

# Deputy Assistant Inspector General, Audit – Field Operations

Arlington, VA; Bethesda, MD

Vacancy Number

EX-25-12B-JD

## Overview

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**Open & Closing Dates**

Friday, April 25, 2025 to Sunday, May 18, 2025

**Salary**

\$180,000.00 to \$225,700.00 Per Year;

**Locations**

Arlington, VA or Bethesda, MD

**Telework Eligible**

Yes - as determined by the agency policy.

**Relocation Expenses Reimbursed**

No

**Work Schedule**

Full-Time

**Pay Scale & Grade**

GG-SL IGES Band (SES Equivalent)

**Promotion Potential**

N/A

**Supervisory Status**

Yes

**Drug Test**

Yes

**Application Count**

75

**Remote Job**

No

**Travel Required**

25% or Less - You may be expected to travel for this position.

**Appointment Type**

Permanent

**Service**

Excepted

**Job Family (Series)**

0301 - Miscellaneous Administration And Program

**Security Clearance**

Top-Secret (Tier-5)

**Financial Disclosure**

Yes

This Job Is Open To (Eligibilities)

## Hiring Paths

External to the US Public Only

## Hiring Paths Clarification

All U.S. Citizens – Current Career United States Postal Service Office of Inspector General, United States Postal Service, United States Postal Inspection Service, and Postal Regulatory Commission WILL NOT be considered or selected from this vacancy announcement.

# Summary

The United States Postal Service Office of Inspector General (USPS OIG) is seeking a highly qualified applicant for an exciting opportunity to serve as Deputy Assistant Inspector General (DAIG) to oversee our Field Operations and Safety and Security Directorates in the Office of Audit located in Arlington, VA or Bethesda, MD.

Bring your skills and voice to our team!

# Position Duties & Responsibilities

The Field Operations DAIG consists of three directorates: two Field Operation Review Teams (FORT) and the Safety and Security Team. The Field Operations Review Teams rely heavily on data analytics to target high risk delivery and processing facilities based on a series of performance indicators and trip wires. Completed in a short time, these audits provide valuable results and actionable recommendations to the Postal Service. The Safety and Security Team reviews controls for topics like mail theft and safety and security conditions at Postal Service facilities, as well as the management of the Postal Inspection Service.

To learn about the Field Operations Directorates, visit: [Office of Audit | Field Operations Review Story Map](#)

As a principal advisor to the Assistant Inspector General for Audit (AIGA), the DAIG is responsible for providing leadership, guidance, and oversight of auditors, evaluators, and specialists that work within the assigned directorates. A primary function is to identify strategic risks and opportunities in the directorates and the corresponding Postal Service areas these directorates oversee. Other duties entail examining, evaluating, and verifying operating systems, procedures, internal controls, and recorded data of the U.S. Postal Service. The DAIG must have the ability to timely oversee the analysis of large data sets to identify anomalies and trends indicative of potential risks and opportunities, as well as oversee overall project implementation to include the generation of audit findings and preparation of final audit reports. The DAIG must also have the ability to effectively manage, lead, and motivate a large staff of professionals who are geographically dispersed. The DAIG will also be responsible for creating and maintaining internal and external stakeholder relationships and building rapport with Postal Service executives.

Areas of responsibility include, but are not limited to, the following:

- Serves as principal advisor to the AIGA for all matters related to the audit directorates of Field Operations Reviews, Postal Inspection Service Oversight, and safety and security controls
- Serves as a member of the OIG executive management team
- Works with other executives and senior managers to plan and coordinate OIG activities to ensure effective and efficient use of resources and the delivery of quality services in meeting the OIG's mission
- Sets the strategic direction for the audit directorates and serves as a key contributor to strategic organizational and audit planning and other initiatives
- Ensures that appropriate functions and responsibilities are developed and executed for each directorate in accordance with regulatory standards and guidelines established for OIG
- Exercises leadership to oversee all work and demonstrate total authority and responsibility associated with subordinate directorates including maintaining and promoting the agency's agile, quick response audit framework
- Uses discernment to guide, plan, participate in, or execute special projects and/or assigned audits
- Provides auditing and technical assistance for assigned areas, to include evaluating the adequacy of controls as they relate to each audit
- Manages and prioritizes multiple assignments including all audits and projects
- Organizes and oversees field training for new auditors and investigators via the Field Operations Review Trainer program.
- Works closely with Directors and Managers on risk assessment and audit planning
- Collaborates with internal Executives, Directors, and Managers OIG-wide on areas of strategic oversight, to include data analysis, dashboard development and management, development of fraud indicators, and other data management opportunities
- Helps establish and subsequently reviews and monitors ongoing performance metrics for the DAIG area and both subordinate directorates and works towards meeting or exceeding all metrics timely

- Presents audit findings or other relevant information to internal and external Senior Executives and stakeholders on the effectiveness and adequacy of risk management, governance, and internal control procedures
- Keeps abreast of emerging audit, business, IT, risk management and data governance and mining issues

Please note the duties and responsibilities associated with this position announcement may vary based upon the agency's needs at the time of hire. The preceding description of major duties and responsibilities is only intended to give applicants a general overview of the expectations.

**Pay Scale & Grade Information:** This position is being advertised under the Inspector General Executive Service (IGES) Band, which is equivalent to the Senior Executive Service (SES) level in the federal government. The pay scale and grade for this announcement is GG-SL, which is classified as Excepted Service (GG) and Senior Level (SL), above the GS-15 equivalent.

For more information on the Senior Executive Service and the differences between SES and SL positions, please refer to the Senior Executive Service FAQ provided by the Office of Personnel Management (OPM) here: [Senior Executive Service FAQ](#).

The salary range for this IGES Executive Band (SES Equivalent) position is \$180,000.00 - \$225,700.00.

## Position Requirements

### Conditions Of Employment

- Must be a U.S. citizen.
- Must be able to pass a drug screening.
- Must be able to pass a background investigation.
- Must be able to obtain and maintain a Top-Secret (Tier-5) clearance.
- Must be able to obtain and maintain a government-issued credit card.
- May be required to successfully complete a 12-month probationary period.

Candidates will be evaluated on the skills that they possess that are directly related to the duties of the position and the experience, education and training that indicate the applicant's ability to acquire the knowledge and skills needed to perform the duties of the position. Only those candidates who meet all qualification and eligibility requirements and who submit the required information by 11:59 PM EST on Sunday, May 18, 2025 will be considered.

### Position Minimum Qualification Requirements

You must meet all the minimum qualifications listed below.

**Please Note:** Your resume must reflect where, when, and how you gained the below qualifications requirements and experience.

#### **Professional Experience Requirement:**

- At least ten (10) years of professional auditing, evaluation, assessment, or equivalent experience
- At least one (1) year at the senior-management level (e.g., GS-15 equivalent Audit Director)
- Knowledge of Government Auditing Standards
- Demonstrated experience in planning, performing, and overseeing complex audits, evaluations, or assessments
- Ability to think creatively and outside-the-box when addressing both strategic opportunities and challenges facing an organization

#### **Education Requirement:**

- Bachelor's Degree from an accredited college or university (must submit transcripts from an accredited college or university.)

#### **Desirable Qualifications**

- Certification in one or more of the following: CPA, CIA, CGFM, CISA, CISM, CRISC, CGEIT, CISSP, CCSP, etc.
- Advanced degree in a related field of study, such as business, finance, law, or accounting

### Mandatory Technical Qualifications

You must have the experience, knowledge, and skills as listed in EACH of the following four (4) Mandatory Technical Requirements.

**Please Note:** You MUST address the Mandatory Technical Requirements as a separate document, not to exceed two (2) pages per requirement (no more than eight (8) pages total.)

- Demonstrated knowledge in risk identification, mitigation, and reporting.
- Demonstrated knowledge of assessing underlying conditions, analyzing root causes, and explaining impact and recommended solutions in accordance with standards (such as Government Auditing Standards) or industry best practices.

- Demonstrated experience applying project management disciplines and collaborating with senior leaders, stakeholders, and customers in the development, implementation and monitoring of internal controls, programs, or projects.
- Superior oral and written communication skills, with an ability to articulate and present ideas and a strategic vision to both technical and non-technical audiences.

You will not be considered for this position if you: fail to respond to all the requirements; or receive a zero (0) rating on any of the requirements. Upon receipt of a zero score, you will be deemed "not minimally qualified," and you will not be referred for further consideration.

## Education

Education must be accredited by an institution recognized by the U.S. Department of Education.

Applicants can verify accreditation here: [www.ed.gov](http://www.ed.gov).

Special Instructions for Candidates with Foreign Education:

Education completed outside the United States must be deemed equivalent to that gained in U.S. education programs. You must submit all necessary documents to a private U.S. credential evaluation service to interpret equivalency of your education against courses given in U.S. accredited colleges and universities. For further information visit: <https://sites.ed.gov/international/recognition-of-foreign-qualifications/>.

## Benefits Information

**Pay is only part of the compensation you will earn working for the USPS OIG.**

As a result of the passage of the Postal Service Reform Act of 2022 (PSRA), USPS employees (including USPS OIG) and retirees will transition from the Federal Employees Health Benefits (FEHB) Program to the Postal Service Health Benefits (PSHB) Program effective January 1, 2025. Detailed information about eligibility and enrollment will be provided upon hiring.

For more information, visit the Postal Service Health Benefits (PSHB) Program website at <https://www.opm.gov/healthcare-insurance/pshb/#url=Overview>

**Health, Dental, Vision, Life and Long-Term Care Insurances and Flexible Spending options.**

- For information, please visit <https://www.opm.gov/healthcare-insurance/Guide-Me/Federal-Employees/>.

**Retirement and Thrift Savings.**

- For more information about these programs see [opm.gov/retirement-center](http://opm.gov/retirement-center) and [tsp.gov](http://tsp.gov).

**Flexible Work Schedules.**

- USPS OIG offers a range of family-friendly flexibilities including flexible work schedules and employee assistance programs.

**Leave and Holidays:**

- In addition to eleven (11) paid holidays each year, you will earn thirteen (13) days of paid sick leave and twenty-six (26) paid vacation days each year.

Fair Labor Standards Act (FLSA) Status: Exempt. (Nonexempt employees are entitled to overtime pay; Exempt employees are not).

This agency provides Reasonable Accommodations to applicants with disabilities. If you require accommodations for any part of the application and/or hiring process, please send an email to [audithiring@uspsoug.gov](mailto:audithiring@uspsoug.gov). The decision on granting an accommodation request will be made on a case-by-case basis.

## How You Will Be Evaluated

You will be assessed on how well you meet the qualifications and competencies (knowledge, skills, abilities, and other characteristics) on this announcement.

The Human Resources Office will review your resume and supporting application documentation to ensure that you meet the eligibility required for this position. You will no longer be considered for this position if you:

1. Fail to attach all required documentation;
2. If your application materials indicate that you are not minimally qualified for this position;
3. Receive a zero (0) rating on any Evaluation Factor; or
4. If you fail to qualify on the interview.

Only the top-rated candidates will be referred to a review official or the selecting official for further consideration. Top-rated applicants may be required to participate in an interview. Your rating may be further adjusted or rated as ineligible by the review official or the selecting official based on your interview performance. Once all applicant scores are finalized, the selecting official will make a final decision.

Applicants for this position may be interviewed one or more times as part of the hiring process. During interviews, applicants may not use any AI tool or virtual assistant (such as ChatGPT) to help them answer questions, except for accessibility tools used as part of a reasonable accommodation. Applicants who fail to follow these rules will be disqualified from the hiring process.

## Required Documents

You must submit all required documents by 11:59 PM EST on the closing date of this announcement, Vacancy Announcement EX-25-12B-JD, by closing date Sunday, May 18, 2025.

**IMPORTANT NOTE:** Make sure you include the vacancy number in the subject line when submitting your application package. For more information on submitting application packages, please review the “How to Apply” section below.

1. **RESUME – Required.** It is essential that your resume and supporting documentation provide sufficient information to substantiate your qualifications for the announced position.
2. **COVER LETTER – Required.** Maximum 2-page explaining why you are a good fit for the position.
3. **MANDATORY TECHNICAL REQUIREMENTS – Required.** Not to exceed two (2) pages per requirement (no more than eight (8) pages total.) This must be included in addition to your resume to be eligible.
4. **PERFORMANCE APPRAISAL dated within the last fifteen (15) months – Required.** This is REQUIRED FROM ALL APPLICANTS including Federal, USPS, OIG, and private sector employees. If a performance appraisal is not available, you must submit a separate statement with the reason a performance appraisal is not available.
5. **COMPLETE OCCUPATIONAL QUESTIONNAIRE – Required.** Download the Application Questionnaire (PDF) and complete the form. Failure to complete this form in its entirety will result in your disqualification.
6. **TRANSCRIPTS from an accredited college or university – Required.** The information presented in the transcript must be verifiable and should contain the name of the institution, applicant's name, list of completed courses, semester hours, GPA, date and type of Bachelor's Degree issued. Education completed outside the United States must be deemed equivalent to that gained in conventional/accredited U.S. education programs to be acceptable for Federal employment. Attach document verifying that it has been deemed equivalent. For further information visit: <https://sites.ed.gov/international/recognition-of-foreign-qualifications/>.
7. **SUPPORTING DOCUMENTS.**
  - **SF-50:** If you are or have been a federal employee. This is to demonstrate tenure and competitive/excepted service for eligibility purposes. Please name this file “SF-50” or “Form 50.”
  - Additional Degrees, Certifications, and/or Licenses.

# How To Apply

To apply for this position, you must:

1. Submit an application package containing **all** required documents, e.g., resume, application questionnaire, performance appraisals, supporting documents, etc.
  - a. The application questionnaire is available as a PDF in the vacancy announcement.
  - b. The complete application package must be submitted via email at [AuditHiring@uspsoig.gov](mailto:AuditHiring@uspsoig.gov) by 11:59 PM (EST) on the closing date, Sunday, May 18, 2025, to receive consideration. **Clicking on the above email URL will open an email that you will need to update with the appropriate vacancy number (e.g., EX-25-###-JD).**

**Please include the vacancy number in the subject line when you are submitting your application package and all email communications pertaining to this vacancy announcement.**

You are strongly urged to read and/or print the entire vacancy announcement.

For any questions on this vacancy announcement, please contact [AuditHiring@uspsoig.gov](mailto:AuditHiring@uspsoig.gov). Your application may also be made available and considered for other Auditor positions in the USPS OIG.