

**U.S. Government Accountability Office**  
**Department - Inspector General**  
**Announcement Number: GAO-12-IG-0340-01**

**Vacancy Announcement**

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**Vacancy Description:** Inspector General

**Open Period:** 2012-09-27 - 2012-10-29

**Series/Grade:** ES-0340-01/01

**Salary:** \$174,700.00 TO \$174,700.00

**Promotion Potential:** NA

**Duty Locations:** 1 vacancy in Washington DC Metro Area, DC, US

**Additional Information**

**Who May Apply:**

This vacancy is open to all U.S. Citizens, including status applicants (current and former federal government employees who meet certain conditions). Click the following link for more information about status applicants: <http://www.opm.gov/employ/students/fedhire.asp#meaning>

**Job Summary:**

The Government Accountability Office (GAO) supports the U.S. Congress in its oversight responsibilities by conducting original research and analysis to assess how well federally-funded programs are operating and assists with the development of legislation and appropriation reviews. It advises Congress and the heads of executive agencies about ways to make government more effective and responsive. GAO evaluates federal programs, audits federal expenditures, and issues legal opinions. When GAO reports its findings to Congress, it recommends actions. Its work leads to laws and acts that improve government operations, saving the government and taxpayers billions of dollars.

GAO, which was founded in 1921, has a staff of approximately 3,000 employees and a budget of over \$500,000,000. GAO is headquartered in Washington, DC, with field offices in Atlanta, Boston, Norfolk, Huntsville, Chicago, Dallas, Dayton, Denver, Los Angeles, San Francisco, and Seattle. See: [www.gao.gov](http://www.gao.gov).

Voted one of the best places to work in the federal government since 2005, we provide flexibilities and benefits to our employees. We promote dynamic and forward-thinking workplace practices. We foster an inclusive work environment that emphasizes continuous learning, personal and professional development, and incentives for exceptional performance. We promote equal opportunity for all staff without regard to age, disability, ethnicity, gender, religion, or sexual orientation. GAO's success in embracing and leveraging the diversity

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of its employees is central to our mission of serving a diverse American population through its congressional representatives.

Key Requirements:

- \* U.S. Citizenship.
- \* A probationary period may be required.
- \* Selectee must meet and maintain security and suitability requirement.
- \* Selectee will have to complete a financial disclosure statement.

Position Information:

Permanent

Full-time

Major Duties:

The Inspector General for the Government Accountability Office is responsible for carrying out and supervising the functions, powers, and duties of the Inspector General, as provided in 31 U.S.C. § 705. The IG reports to the Comptroller General of the United States. The IG plans, directs, conducts and monitors audits and investigations to promote economy, efficiency, and effectiveness in GAO programs and operations to prevent and detect waste, fraud and abuse. Under the Consolidated and Further Continuing Appropriations Act, 2012, (Pub. L. 112-55, Div. B, Title IV, Nov. 18, 2011, 125 Stat. 628), the Inspector General of the Government Accountability Office was made the Inspector General of the Commission on Civil Rights. This situation will continue under the Continuing Appropriation Resolution, 2013, which will fund the government until March 27, 2013. In addition, the IG will adhere to GAO's core values of accountability, integrity, and reliability. Specifically, the Inspector General is responsible for:

- (1) Conducting and supervising audits consistent with generally accepted government auditing standards and investigations consistent with established quality standards for investigations relating to the Government Accountability Office;
- (2) Providing leadership to OIG employees;
- (3) Making recommendations to promote the economy, efficiency, and effectiveness in the

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Government Accountability Office; and

(4) Keeping the Comptroller General and Congress fully and currently informed concerning fraud and other serious problems, abuses, and deficiencies relating to the administration of programs and operations of the Government Accountability Office.

Qualifications and Evaluations:

Specialized experience for this position includes 1) experience managing an organization-wide program that conducts independent and objective evaluations of policies, programs and/or operations through audits and/or investigations in order to increase program economy and efficiency and /or prevent and detect fraud, waste, and abuse, or equivalent private sector experience; and 2) hands-on experience conducting complex program audits and/or investigations, or equivalent private sector experience.

Executive Core Qualifications (ECQs)

Please Note: Current career SES members, former career SES members with reinstatement eligibility, and graduates of an SES Candidate Development Program which has been approved by OPM do not need to address the ECQs.

ECQ 1 - LEADING CHANGE: This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals, as well as the ability to establish an organizational vision and to implement it in a continuously changing environment.

ECQ 2 - LEADING PEOPLE: This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals, as well as the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

ECQ 3 - RESULTS DRIVEN: This core qualification involves the ability to meet organizational goals and customer expectations, as well as the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

ECQ 4 - BUSINESS ACUMEN: This core qualification involves the ability to manage human, financial, and information resources strategically.

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ECQ 5 - BUILDING COALITIONS: This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

You are strongly encouraged to review OPM's Guide to SES Qualifications for specific examples and guidance on writing effective ECQ narrative statements.

Professional and Technical Qualifications (PTQs)

Please use clear and concise language and limit your narrative statement to two (2) pages per PTQ. Your entire PTQ submission may not be more than 10 typed pages using no smaller than 12-point font.

PTQ 1 - Demonstrated ability to plan, manage, and conduct independent and objective evaluations of agency policies, programs, and/or operations through audits and/or investigations using generally accepted professional standards in order to increase program economy and efficiency and/or prevent fraud, waste and abuse.

PTQ 2 - Demonstrated ability in accounting, auditing, financial analysis, law, management analysis, public administration or investigations and experience in applying federal auditing principles and standards, including generally accepted government auditing standards (GAGAS).

PT3 - Demonstrated ability to independently review and solve complex problems and recommend alternative solutions in a managerial capacity, while working constructively with agency management to achieve positive change.

PT4 - Demonstrated leadership in investigations of misconduct by agency staff or contractors or formal evaluations of a government investigation program that resulted in evidence, reports of investigations and communication and coordination with users of the investigative results.

PT5 - Demonstrated professional integrity and high ethical standards.

You are strongly encouraged to review OPMS Guide to SES Qualifications for specific examples and guidance on writing effective ECQ narrative statements.

Applicants who are eligible to apply must have one year (52 weeks) of specialized experience that provides the professional and technical qualifications and executive core qualifications needed to perform successfully the major duties and

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responsibilities of the position. Typically, experience of this nature will have been gained through demonstrated executive experience in the Federal service, or its equivalent with state, or local government, or the private sector. Specialized experience for this position typically includes: 1) experience managing an organization-wide program that conducts independent and objective evaluations of policies, programs and/or operations through audits and/or investigations in order to increase program economy and efficiency and/or prevent and detect fraud, waste, and abuse, and 2) experience conducting complex program audits and/or investigations, or equivalent private sector experience.

All Qualified applicants who meet the eligibility requirements will be evaluated to determine the extent to which their experience, education and accomplishments are indicative of competence to accomplish the four (4) Professional and Technical Qualifications (PTQs) and if applicable the five (5) Executive Core Qualifications (ECQs) listed. You must submit a narrative that addresses each of these PTQs and required ECQs. Please make sure that your responses are supported in your resume. Follow all instructions carefully as incomplete answers, errors, or omissions may affect your rating. Your rating will be invalid if you fail to include a narrative reply to any PTQ or required ECQ, or your reply is "see resume". Applicants who are currently serving under a career SES appointment, are eligible for reinstatement into the SES, or have successfully completed a SES Candidate Development Program approved by OPM are not required to address the ECQs but must address the PTQs.

**How You Will Be Evaluated:**

The GAO Executive Resources Board (ERB), will rate and rank all Qualified applicants based on the PTQs and required ECQs. If you are a current SES, former career SES member with reinstatement eligibility, or a certified graduate of an SES Candidate Development Program approved by OPM and you are Qualified for the position, you should NOT submit a narrative on the ECQs and will be rated and ranked on the PTQs only. The ERB determines and forwards the Best-Qualified candidates to the Comptroller General (CG) who makes the final selection. Interviews may be conducted at any stage of the process as deemed appropriate by either the ERB or the CG. All Qualified applicants will be notified in writing of selection or non-selection.

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How to Apply:

Please carefully follow all instructions under the How to Apply tab to ensure you are considered for the position.

You are required to apply online for this announcement. We are unable to accept mailed or emailed documents. You must complete the entire application process, including submission of all documents BEFORE this announcement closes. To do so, complete the following steps.

Step 1: Click on the "APPLY ONLINE" button on the right side of this announcement. Follow USAJOBS' instructions to access your account and submit your resume. If you are not registered with USAJOBS, click on the "create your account now!" button to obtain access and electronically build your resume.

Step 2: Once you submit your resume, you will be redirected to the Career Connector website to complete the application process. If this is your first time in Career Connector, you will be asked to answer questions related to your eligibility for Federal employment. You will be able to update this information and save it to our account for future announcements.

Step 3: Once you have completed the eligibility questions, you will be taken directly to the vacancy application questions. Answer all questions honestly and thoroughly. Click on "Submit" after you have completed your application. Once you have submitted your application, you can check your status online through your Career Connector or MY USAJOBS account.

Step 4: Career Connector offers three options that will electronically attach your documentation to your online application once you finish answering the questions in the job announcement.

(1) You may select a document that you have already uploaded to USAJOBS for a previous announcement.

(2) You may electronically upload a document directly from your computer to your application. Be certain to review your complete application for confirmation the document uploaded and click on "Finished" to be returned to USAJOBS.

(3) You may follow the "Faxing Supporting Documentation" instructions within the online

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application, which will provide the necessary cover sheets for each of your documents so that they will be correctly submitted. The fax number will be available on the cover sheet.

Please note that each cover sheet and corresponding document must be faxed separately. Be certain to review your complete fax transmittal confirmation to ensure that all pages have been received.

IMPORTANT NOTE: If you have multiple documents of the same kind, e.g., 2 SF-50s, etc., be sure that they are all in the same file on your computer or in your USAJOBS profile before uploading them. If you try uploading them individually, only the last one sent will be visible in our system. Likewise, if sending them by fax, be sure and include both of them behind the respective fax cover sheet and send them as one fax. If you send them individually with the same cover sheet, each one will overwrite the other. Finally, if you upload a document, do not also fax that same document (or fax another undergraduate transcript), because whichever one you send last will be the only one that is visible in our system. If you have any questions about this information, please contact the person on this announcement BEFORE the closing date.

Your complete online application and any required supplemental documentation (e.g., SF-50, etc.) must be received by 11:59 p.m. Eastern Time (ET) on the closing date of the announcement. It is your responsibility to ensure that all documents are received on time and that the materials are readable. Failure to do so will result in your application being excluded from consideration for this announcement.

If you are experiencing any technical difficulty with the online process, you MUST CONTACT THE POINT OF CONTACT FOR THIS ANNOUNCEMENT BEFORE THE CLOSING DATE. For all technical issues please contact [CareerConnectorHelp@do.treas.gov](mailto:CareerConnectorHelp@do.treas.gov). Requests for extensions will not be granted.

GAO provides reasonable accommodations to applicants and employees (and interns) with disabilities. To request an accommodation, please email [ReasonableAccommodations@gao.gov](mailto:ReasonableAccommodations@gao.gov) or call Tammy Stenzel, Disability Program Manager, on (202)-512-3139.

**Required Documents:**

Your online submission of your resume and application (completed vacancy questions submitted through Career Connector). Your faxed submission of: - your narrative

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statements addressing each of the PTQs, - your narrative statements addressing each of the ECQs (not required for current SES members, former SES members with reinstatement eligibility, and graduates of SES Candidate Development Programs approved by OPM), - your most recent SF-50 (current or former Federal employees), - your certification of completion of an SES Candidate Development Program or documentation of SES status (current or former SES members or graduates of an SES Candidate Development Program).

**What to Expect Next:**

If you do not meet the basic qualifications or you fail to submit all required application materials, your application will not be considered and we will notify you in writing.

If you meet the basic qualifications and submit all required application materials, a review panel will review your application and determine your ranking.

After the closing date, we will conduct an evaluation of your qualifications and determine your ranking. If interviews are required, you will be contacted. We anticipate notifying applicants of the outcome within 90 days of the closing date of this announcement.

**Benefits:**

The individual selected will not be eligible for any cash award or bonus but will be eligible for a full range of other federal employment benefits including vacation and sick leave, retirement coverage and Thrift Savings Plan, and health and life insurance. A complete list of benefits is available on the web at [http://opm.gov/Insure/health/enrollment/new\\_employees.asp](http://opm.gov/Insure/health/enrollment/new_employees.asp).

**Additional Information:**

Veteran's Preference does NOT apply to the Senior Executive Service. Travel and relocation expenses will NOT be paid.



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**VACANCY INFORMATION**

**Grades**

\* Please indicate the grades for which you wish to be considered.

Grade: 01

**Locations**

Please circle all that apply

\* Please indicate the locations for which you wish to be considered.

Washington DC Metro Area, DC, US

**Vacancy Assessment Questions**

**All Grades**

\* [2894215] 1. My executive level experience in the Federal, state or local government, private sector, or a non-governmental organization has equipped me with both the Professional and Technical Qualifications (PTQs) and Executive Core Qualifications (ECQs) required for this position.

1. Yes

2. No

Important! All the information you provide may be verified by a review of the work experience and/or education as shown on your application forms, by checking references and through other means, such as the interview process.

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Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for not hiring you, or for firing you after you begin work.

Please make sure that you have attached your resume. You will be disqualified from consideration if your resume has not been submitted before this vacancy closes.

Please remember to send all supporting documentation to the HR office for proper consideration.

Thank you for your interest in working for U.S. Government Accountability Office

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Applicant's Signature Date Application Completed

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Applicant's Name Printed