

# MISSION SUPPORT SPECIALIST

Mission Support Specialists provide the critical infrastructure needed for the Special Agents, Program Analysts, Investigative Analysts, Auditors, Investigative Counsel and others to accomplish their daily work and foster high employee engagement and collaboration. Services provided are diverse and encompass many areas of expertise including recruitment for and hiring of top-quality diverse talent; providing high-quality mentoring, occupation-specific and diverse training programs and opportunities; ensuring employees have clean, modern, secure and safe work facilities; procuring and maintaining state-of-the art information technology equipment and programs and the goods and services needed to efficiently and effectively perform work; financial, travel and expense reimbursement; and effective communication and records management. Occupations include specialists in human resources, security, information technology, financial services, facilities management, procurement, logistics, communications, writing and editing, training and development, records management, paralegal, freedom of information and Administrative Officers.

## QUALIFICATIONS

- Mission Support Specialists typically require education or experience or a combination of education and experience in the areas within which they work.
- Vacancy announcements and recruitment materials issued for specific positions include the experience required for the vacancy.



## EMPLOYEE INSIGHT



**Jasmine Moore, Human Resources**  
"I would consider myself a people person. I really enjoy interacting with our employees and helping them in any way possible."



**Torrence Simon, Financial Management**  
"The OIG is a small agency, so our analysts have to wear many different hats to solve problems. We're not paper pushers—we do a lot of analytical work."



**Dave Rudd, Training & Development**  
"Part of my mission is to facilitate engaged employees, and every day I ask myself, 'What can I do to improve the knowledge, skills, and abilities of our employees?'"