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**VACANCY ANNOUNCEMENT**

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**AIR FORCE OFFICE OF SPECIAL INVESTIGATIONS**

**27130 TELEGRAPH RD**

**QUANTICO VA 22134**

**Announcement Number: 08-12-JRN-01**

**Open:** Monday, 13 August, 2012 – Wednesday, 22 August, 2012 (2400 hrs, EST)

----- **POSITION INFORMATION** -----

**Position/Series/Grade:** Criminal Investigator, GS-1811-13

**Base Salary:** \$71,674 - \$93,175 per annum (LEAP and locality pay authorized, but not included in this figure)

**Location:** Barksdale Air Force Base, Louisiana

**Work Schedule:** Full-time

**Number of Positions:** One

**Type of Appointment:** Excepted Service

**Area of Consideration:** All qualified applicants. No civil service status required. Subject to the DoD Priority Placement Program. **\*\*\*You must be a U.S. Citizen to apply\*\*\***

- If there is a sufficient number of local qualified applicants, the area of consideration MAY be limited to the local commuting area.

**Emergency Essential Personnel/Positions:** This vacancy announcement may be used to fill an Emergency Essential (EE) position. Incumbents of EE positions may be required to perform key duties and requirements during a crisis situation or wartime. This could entail a temporary or permanent relocation as well as the possibility of remaining in an area when others have been evacuated. Incumbents must pledge their willingness to fulfill these additional responsibilities by signing an EE agreement.

- Due to the mission essential nature of EE positions, concurrent membership in the military reserves could conflict with the performance of these duties. If you are selected for an EE position and are also an active reservist, you will be required to transfer to an inactive status or resign from the reserves prior to your appointment.

**Mobility:** Worldwide. Applicants must be willing to accept assignment throughout their career anywhere in the U.S. and/or in overseas locations. Appointment requires execution of a mobility agreement. Duties may be performed in a deployed environment.

**Law Enforcement Retirement Coverage:** This GS-1811 Law Enforcement Officer (LEO) position is considered a secondary law enforcement position and is covered under the special retirement provision for secondary law enforcement officers. Previous experience in a primary (rigorous) law enforcement position or equivalent outside the Federal Government is a prerequisite. The applicant must meet all of the following special retirement requirements in order to retain special law enforcement retirement coverage in this position: (1) Has completed three years of service in a rigorous position ; (2) Has moved/will move directly (without a break in service exceeding three days) from a covered rigorous position to a secondary position; and, (3) If applicable, the applicant has been continuously employed in a covered secondary position since moving from a primary position (without a break in service exceeding three days).

**Duties:** Represents the Department of Defense (DoD) in determining the security policy of a total security package to protect the covert life cycle of certain selected technologies, weapons systems and plans. Discovers and investigates attempts by Hostile Intelligence Services to penetrate security of the technologies, weapons systems, and plans which will assure US technological supremacy in future decades. Deters and investigates crimes against the government in selected programs excluded from the normal DoD security apparatus. Acts as program manager for security efforts involved with covert programs and plans. Directs and controls the obtaining of out of scope security clearances for DoD contractor personnel involved in Special Access Required programs.

-----**QUALIFICATION AND EVALUATION CRITERIA**-----

**QUALIFICATIONS:** Applicants must meet all of the following requirements in order to be deemed a qualified candidate for this position. Specialized experience and training must be annotated within the resume.

**Education:** Bachelor's degree from an accredited college or university

**Specialized Experience:** Applicant must have at least 1 year of specialized experience as a GS-1811-12 or above (or equivalent pay band). This experience must have equipped the applicant with the knowledge, skills, and abilities to perform the duties of the advertised position successfully. Specialized experience may have been gained as a member of the Air Force Office of Special Investigations (AFOSI). Specialized experience requirements must be met by the closing date of this vacancy announcement.

**Background or Security Investigation:** Applicant must be eligible for access to Special Access Programs as a condition of employment. Applicant must submit their most recent SF 86. Applicants may be required to undergo and achieve favorable results on a counterintelligence scope polygraph examination if they haven't successfully completed one within the last 5 years.

**Specialized Training:** Successful graduation from the Federal Law Enforcement Training Center's (FLETC) Criminal Investigators Training Program (CITP) and the United States Air Force Special Investigations Academy (USAFSIA), or equivalent, is required in order to be considered for this position. If selected, applicants who have not completed USAFSIA may be required to attend this 8-week course in Glynco, GA.

## **ADDITIONAL REQUIREMENTS:**

**Training and experience highly desired:** Experience in AFOSI Special Projects region with expertise in special access program security program management.

Experience in providing support to special access programs.

**Probation:** Permanent appointment to this position is subject to a 1-year probationary period.

**Security Clearance:** This position requires a Top Secret security clearance. Favorable completion of a Single Scope Background Investigation (SSBI) is required before appointment to this position.

**AFOSI Suitability Evaluation:** This position requires the favorable completion of an AFOSI Suitability Evaluation before appointment.

**Polygraph Examination:** Applicants may be required to undergo and achieve favorable results on a counterintelligence scope polygraph examination.

**Drug Testing and Prior Use:** All applicants must pass a pre-employment drug test. Employees are subject to random urinalysis drug testing throughout their career with AFOSI.

**Prior Criminal Activity:** Applicants who have been convicted of any felony crime or of a misdemeanor crime of domestic violence are automatically disqualified from consideration for this position.

**Mobility Agreement:** This position requires employees to agree to and sign a worldwide Mobility Agreement. Employee duty location is based on the needs of the Air Force. Applicants must be willing to accept assignment, whether a deployment, temporary duty or permanent change of station, anywhere in the world throughout their career with AFOSI.

**Firearms:** The duties of this position require the incumbent to carry a firearm. Applicants must meet initial and continuing AFOSI qualifications in the use of firearms. Under Title 18 USC, Section 922(g)(9), the Lautenberg Act, anyone who has been convicted of a misdemeanor crime of domestic violence is automatically disqualified from being appointed to a position requiring the possession of a firearm or ammunition.

**Medical, Health and Fitness Requirements:** The duties of this position require moderate to arduous physical exertion involving standing, walking, running, the use of firearms, and exposure to inclement weather. Manual dexterity with comparatively free motion of finger, wrist, elbow, shoulder, hip, and knee joints is 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, as well as adequate hearing is required in order to perform duties safely and satisfactorily. 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 themselves or others is disqualifying.

- Applicants must successfully pass a pre-employment medical examination (including vision, hearing, cardiovascular and mobility of extremities) by an authorized Government physician and be determined physically able to perform duties without being a hazard to themselves or others.
- Employees may be required to take a series of vaccinations and immunizations.
- Applicants and employees must be physically fit in order to perform strenuous and physically demanding duties.

**Driver's License:** This position requires that the incumbent possess and maintain a valid state driver's license.

**Direct Deposit:** All Federal employees are required to have their salary payments made by direct deposit to a financial institution of their choosing.

**Other Requirements:**

- Employees may be subject to overtime in excess of 50 hours per week, as required.
- Employees may be required to travel, to include the use of military/commercial aircraft.
- All male applicants born after December 31, 1959, must have registered for the Selective Service.

**VETERANS' PREFERENCE:** Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions (i.e., with an honorable or general discharge) may be eligible for veterans' preference in accordance with OPM guidance found at: <http://www.opm.gov/staffingPortal/Vetguide.asp>. Visit the Department of Labor elaws website to determine your preliminary eligibility: <http://www.dol.gov/elaws/vets/vetpref/choice.htm>.

**BENEFITS:**

- **Law Enforcement Availability Pay (LEAP):** LEAP is approved for this position to compensate employees for duty in excess of a 40-hour workweek.
- **Locality Pay:** This position is authorized locality pay based on the location of permanent assignment.
- Initial relocation expenses may or may not be funded.
- More information on federal employee benefits can be found at: [https://help.usajobs.gov/index.php/Pay\\_and\\_Benefits](https://help.usajobs.gov/index.php/Pay_and_Benefits)

-----APPLICANT SUITABILITY REQUIREMENTS-----

Applicants **MUST** submit the following documents, if applicable. Applicants who fail to submit each of these documents **will not be considered** for AFOSI positions.

- OF 306 - Click here [http://www.opm.gov/forms/pdf\\_fill/of0306.pdf](http://www.opm.gov/forms/pdf_fill/of0306.pdf) for access to the OF-306. You **MUST print, complete, sign, date and attach** to your application for consideration.
- AFOSI Agency Questionnaire (Attached. You **MUST print, sign, date and attach** to your application for consideration).
- Current Federal civil service employees must submit a copy of their most recent SF-50 (Notification of Personnel Action).
- Tentative Veterans Preference will be given to all eligible applicants who meet the criteria. To receive preference applicants must provide: Copy 4 of the DD214 reflecting an honorable discharge. To receive 10-point preference, in addition to **Copy 4 of the DD-214**, you must submit an SF-15, Claim for Veteran's Preference (10-point veteran), **plus** proof from the Department of Veterans Affairs **dated within the last 12 months**.
- Active duty military members must provide proof of projected separation/retirement at time of application. Proof of separation/retirement can be: retirement/separation orders or a letter from the servicing MPF stating eligibility to separate or retire.
- If using service in the Reserve component to qualify for the position, include point summary with application documents
- The Defense Authorization Act of Fiscal Year 1998 (Public Law 105-85) of November 18, 1997, contains a provision (section 1102 of Title XI) which accords veterans' preference to everyone who served on active duty during the period beginning August 2, 1990, and ending January 2, 1992, provided, of course, the veteran is otherwise eligible. This means that anyone who served on active duty during the Gulf War, regardless of where or for how long, is entitled to preference if otherwise eligible (i.e., have been separated under honorable conditions and served continuously for a minimum of 24 months or the full period for which called or ordered to active duty). The Defense Authorization Act of Fiscal Year (Public Law 109-163) Operation Iraqi Freedom during the period beginning September 11, 2001 and ending as of the close of Iraqi Freedom contains a provision which accords veterans' preference to everyone who served on active duty for a period of more than 180 consecutive days any part of which occurred during this period of time, regardless of location, is entitled to veterans' preference if otherwise eligible.
- Copy of College transcripts (unofficial transcripts are acceptable for application, but official transcripts must be submitted prior to employment) for bachelor's degrees and higher.
- Copies of all relevant certificates and licenses
- **Individuals with Disabilities** – Eligibility for appointment under this authority consists of two parts:
  - Proof of Disability: An individual wishing to be hired under this Schedule A [5 CFR 213.3102\(u\)](#) authority must provide proof he or she is indeed an individual with mental retardation, severe physical disability, or psychiatric disability. This proof must be provided to the hiring agency before an individual can be appointed. This proof may be in the form of documentation obtained from licensed medical professionals, state or private vocational rehabilitation specialists, or any Government agency that issues or provides disability benefits.
  - Certification of Job Readiness: An individual hired under this authority must be ready to perform the duties of the position for which they are being considered. This certification is a statement that the individual is likely to succeed in the performance of the duties of the position for which he or she is applying. For

instance, the certification of job readiness for an individual applying for a position as an Administrative Assistant or an Accountant may state that the "individual is likely to succeed performing work in an office environment." This certification of job readiness may be obtained from the same individual(s) that provided the proof of disability. The certification may be on the same documentation as the proof of disability or it may be a separate document

-----OTHER REQUIREMENTS OF THE POSITION-----

- Successful background investigation. This requirement may take 120 days or longer after notification of selection.
- Permanent Change of Station (PCS) costs may or may not be authorized.
- Must sign a worldwide mobility agreement.
- Must sign an Emergency-Essential agreement if assigned to "EE" position
- May be subject to overtime as required.
- Must possess emotional stability and be physically able to perform duties without being a hazard to themselves or others.
- Must pass a pre-employment medical examination.
- May be required to travel using military/commercial aircraft.
- Subject to completion of basic and specialized AFOSI investigative courses which include rigorous physical fitness testing.
- Appointment is subject to a 1-year probationary period if one has not been completed previously.
- Must be proficient in the use of firearms to AFOSI standards. May be required to carry firearms.
- Is subject to random urinalysis testing as a condition of employment, because the position is designated for drug testing.
- Must enroll in the direct deposit/electronic funds transfer pay program.
- Mobilized applicants may be considered for employment with AFOSI; however you **MUST** attach a copy of your mobilization orders otherwise, your application will not be considered.
- Applications must be submitted at the non-classified level.
- May be required to undergo a counterintelligence scope polygraph examination.
  
- **Special Employment Consideration:**
- Individuals with disabilities possess a wealth of unique talents, experiences, and competencies that can be invaluable to the U.S. Air Force mission. For further information or to determine your eligibility click here: [Special Hiring Authorities](#). Applicants who are selected must meet the qualification requirements and be able to perform the essential duties of the position with or without reasonable accommodation.
- If you are eligible and wish to be considered for non-competitive appointment, please indicate "5 CFR 213.3102(u)" on your resume or state you are an individual with a disability eligible for a Schedule A appointment and follow all other instructions for applying.

-----IMPORTANT INFORMATION-----

If your application is incomplete, late, outside the area of consideration or you fail to submit the required information listed in this announcement, **your application will not be considered.**

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**If you are selected for this position, proof of Veteran's Preference, Education, Licenses, and relevant Certificates, will be required prior to appointment.**

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

After the announcement closes we will review the documents you submit to determine if you meet the eligibility and qualification requirements. If eligible and qualified, a panel will evaluate your qualifications based on the information provided in your resume when compared to the job requirements.

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Selection will be made on merit without regard to race, color, religion, sex, national origin, marital status, physical handicap, political affiliation or non-merit factor. The Department of the Air Force is an Equal Opportunity Employer.

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**All application materials must be received by close of business on the closing date of this announcement.**

- Applicants apply at their own expense
- Applications should be transmitted via e-mail\*
- Applicants will be notified by letter or e-mail (if available) as to the status of their application once selection is made. Please do not contact this office concerning status.
- Applications will not be returned to applicants. Applicants must meet all eligibility requirements by the closing date of the announcement
- If selected, male applicants born after 31 December 1959 must confirm their selective service registration status
- If you make a false statement in any part of your application, you may not be hired; you may be terminated after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action

-----**HOW TO APPLY**-----

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**Submit all application materials via email to:**

[AFOSI-Civilian-Recru@ogn.af.mil](mailto:AFOSI-Civilian-Recru@ogn.af.mil)

\* If you do not have access to email and the Internet, please fax your application to (571) 305-8225, ATTN: AFOSI/DP, Recruiting Manager

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-----**PREFERRED RESUME FORMAT**-----

The following resume format is preferred (but not mandatory). **Limit resume to 5 pages (in addition to cover sheet).** The cover sheet must include the information identified below.

**Cover Sheet**

- Announcement Number
- Title of Position
- Full name, mailing address (with zip code), day and evening telephone numbers, e-mail address (if available)
- Social Security Number (last 4 digits)
- Highest level of degree, month and year completed, address of colleges/universities attended.
- Veteran's Preference (**5 or 10 point Veteran's preference if applicable**).
- Foreign language capabilities
- Any computer forensics/networking knowledge
- Country of Citizenship
- Signature and Date

**Body of Resume**

- **Work Experience:** Work experience for each paid and nonpaid job related to the position for which you are applying should be addressed individually for each time period: include job title, grade/rank, duties and accomplishments, employer's name and address, supervisor's name and current phone number, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor.
- **Education Level:** Name and address of colleges/universities, majors and type and year of degrees

**Other Qualifying Information**

- Job related training courses.
- Special skills (e.g., computer crime investigation experience, foreign languages, or other skills relevant to being a special agent).
- If you possess particular language skills, please identify the language and describe proficiency levels as shown at the beginning of the announcement.
- Please provide DLI/FSI test scores, if applicable.
- Certificates or job related licenses.
- Honors, awards, and special accomplishments.
- Veteran's Preference (SF-15, VA Employment Letter dated within last 12 months, if applicable).
- Reinstatement Eligibility (SF-50 is needed for documentation purposes).
- Retired/Separated Military (Copy 4 of DD-214, proof of separation if within 180 days, if applicable).
- Highest federal civilian grade held, if applicable.
- Current Federal Employees must provide copy of current SF-50.

OPTIONAL FORM 306, DECLARATION FOR FEDERAL EMPLOYMENT  
CONTINUATION OF #16  
AFOSI AGENCY QUESTIONS FOR GS-1811 POSITIONS

1. Have you ever used marijuana? \_\_\_\_\_ (If yes, provide details/circumstances such as approximate dates, how many times, setting, when was the last time, etc).
  
2. Have you ever used an illegal drug or combination of illegal drugs, other than marijuana? \_\_\_\_\_ (If yes, provide details/circumstances).
  
3. Have you ever used an illegal drug while employed? \_\_\_\_\_ (If yes, provide details/circumstances).  
Have you ever used an illegal drug while in a law enforcement or prosecutorial position? \_\_\_\_\_ (If yes, provide details/circumstances).
  
4. Have you ever sold, supplied or distributed illegal drugs? \_\_\_\_\_ (If yes, provide details/circumstances).
  
5. Have you ever used alcohol in excess where it prevented you from working? \_\_\_\_\_ (If yes, provide details/circumstances).
  
6. Have you ever been arrested, charged, or convicted of domestic abuse, domestic assault, or assault? \_\_\_\_\_ (If yes, provide details/circumstances).
  
7. Have you ever been arrested, charged, imprisoned, or convicted of any felony or misdemeanor crime? \_\_\_\_\_ (If yes, provide details/circumstances).
  
8. Have you ever declared bankruptcy? \_\_\_\_\_ (If yes, provide details/circumstances).
  
9. Have you been an officer or a member of or contributed to an organization that is dedicated to the overthrow of the United States Government and that engages in illegal activities with the specific intent to further that end? \_\_\_\_\_ (If yes, provide details/circumstances).
  
10. Have you engaged in activities designed to overthrow the United States Government by force? \_\_\_\_\_ (If yes, provide details/circumstances).

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_

**You MUST print, complete, sign, date and attach to your application for consideration.**

OPTIONAL FORM 306, DECLARATION FOR FEDERAL EMPLOYMENT  
CONTINUATION OF #16  
AFOSI AGENCY QUESTIONS FOR GS-1811 POSITIONS

USE THIS SECTION TO PROVIDE DETAILS FOR ANY QUESTION ANSWERED YES

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