accurately fill them out. By reading the instructions, the new hire can avoid unnecessary delays in processing the security paperwork—if the security papers are not complete or are inaccurately filled out, the security office will mail them out again so the new hire can correct them, causing delays to the new hire's start date.

Our security office, working with its liaisons in the Pentagon, has the responsibility of reviewing each person's background to determine suitability for working for the United States government and for working at the IG. Most of the time the newly hired are granted an interim security clearance, meaning no substantial misconduct was found in the person's past, thus allowing the new hired to come on board while at the same time undergoing the required full background investigation. If through reviewing a new hire's security paperwork, our office determines questionable activities in someone's past (commonly known as adverse information), they are obligated to bring this to the attention of key managers in the ODIG for Auditing. Once this happens, the hiring process is put in hiatus until the completion of a full background investigation, which could take anywhere from a few months to a few years. If this happens, the new hired should not make plans to move to the commuting area until the investigation is complete and he/she is granted a clearance; it is quite possible that, given the extent of the misconduct, the new hire could be denied a clearance and denied a job with the IG. Our human resources office will contact the new hire to let them know of the situation.

Once the new hire receives a clearance, he/she will be required to undergo a drug test. The human resources office will work with the new hire to set up a date, time, and place

for the test. If he/she fails the drug test, our offer of employment is rescinded; however, if the new hire passes the test, human resources will contact him/her to set up a reporting date. Human resources will mail a package to the new hire notifying when and where to report as well as what to bring. (At this stage, the new hire needs to be able to prove that he/she has met the educational requirements by bringing to the IG an official sealed copy of their final transcripts.)