



Office Of The Inspector General

 Department: **Department Of Defense**

 Agency: **Office of the Inspector General**

 Job Announcement Number:
D92103

Overview

Duties

Qualifications & Evaluations

Benefits & Other Info

How to Apply

[← Back to Search Results](#)

FOIA/PA Specialist

SALARY RANGE: 49,354.00 - 113,007.00 USD per year

Salary range includes area Local Market Supplement. Management has the discretion to set pay anywhere within the salary range, dependent upon the applicant's qualifications and the availability of funds.

OPEN PERIOD: Wednesday, March 25, 2009
 to Wednesday, April 08, 2009

SERIES & GRADE: YA-0301-02

POSITION INFORMATION: Full-Time Permanent

DUTY LOCATIONS: vacancy(s) in one of the following locations: 1 vacancy - Arlington, VA

WHO MAY BE CONSIDERED:

Applications will be accepted from United States citizens

JOB SUMMARY:

The Department of Defense (DoD) Office of Inspector General (OIG) offers potential applicants more than just jobs and professions. A career with the DOD OIG offers those who qualify, an opportunity to serve our Nation and those who are defending it worldwide. The agency promotes integrity, accountability and improvement of DoD personnel, programs and operations to support the Department's mission and to serve the public interest. This position is located in the Office of Communications and Congressional Liaison (OCCL), Freedom of Information Division. Under the FOIA and Privacy Act of 1974, the FOIA Division processes and responds to all requests for information originated by the DoD OIG.

This position falls under the Department of Defense (DoD) National Security Personnel System (NSPS). NSPS is a management system that compensates and rewards employees based on appropriate NSPS Career Group, Pay Schedule, and Pay Band. To learn more about NSPS, go to <http://www.cpms.osd.mil/nsps>.

Please click on the 'How to Apply' tab for instructions on applying or click the 'Apply On-line' button at the bottom of the screen to apply on-line.

KEY REQUIREMENTS:

- Background and/or Security Investigation required.
- U.S. Citizenship
- Designated and/or Random Drug Testing required.

[← Back to Search Results](#)

**Send Mail****Send Mail to:**

Defense Financial and Accounting Service
Human Resources Delegated Examining Unit
(HHEH)
8899 E 56th Street
Indianapolis, IN 46249
US

**Questions?****For questions about this job:**

DEU Team
Phone: 317-510-7153
TDD: 317-510-6579
Email: dfas.deu.processing@dfas.mil

USAJOBS Control Number: 1507463

[EEO Policy Statement](#) | [Reasonable Accommodation Policy Statement](#) | [Veterans Information
Legal and Regulatory Guidance](#)

[Home](#) | [Search Jobs](#) | [My USAJOBS](#) | [Information Center](#) | [Veterans](#) | [Forms](#) | [Employer Services](#)
[FAQS](#) | [Privacy Policy](#) | [Help](#) | [Site Map](#)
[Contact Us](#) | [Privacy Act and Public Burden Information](#)

This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.




[Search Jobs](#)
[My USAJOBS](#)
[Info Center](#)
[Veterans](#)
[Forms](#)
[Employer Services](#)

Office Of The Inspector General

Department: **Department Of Defense**

Agency: **Office of the Inspector General**

Job Announcement Number:
D92103

[Overview](#)
[Duties](#)
[Qualifications & Evaluations](#)
[Benefits & Other Info](#)
[How to Apply](#)
[← Back to Search Results](#)

FOIA/PA Specialist

Additional Duty Location Info: 1 vacancy - Arlington, VA

MAJOR DUTIES:

[Top ▲ Top ▲](#)

As a FOIA/PA Specialist the person selected for this position will help ensure that the statutory requirements of the Freedom of Information Act (FOIA) and Privacy Act (PA) are met, and provide maximum information, under the law, to a wide range of requesters. Specific duties include:

- Reviewing, analyzing, and independently processing extensive requests for disclosure of DoD OIG highly sensitive records pertaining to criminal investigations, audits, administrative inquiries, inspections, personnel records and actions, administrative actions, court records, and other information originated by the DoD OIG.
- Interpreting FOIA and PA regulations to determine which Act provides the greater benefits for information to the requestor, and which information is releasable to the requestor.
- Advising the requestor of the legal stipulations under which the record/information was withheld. Completing actions under strict timelines imposed by statute, regulation, or court order.
- Analyzing and resolving issues with all parties, while ensuring the protection of highly sensitive information and the personal privacy of those who may be associated with/implicated in the case.
- Staying abreast of current and new developments, recent court decisions, legislative activities, and Congressional and Department of Justice initiatives concerning the release of information under the FOIA and PA to accurately invoke appropriate exemptions provided under the Acts, including the denial of information or records sought by the public.
- Researching legal issues that arise while handling initial requests or appeals and drafts documentation to cover the Office's position on the issue in question applying knowledge of current developments.
- Recommending policy changes regarding FOIA Division matters.
- Working with OIG components to identify the systems of records that are maintained within the component, determining if they are appropriately administered, and whether they have been entered into the Federal Register as required by law.
- Assisting in the preparation and presentation of training classes, lectures and seminars to OIG personnel on FOIA Division rules, applications and related matters.
- Performing other related duties as assigned.

[← Back to Search Results](#)




**Send Mail****Send Mail to:**

Defense Financial and Accounting Service
Human Resources Delegated Examining Unit
(HHEH)
8899 E 56th Street
Indianapolis, IN 46249
US

**Questions?****For questions about this job:**

DEU Team
Phone: 317-510-7153
TDD: 317-510-6579
Email: dfas.deu.processing@dfas.mil

USAJOBS Control Number: 1507463

[EEO Policy Statement](#) | [Reasonable Accommodation Policy Statement](#) | [Veterans Information
Legal and Regulatory Guidance](#)

[Home](#) | [Search Jobs](#) | [My USAJOBS](#) | [Information Center](#) | [Veterans](#) | [Forms](#) | [Employer Services](#)
[FAQS](#) | [Privacy Policy](#) | [Help](#) | [Site Map](#)
[Contact Us](#) | [Privacy Act and Public Burden Information](#)

This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.




[Search Jobs](#)
[My USAJOBS](#)
[Info Center](#)
[Veterans](#)
[Forms](#)
[Employer Services](#)

Office Of The Inspector General

Department: **Department Of Defense**

Agency: **Office of the Inspector General**

Job Announcement Number:
D92103

[Overview](#)
[Duties](#)
[Qualifications & Evaluations](#)
[Benefits & Other Info](#)
[How to Apply](#)
[← Back to Search Results](#)

FOIA/PA Specialist

QUALIFICATIONS REQUIRED:

Position is in the Standard Career Group and will be filled in YA pay schedule in pay band 2 . Management has the discretion to place selectee(s) and set pay anywhere within the band dependent upon the applicant's qualifications and the availability of funds. There is no time in grade restriction for NSPS positions.

One year of specialized experience equivalent in level of difficulty and responsibility to that of the next lower pay band level in the federal service or comparable in difficulty and responsibility to the equivalent level if outside of federal service.

Specialized experience is experience that demonstrates knowledge of the Freedom of Information Act (FOIA), Privacy Act (PA), Whistleblower statutes, and recent judicial decisions affecting the FOIA and PA policies of the Department of Defense, Justice and Office of Management and Budget.

In addition to meeting the specialized experience requirements, qualified applicants must also possess the quality of experience as it relates to how closely or to what extent an applicant's background, recency of experience, education, and training are relevant to the duties and responsibilities of the announced position. Candidates must clearly demonstrate the possession of knowledge, skills and abilities, or competencies necessary to successfully perform the work of the position at the appropriate level to be qualified for the position. Applicants must describe how their experience meets the competencies within the body of the resume. No separate statements addressing KSA's or competencies are required.

Competencies:

1. Knowledge of legal research methods. Ability to read an appellant decision and to analyze its contents as they apply to current DoD and OIG guidelines.
2. Knowledge and skills to draft systems of records notices to determine if that system of records is administered in the proper manner and has been entered into the Federal Register as required by law.
3. Mastery of oral communication skills to brief managers and officials.
4. Mastery of written communication skills to write justifications of decisions.

There is no substitution of education for specialized experience at this grade level.
You must be a U.S. citizen to qualify for this position.

Applicants for this position must pass a pre-employment medical examination. After appointment, you will be subject to random testing for illegal drug use.

Interagency Career Transition Assistance Program (ICTAP) Priority Consideration: If you are a displaced Federal Civil Service employee, you may be entitled to receive special priority selection under the ICTAP. Individuals who have special priority selection rights under the ICTAP must be 'well-qualified' for the position to receive consideration for special priority selection. An ICTAP eligible achieving a score of 80 or above (excluding veterans' preference) who meets the qualification requirements will be considered 'well-qualified'. Please annotate your resume to reflect that you are applying as an ICTAP eligible.

Military Spouse Preference: If you are the spouse of an active duty military member, you may be eligible for Military Spouse Preference (MSP). To be eligible for MSP, you must have been married to your military sponsor prior to the reporting date to

the new duty assignment, you accompanied your military sponsor on a permanent change of station (PCS) move, and the position for which you are applying is within the commuting area of your military sponsor's permanent new duty station. MSP applies if you are ranked among the 'well-qualified' for this vacancy. A MSP eligible achieving a score of 80 or above (excluding veterans' preference) who meets the qualification requirements will be considered 'well-qualified'. Please annotate your resume to reflect that you are applying as a MSP eligible.

Retired Civil Service Employee: Employment of retired Federal employees receiving an annuity is subject to the requirements of the Department of Defense (DoD) policy guidance. Further information on this DoD policy is available on http://www.cpms.osd.mil/fas/staffing/pdf/rem_ann.pdf.

NOTE- If you have NEVER worked for the Federal Government, YOU ARE NOT ICTAP ELIGIBLE.

In order to qualify for this position, you must be able to obtain and maintain a Secret security clearance. If an applicant is given a tentative job offer for this position and is unable to meet any pre-employment requirements within a reasonable amount of time, management does have the right to withdraw the tentative job offer.

You will be required to make occasional travel.

HOW YOU WILL BE EVALUATED:

[Top ▲](#) [Top ▲](#)

The DFAS DEU ensures that all applicants receive maximum objective consideration for job opportunities by utilizing an automated resume processing system to rank and rate applicants for referral. Your resume will be entered into this system and stored individually in the database. The automated referral system uses state-of-the art optical character recognition software and a skills extraction system to read and analyze your resume.

DFAS DEU personnel will search the database with the appropriate rating factors applicable to this position to identify the best-qualified candidates for referral. An applicant's qualifying experience and education/training will be assigned to one of three quality levels. Experience that ranks in the highest quality level is considered superior experience. Experience that ranks in the lowest quality level is considered minimally qualifying experience. The applicant is assigned the quality level point value which best reflects the level of the applicant's experience and education. Resumes are rated using a numeric rating procedure.

IMPORTANT NOTE: Please ensure you use the **"How to Apply"** tab or section in this vacancy announcement for step-by-step instructions on how to submit your resume. We do not use the USAJOBS resume builder. Failure to follow the **"How to Apply"** instructions will result in loss of consideration.

[← Back to Search Results](#)

 **APPLY ONLINE**

 **PRINT PREVIEW**

 **EMAIL A FRIEND**



Send Mail

Send Mail to:

Defense Financial and Accounting Service
Human Resources Delegated Examining Unit
(HHEH)
8899 E 56th Street
Indianapolis, IN 46249
US



Questions?

For questions about this job:

DEU Team
Phone: 317-510-7153
TDD: 317-510-6579
Email: dfas.deu.processing@dfas.mil

USAJOBS Control Number: 1507463

[EEO Policy Statement](#) | [Reasonable Accommodation Policy Statement](#) | [Veterans Information Legal and Regulatory Guidance](#)

[Home](#) | [Search Jobs](#) | [My USAJOBS](#) | [Information Center](#) | [Veterans](#) | [Forms](#) | [Employer Services](#)
[FAQS](#) | [Privacy Policy](#) | [Help](#) | [Site Map](#)
[Contact Us](#) | [Privacy Act and Public Burden Information](#)

This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.





USAJOBS is the official job site of the United States Federal Government.
It's your one-stop source for Federal jobs and employment information.


[Search Jobs](#)
[My USAJOBS](#)
[Info Center](#)
[Veterans](#)
[Forms](#)
[Employer Services](#)

Office Of The Inspector General

Department: **Department Of Defense**

Agency: **Office of the Inspector General**

Job Announcement Number:
D92103

[Overview](#)
[Duties](#)
[Qualifications & Evaluations](#)
[Benefits & Other Info](#)
[How to Apply](#)
[← Back to Search Results](#)

FOIA/PA Specialist

BENEFITS:

The Federal Employees Health Benefits (FEHB) Program has many plans to choose from, all at very reasonable rates, which can be paid from pre-tax income.

The Federal Employees Retirement System (FERS) is one of the premier retirement programs in the Nation. The program features three components: a retirement pension; the Thrift Savings Plan (TSP, an employee controlled investment program); and social security.

Federal Employee Group Life Insurance (FGLI) offers numerous life insurance policy options covering federal employees and dependents.

For more benefits information please visit: http://www.opm.gov/employment_and_benefits/employeesupport2.asp

OTHER INFORMATION:

[Top ▲ Top ▲](#)

You may be required to serve a one year probationary/trial period.

Moving expenses **WILL NOT** be paid for this position.

We may use this announcement to fill additional vacancies within 90 days of the closing date.

Veterans Preference: If you served on active duty in the U.S. Military and were separated under honorable conditions, you may be eligible for veterans preference. Military retirees at the rank of major, lieutenant commander, or higher are not eligible for preference in appointment unless they are disabled veterans. (This does not apply to Reservists who will not begin drawing military retired pay until age 60.)

5-Point Preference: Is awarded to veterans who served during the period 12-07-1941 to 07-01-1955; or for more than 180 consecutive days, any part of which occurred after 01-31-1955 and before 10-15-1976; or during the Gulf War from 08-02-1990 through 01-02-1992; for more than 180 consecutive days, other than for training, any part of which occurred during the period beginning 9-11-2001, and ending on the date prescribed by presidential proclamation or by law as the last day of Operation Iraqi Freedom; or in a campaign or expedition for which a campaign medal has been authorized. Medal holders and Gulf War veterans who enlisted after September 7, 1980, or entered on active duty on or after October 14-1982, must have served continuously for 24 months of the full period called or order to active duty. This service requirement does not apply to veterans with compensable service-connected disabilities, or to veterans separated for disability in the line of duty, or for hardship.

10-Point Preference: Is awarded to veterans who served at any time and who have a present service-connected disability or are receiving compensation, disability retirement benefits, or pension from the military or Department of Veterans Affairs; individuals who received a Purple Heart; and unmarried spouses of certain deceased veterans; a spouse of a veteran unable to work because of a service-connected disability; and a mother of a veteran who dies in service or who is permanently and totally disabled.

If you claim veterans preference you will be required to provide the following proof/documentation upon receipt of a Notice of Consideration.

For 5-Point Preference: Member Copy 4 of DD-214, Certificate of Release or Discharge from Active Duty.

For 10-Point Preference: Member Copy 4 of DD-214, SF-15 Application for 10-Point Veteran Preference, and the proof requested in the SF-15.

For more information regarding Veterans Preference, including how to determine your potential preference, please visit:<http://www.dol.gov/elaws/vets/vetpref/choice.htm>

[← Back to Search Results](#)

 **APPLY ONLINE**

 **PRINT PREVIEW**

 **EMAIL A FRIEND**



Send Mail

Send Mail to:

Defense Financial and Accounting Service
Human Resources Delegated Examining Unit
(HHEH)
8899 E 56th Street
Indianapolis, IN 46249
US



Questions?

For questions about this job:

DEU Team
Phone: 317-510-7153
TDD: 317-510-6579
Email: dfas.deu.processing@dfas.mil

USAJOBS Control Number: 1507463

[EEO Policy Statement](#) | [Reasonable Accommodation Policy Statement](#) | [Veterans Information
Legal and Regulatory Guidance](#)

[Home](#) | [Search Jobs](#) | [My USAJOBS](#) | [Information Center](#) | [Veterans](#) | [Forms](#) | [Employer Services](#)
[FAQS](#) | [Privacy Policy](#) | [Help](#) | [Site Map](#)
[Contact Us](#) | [Privacy Act and Public Burden Information](#)

This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.




[Search Jobs](#)
[My USAJOBS](#)
[Info Center](#)
[Veterans](#)
[Forms](#)
[Employer Services](#)

Office Of The Inspector General

Department: **Department Of Defense**

Agency: **Office of the Inspector General**

Job Announcement Number:

D92103

[Overview](#)
[Duties](#)
[Qualifications & Evaluations](#)
[Benefits & Other Info](#)
[How to Apply](#)

[← Back to Search Results](#)

FOIA/PA Specialist

HOW TO APPLY:

You may submit an online application for this position by selecting the 'Apply Online' button at the Bottom of this announcement or by connecting to http://www.dfas.mil/careers/nonstatus/ca_ns_deuVerify.htm/

You must submit your application so that it will be received by the closing date of the announcement.

The DFAS DEU does not accept SF-171s, OF-612s or other types of application submissions. Only resumes submitted via the [DFAS DEU On-Line Resume Builder](#) or resumes formatted and submitted in compliance with instructions contained in the most current [DFAS DEU job Kit](#) will be accepted. Incomplete or improperly formatted resumes will not be processed.

Applicants who wish to apply by hardcopy or email may obtain a copy of the **DEU Job Kit** from the website :

<http://www.dfas.mil/careers/post/deubuilderinfo.html>

or

Call the DFAS DEU at (317) 510-7153. The DFAS DEU TDD number for the hearing impaired is (317) 510-6579. Business hours for the DFAS DEU are from 7:30 to 4:00 Eastern Standard Time.

- Use of a postage-paid government agency envelope to file job applications is a violation of Federal laws and regulations. Applications submitted in postage-paid government envelopes **will not be accepted**.

Electronic resumes must be received by 11:00 p.m., Eastern Time on the closing date in order to be considered. If submitting a hard copy resume, it must be received in this office by 4:00 p.m. Central Time on the closing date.

- When using the On-Line DEU Resume Builder, click on the box for **Arlington, VA**.
- When using the DFAS DEU Job Kit, the appropriate geographic location code for this position is **0048**. Please follow the instructions in the DFAS DEU Job Kit for the proper placement of this code in your resume.

No additional documentation will be accepted with the resume. Applicants will be contacted if additional documentation is required. You may be required to provide documentation if one or more of the following applies:

•

If you are a displaced Federal Civil Service employee claiming ICTAP eligibility, you **must** submit proof prior to appointment that you meet the requirements of 5CFR 330.704 for ICTAP. This includes a copy of the agency separation notice, your most recent performance appraisal and a copy of your most recent SF-50 noting current or former position,

grade level, and duty location.

- If you are claiming Military Spouse Preference, you **must** submit, prior to appointment, a copy of the military sponsor's PCS orders.

- If qualified based on education, you **must** provide an official transcript to the appointing agency prior to beginning work.

- If you are claiming veterans' preference, you will be asked for proof of your veterans' preference prior to appointment. Your eligibility for appointment may be jeopardized if there is a discrepancy in your veterans' preference status. Upon selection, you **must** provide a copy of your DD-214 to the selecting agency prior to beginning work.

AGENCY CONTACT INFO:

[Top](#) ▲ [Top](#) ▲

DEU Team
Phone: 317-510-7153
TDD: 317-510-6579
Email: dfas.deu.processing@dfas.mil

Or write:
Defense Financial and Accounting Service
Human Resources Delegated Examining Unit (HHEH)
8899 E 56th Street
Indianapolis, IN 46249
US

WHAT TO EXPECT NEXT:

[Top](#) ▲ [Top](#) ▲

Applicants will receive acknowledgement of receipt of their resume submission within 7-10 working days.

[← Back to Search Results](#)

 **APPLY ONLINE**

 **PRINT PREVIEW**

 **EMAIL A FRIEND**



Send Mail

Send Mail to:

Defense Financial and Accounting Service
Human Resources Delegated Examining Unit
(HHEH)
8899 E 56th Street
Indianapolis, IN 46249
US



Questions?

For questions about this job:

DEU Team
Phone: 317-510-7153
TDD: 317-510-6579
Email: dfas.deu.processing@dfas.mil

USAJOBS Control Number: 1507463

[EEO Policy Statement](#) | [Reasonable Accommodation Policy Statement](#) | [Veterans Information](#)
[Legal and Regulatory Guidance](#)

This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

