

# OIEA-CID Job Shadowing Program

## Compliance Investigator – GS 1801

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### Application

**\*\* Personnel in pay grades GS 9s and above are eligible to apply. Personnel that were selected and participated in previous OIEA/CID job shadowing programs are not eligible.**

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#### I. Personal Information

**\*Name:**

**\*Home Address:**

**\*Phone (Day):**

**\*Email:**

**\*Current General Schedule (GS) Grade:**

**\*Highest Education Level:**

**\*Supervisor's Name:**

**\*Supervisor's Email & phone #:**

#### II. Experience

**\* Current Job Title:**

**\* Current District Office:**

**\* Current Duty station:**

**\* Years of experience with FSIS:**

**\*Complete Attachment A, next page:**

**\*Instructions- Attachment A: Font Size: 11; Times New Roman, Margins: Narrow. Responses to questions 1-4 below may not exceed 2 pages. Total Application Package will consist of 4 pages.**

Responses to the four questions below will be judged competitively by a review panel; **do not use any names in your narrative.**

1. Describe the duties of your current assignment and how those duties support the FSIS mission.
2. Describe how you have used, in your current job, the following: interpersonal skills, written and verbal communication skills, independent decision-making, problem-solving skills, and professionalism.
3. Describe a recent situation that demonstrates your ability to explain a regulatory control or enforcement action to plant management. How did you initiate the conversation? Did you encounter push-back? Were you able to effectively communicate the issues, identify applicable statues/regulations, and appropriately document findings to support your actions?
4. Explain why you should be considered for this OIEA job shadowing opportunity. Please reference the following competencies as appropriate in your response: accountability; integrity; problem solving; and team building.

### **Supervisory Statement:**

**I recommend \_\_\_\_\_ (*name of applicant*) be considered for participation in the CID Job Shadowing Program. He/she is currently an employee in the \_\_\_\_\_ District, and possesses the verbal and writing skills, integrity, and professionalism necessary to work with Compliance Investigators in the in-commerce environment.**

**I have discussed this opportunity with the applicant and, if selected, he/she understands the expectation to fully participate in all aspects of the program; cooperate with CID mentors and follow their guidance during in-commerce activities; and demonstrate professional conduct at all times.**

\_\_\_\_\_  
Supervisor's Printed Name

\_\_\_\_\_  
Supervisor's Signature

**NOTE: The applicant's supervisor must email this application to the respective District Office for consideration before May 5, 2023.**

**District Offices should email completed applications to [shaun.smith@usda.gov](mailto:shaun.smith@usda.gov) and [jasmine.hale@usda.gov](mailto:jasmine.hale@usda.gov) before May 26, 2023.**