

## Foreign Service Criminal Investigator

**Job Title:** Foreign Service Criminal Investigator

**Agency:** United States Agency for International Development

**Job Announcement Number:** OIG-14-FS-09FW

<b>SALARY RANGE:</b>	\$48,171.00 to \$70,741.00 / Per Year
<b>OPEN PERIOD:</b>	Monday, July 7, 2014 to Wednesday, December 31, 2014
<b>SERIES &amp; GRADE:</b>	FS-1811-06
<b>POSITION INFORMATION:</b>	Full-Time - Excepted Service - Permanent
<b>PROMOTION POTENTIAL:</b>	06
<b>DUTY LOCATIONS:</b>	FEW vacancies in the following location: Washington, DC, US
<b>WHO MAY APPLY:</b>	All Qualified U.S. Citizens

This vacancy announcement has been amended to extend the closing date to December 31, 2014. There will be a cutoff date beginning August 07, 2014, and every 30 days thereafter until December 31, 2014.

### **MULTIPLE POSITIONS IN VARIOUS DUTY LOCATIONS ARE BEING FILLED UNDER THIS ANNOUNCEMENT.**

<b>SECURITY CLEARANCE:</b>	Top Secret/SCI
<b>SUPERVISORY STATUS:</b>	No

### **JOB SUMMARY:**

[About the Agency](#)

This position is with the United States Agency for International Development's (USAID), Office of Inspector General (OIG), Office of Investigations. The Office of Investigations is responsible for investigating allegations of criminal, civil, and administrative violations and employee misconduct relating to USAID's world-wide programs and operations.

The United States has a long history of extending a helping hand to those people overseas struggling to make a better life, recovering from disaster, or striving to live in a free and democratic country. USAID has been a principal U.S. agency in extending assistance to countries recovering from disaster, trying to escape poverty, and engaging in democratic reforms.

OIG is responsible for preventing and detecting fraud, waste, abuse, and violations of law, and for promoting economy, efficiency, and effectiveness of USAID programs. OIG is responsible for auditing and investigating USAID, the Millennium Challenge Corporation (MCC), the Inter-American Foundation (IAF), Overseas Private Investment Corporation (OPIC) and the United States African Development Foundation (ADF). OIG is organized into three operational units: Audit, Investigations, and Management. OIG maintains overseas offices in Cairo, Egypt; Dakar, Senegal; Manila Philippines; Pretoria, South Africa; San Salvador, El Salvador; Port-au-Prince, Haiti; Islamabad, Pakistan; Kabul, Afghanistan; Tel Aviv, Israel; and Frankfurt, Germany.

**The full promotion potential of this position is FS-01 (GS-15 equivalent).**

## RELOCATION AUTHORIZED

- No

## KEY REQUIREMENTS

- Travel is required.
- U.S. Citizenship is required.
- Must be able to obtain and maintain a Special-Sensitive Clearance.
- Designated and/or random drug testing required. Must carry a firearm.
- Medical and Physical Examinations are required.
- Relocation expenses to Washington not authorized on initial appointment.

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## DUTIES:

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- Conducts routine to moderately complex international and domestic investigations. Analyzes reports or allegations of misconduct, malfeasance or other fraudulent activities related to US criminal and civil laws and administrative regulations and policies of USAID, IAF, ADF, MCC and OPIC. Develops and maintains liaison with federal, state, local and foreign law enforcement officials. May serve as witness before a Grand Jury or in criminal or civil trials, and testify in such proceedings.
- Plans, organizes and conducts criminal, civil, and administrative investigations involving fraud, waste, and abuse of USAID foreign programs, personnel and operations. Recognizes and makes recommendations on matters of investigation that show a high potential for criminal or civil prosecution, monetary recovery, debarment or suspension, employment termination or major systemic changes in operational procedures or practices.
- Works individually or on a team to conduct investigations utilizing a broad range of investigative techniques, such as witness interviews, grand juries, criminal complaints, arrest warrants, electronic surveillance, financial analysis, document examination and expert witnesses.
- Conducts an analysis of crime characteristics (types of victims and perpetrators, actions of victims and their method of operation, geographical data, chronological data, property loss, stolen data, physical evidence and other factors) which may contribute to crime analysis crime.
- Prepares documentation, comprehensive investigative reports and other written communications. Expresses information ideas or facts to individuals or groups effectively, taking into account the audience and nature of the information (technical, sensitive, controversial, etc).

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## QUALIFICATIONS REQUIRED:

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You must have one year of specialized experience at the level close to the work of this job that has given you particular knowledge, skills, and abilities required to successfully perform. Typically we would find this experience in work within this field or a field that is closely related.

FS-06 level: Applicants must have a Master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. J.D., if related or 1 year specialized experience equivalent to at least FS-7/GS-7. Specialized experience is defined as observation of higher grade investigation, legal, or financial work assignments; in-depth study of materials pertinent to investigations, international development, or international affairs; progressively responsible project management tasks including managing resources; data analysis, risk analysis, limited scope reviews, audits, or monitoring and evaluating projects in an overseas environment; conducting reviews and briefing superiors on critical accounting or intelligence matters; interviewing employees, officials internal and external to US and foreign Governments, and others for the purpose of obtaining or verifying facts or specific information; securing signed statements, affidavits and documentary evidence to be included in reports; experience communicating orally and in writing, working effectively with individuals and/or other agencies, and experience analyzing and solving problems.

You must be a U.S. citizen to qualify for this position.

You will be required to maintain firearm proficiency and carry a firearm while performing the duties of this position.

Applicants must possess a valid U.S. driver's license upon appointment and be able to operate a government-owned or leased motor vehicle.

You must submit to a drug test and receive a negative drug test results before you can be appointed into this position.

Appointment to this position is contingent upon successful completion of a full field background investigation and issuance of a 'SPECIAL-SENSITIVE (SCI ACCESS)' clearance.

**MEDICAL CLEARANCE:** Prior to being hired to the Foreign Service, applicants must have a thorough medical examination and receive an unlimited medical clearance for assignment worldwide.

Applicants will be required to undergo a pre-employment medical examination by an Agency designated physician to determine if they are physically and medically qualified to perform the full duties of the position. Any physical condition which could hinder an individual's full, efficient and safe performance of his/her duties as a criminal investigator, or failure to meet any of the required physical or medical qualifications, will usually be considered disqualifying for employment, except when sufficient evidence is presented that the individual can perform the essential functions of the job efficiently and without hazard to themselves and others. Applicants who refuse to submit to the required examinations will not be considered for employment as criminal investigator.

Applicants must agree to work an annual average of two hours extra per day to meet the requirements of law enforcement availability pay (LEAP) as described in Title 5 U.S.C. 5545A (d) (1).

Applicants for this position are required to qualify with and use firearms and other weapons as part of assigned duties and to maintain such qualifications. Because of an amendment to 18 U.S.C. 922(g)(9), which became effective September 30, 1996, and is referred to as the Lautenberg Amendment, applicants are ineligible for this position if at ANY time they have been convicted of a qualifying crime of domestic violence, unless such conviction was expunged, set aside or the applicant received a pardon. A qualifying conviction is a state or Federal conviction for a crime of domestic violence and any general or special court-martial for an offense that otherwise meets element of a crime of domestic violence, even though not classified as a misdemeanor or felony.

Continuing employment in this position is contingent upon: (1) maintaining eligibility for a 'SPECIAL-SENSITIVE (SCI ACCESS)' clearance in a position which has been designated as 'SPECIAL-SENSITIVE'; (2) maintaining criteria outlined in USAID/OIG/I, Health and Fitness Program for Criminal Investigators; (3) willingness to travel domestically and overseas as necessary; (4) work an annual average of 2 extra hours a day to meet the requirements of law enforcement availability pay (LEAP) as described in Title 5 U.S.C. 5545a(d)(1); (5) willingness to carry and use a firearm in the execution of official duties; and (6) compliance with the Lautenberg Amendment.

**MEDICAL REQUIREMENTS:** The duties of this position require moderate to arduous physical exertion involving walking and standing, use of firearms, and exposure to inclement weather. Manual dexterity with comparatively free range of motion of fingers, wrists, elbows, shoulders, hips, and knee joints are required. Arms, hands, legs, and feet must be sufficiently intact and functioning in order that applicants may perform the duties satisfactorily. Sufficiently good vision in each eye, with or without correction, is required to perform the duties satisfactorily. Near vision, corrective lenses permitted, must be sufficient to read printed material the size of typewritten characters. Hearing loss, as measured by an audiometer, must not exceed 35 decibels at 1000, 2000, and 3000 Hz levels. Since the duties of this position are exacting and responsible, and involve activities under trying conditions, applicants must possess emotional and mental stability. Any physical condition that would cause the applicant to be a hazard to himself/herself, or others is disqualifying.

Applicants must be at least 18 years of age at the time of appointment. Applicants that have no prior series 1811 criminal investigator experience must meet the maximum age for entry into a covered

position which is the date immediately preceding the applicant's 37th birthday and must be able to retire at the mandatory age of 57 years with 20 years of service as an 1811 criminal investigator. Hiring exceptions will be made for veterans' preference eligibles.

Foreign Service career candidates will be considered for tenure by a Tenuring Board after they have acquired at least three years in the agency, of which a minimum of two years' overseas experience in the Service. Each career candidate is afforded two opportunities to receive tenure based on the Board's review of the employee's written performance evaluations which are prepared by a supervisor at least once a year. A career candidate who fails to perform satisfactorily may be separated at any time during their probationary period. Any employee who remains untenured after two reviews will be separated from the Agency at the end of the five-year probationary appointment. The appointment status of a career candidate who receives tenure will be changed from probationary to career.

### **HOW YOU WILL BE EVALUATED:**

We use a multi-step process to evaluate and refer applicants: Qualified applicants receive a score of 70 to 100. You will be rated on your qualifications for this position as evidences by the work experience, and training you report on relative to this positions that show the degree to which you possess the Competencies listed on this vacancy announcement. USAID must be able to conduct reference checks as part of its assessment process. Applicants who do not permit reference checks from previous employers may be disqualified.

The assessment questionnaire is designed to measure the following competencies that are required for this position:

FS-5 level:

- Project Management
- Planning and Evaluation
- Written Communication
- Oral Communication
- Teamwork
- Problem Solving

**IMPORTANT:** If you are found to have rated your self-assessment higher than the information in your on-line application, supporting documentation narratives, and/or any other relevant part of your application package; including attachments, a score will manually be determined that reflects your documented experience. This may result in a lowered score and may also eliminate you from the best qualified list.

To preview questions please [click here](#).

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### **BENEFITS:**

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You can review our benefits at:

<https://careerconnector.jobs.treas.gov/cc/usaidth/vacancy/preview!benefits.hms?orgId=664&jnum=109343>

### **OTHER INFORMATION:**

Applicants must be available for and willing to accept assignments throughout the world, including assignments to Washington, D.C. They must also be willing to travel frequently on short notice. In cases where both husband and wife are foreign affairs agency employees, both are expected to be willing to accept assignments to a post other than that of the tandem spouse in order to meet the needs of the Service.

This job is being filled by an alternative hiring process and is not in the competitive civil service.

**Career Transition Program:** This program applies to Federal workers whose positions have been deemed 'surplus' or no longer needed, or an employee has been involuntarily separated from a Federal service position within the competitive service. For information on how to apply and what documents to submit as an ICTAP or CTAP eligible, go to:

[http://www.opm.gov/rif/employee\\_guides/career\\_transition.asp](http://www.opm.gov/rif/employee_guides/career_transition.asp). ICTAP/CTAP candidates must be rated well-qualified for the position to receive consideration for special priority. ICTAP/CTAP eligibles will be considered "well-qualified" if they attain at least a rating score of 88 in a numerical rating scheme. Be sure to review to reflect that you are applying as an ICTAP/CTAP eligible and submit supporting documentation.

Handicapped applicants, disabled veterans, and VRA's or any others eligible for a noncompetitive appointment under special appointing authorities must clearly specify this eligibility on their application and attach documentation.

These are Testing Designated Positions (TDPs) under the Agency's approved Drug-Free Work Place Program. All applicants selected for this position will be subject to random drug testing once they begin working for the Agency.

SELECTIVE SERVICE: <http://www.sss.gov/>

EEO Policy Statement: <http://www.usajobs.gov/eo>

Reasonable Accommodation Policy Statement: <http://www.usajobs.gov/raps>

Veterans Information: <http://www.usajobs.gov/vi>

Telework: [www.telework.gov](http://www.telework.gov)

Disability: [www.opm.gov/disability/mngr\\_3-13.asp](http://www.opm.gov/disability/mngr_3-13.asp)

**Noncompetitive Appointment Authorities:** The following links contain information on the eligibility requirements to be considered under a noncompetitive appointing authority:

[http://www.opm.gov/hr\\_practitioners/lawsregulations/appointingauthorities/](http://www.opm.gov/hr_practitioners/lawsregulations/appointingauthorities/)

Selections are made on the basis of merit without regard to race, ethnicity, color, religion, sex (including pregnancy and gender identity), national origin, age, disability, sexual orientation, genetic information, or any other non-merit-based factor.

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## HOW TO APPLY:

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Applications for this position are being processed through an on-line applicant assessment system that has been specifically configured for US Agency for International Development applicants.

To begin the application process, please click <http://www.usajobs.gov/GetJob/ViewDetails/312115300> then "Apply Online" button to the right.

The following instructions outline our application process. You must complete this application process and submit any required documents by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement. We are available to assist you during business hours (normally 8:00 a.m. - 4:30 p.m., Monday - Friday). If applying online poses a hardship, please contact us by noon ET on the announcement's closing date.

**Step 1 - Create or Upload a resume with USAJOBS ([www.usajobs.gov](http://www.usajobs.gov))** - We suggest you go to the end of the Qualifications & Evaluation section of the job announcement to preview the online questions that you will answer in Step 3. You may need to customize your resume to ensure that it supports your responses to these questions. - You may create a resume in USAJOBS or upload one of your own choosing. Although you must enter your Social Security Number (SSN) for USAJOBS, we will only see the last four digits for identification purposes.

**Step 2 - Apply Online** Click the "Apply Online" link of this announcement and then select the resume you wish to submit with your application. You will be redirected to the USAID's CareerConnector website to complete the application process.

**Step 3 - Answer the Online Questions and Submit Your Online Application** If this is your first time on USAID's CareerConnector website, you will be prompted to register by answering questions related to your eligibility for Federal employment. The system will save these responses and take you back to the main screen so that you can answer the job-specific questions. Select "Take me to the assessment" and click on the "Continue" button to answer the job-specific questions. You must answer all the questions and click the "Finished" button.

**Step 4 - Review and Confirm Your Submission** You will now have the option to upload a document or print fax cover-sheets for your required documents (see step 5 for details). Once you click "Done," you will see a summary of your application for your review. You may also print a copy for your records. When you click "Finished" at the bottom of the page, you will then be directed back to USAJOBS where you can confirm that your application has been submitted and track your application status.

**Step 5 - Submit Required Documents** You can submit any required documents (discussed below) by document upload or fax. Whichever method you choose, please include the job announcement number with your documents. To protect your privacy, we encourage you to remove your SSN from any documents that you submit.

**Document Upload:** You may upload supporting documents in one of two ways:

1. Once you finish answering the questions in the job announcement, you will be prompted to upload your document(s) to your application. You will be given the choice to either upload the document as part of the application process or you can select a document that you've already loaded on USAJOBS. **OR**
2. You can upload a document to an existing application by logging into your USAJOBS account profile. Click on "My Applications" and search for the vacancy. Once you have located the vacancy, click on the vacancy and select "Apply Online." Move through your existing application to the Documents page and select Upload in order to add a document to your application. Be certain to review your complete application for confirmation that the document uploaded.

In the Application Review section, you may verify acceptance of your documents in CareerConnector if you see them listed on the "Vacancy Documents" screen. Then, click on "Finished" to be returned to USAJOBS.

**Fax:** Create a fax cover-sheet in CareerConnector by following the "Faxing Supporting Documentation" instructions. The fax number will be on the coversheet.

If you are having difficulty with the Career Connector system and need technical assistance please e-mail the help desk at [careerconnectorhelp@treasury.gov](mailto:careerconnectorhelp@treasury.gov). The help desk is available to assist you during the hours of 8:00 am – 4:30 pm EST.

## **REQUIRED DOCUMENTS:**

- Resume showing relevant experience.
- Veterans' documentation, if requesting consideration under any veterans' hiring eligibilities such as VRA, preference point entitlement (e.g, DD214, SF-15, and Veteran's Administration Letter). For a detailed list of documents, [click here](#).

- Supporting documentation if seeking eligibility based any other special hiring authority (e.g., disabled veteran, Schedule A) For a detailed list of documents, [click here](#).
- Status candidates can submit a recent copy of your SF-50 (Notification of Personnel Action); your document must reflect grade, step, tenure code 1 or 2, and type of position occupied.
- Proof of government service documenting that you have met the time-in-grade requirements.

#### **AGENCY CONTACT INFO:**

*Florine Wood  
Phone: 202-712-5461  
Fax: 202-216-3392  
Email: [Recruitment@ig.usaid.gov](mailto:Recruitment@ig.usaid.gov)*

*Agency Information:  
United States Agency for International  
Development  
1300 Pennsylvania Avenue NW  
Washington, DC  
20523  
US  
Fax: 202-216-3392*

#### **WHAT TO EXPECT NEXT:**

Applicants are evaluated using an automated applicant assessment system. After determining basic eligibility and qualifications, the supplemental questionnaire will be used to identify the best qualified applicants to be referred to the hiring manager for consideration and possible interviews. After making a tentative job offer, we will conduct a suitability/security background investigation. A final offer of employment is contingent upon the candidate successfully completing a worldwide medical, TOP SECRET level security, and suitability investigation and determinations. Candidates who are offered employment are given probationary appointments as Foreign Service career candidates for a period not to exceed five years.

You may check the status of your application for this position at any time by logging onto the USAJOBS "My Account" tab and clicking on "Application Status." You will receive final notification via email when this vacancy has been filled.

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