

# Vacancy Announcement

## DEPARTMENT OF VETERANS AFFAIRS (VA) VA, INSPECTOR GENERAL

**Vacancy Announcement Number:** OIG-02-CP-19

**Opening Date:** 12/19/2001

**Closing Date:** 01/07/2002

**Position:** CRIMINAL INVESTIGATOR, GS-1811-07 /13

**Salary:** \$33,477 - \$83,425 per year

**Promotion Potential:** GS-13

**Duty Location:** Many vacancies at REGIONAL AREAS BELOW, US

**Veterans Affairs, Office of Inspector General, Office Investigations**

2 VAC-Northeast Field Office Investigations, New York, New York

2 VAC-Southeast Field Office Investigate Atlanta GA Resident Agency

1 VAC-Southeast Field Office Investigate Nashville TN Resident Agency

2 VAC-Southeast Field Office Investigations Saint Petersburg FL

1 VAC-North Central Field Off Invest Cleveland OH Resident Agency

1 VAC-South Central Field Office Investigations Dallas, TX

1 VAC-North Central Field Off Investigate Denver, CO Resident Agency

2 VAC-Western Field Office Investigations Los Angeles, CA

1 VAC-Western Field Office Investigate San Diego, CA Resident Agency

1 VAC-Western Field Office Investigate Seattle, WA Resident Agency

**Salary\*\*:**Atlanta, GA GS-7 \$33,477 - \$81,009 GS-13 per annum\*

Cleveland, OH GS-7 \$33,634 - \$81,330 GS-13 per annum\*

Dallas, TX GS-7 \$33,801 - \$81,792 GS-13 per annum\*

Denver, CO GS-7 \$34,475 - \$83,425 GS-13 per annum\*

Los Angeles, CA GS-7 \$35,738 - \$86,481 GS-13 per annum\*

Nashville, TN GS-7 \$33,175 - \$80,279 GS-13 per annum\*

New York City, NY GS-7 \$35,738 - 86,481 GS-13 per annum\*

Saint Petersburg, FL GS-7 \$33,175 - \$80,279 GS-13 per annum\*

San Diego, CA GS-7 \$34,293 - \$82,985 GS-13 per annum\*

Seattle, WA GS-7 \$34,029 - \$82,344 GS-13 per annum\*

**\*\*Salary shown above includes locality payment but does not include the 25% law enforcement availability pay that is authorized for GS-1811 positions based on unscheduled work.**

**Relocation expenses are authorized.**

**WHO MAY APPLY:**

Open to career or career conditional status applicants. Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service may apply. Agency Career Transition Assistance Program (CTAP), Interagency Career Transition Assistance Program (ICTAP), reassignment, reinstatement, and special appointment authority applicants may apply.

**MAJOR DUTIES:**

The incumbent at the GS-07 level works under the direction of more experienced investigators and engages in on-the-job training through participation in the following activities as a Criminal Investigator. Studies the laws, directives and regulations pertinent to all aspects of his or her functional responsibilities. Initiates contacts with Federal, State and local officials, and obtains and examines records, books, payrolls, reports, correspondence and other data of consequence to the transactions or allegations under investigation. The incumbent at the GS-09 level searches crime scene for evidence, records the crime scene through photography and sketches, and collects and preserves physical evidence. Prepares evidence for referral to forensic laboratories to identify handwriting, fingerprints, questioned documents and substances, and other physical evidence. Observes covert surveillance, interviews suspects, complainants, witnesses and informants. The incumbent at GS-11 initiates contacts with Federal, State and local officials, and obtains and examines records, books, payrolls, reports, correspondence and other data of consequence to the transactions or allegations under investigation. Searches crime scene for evidence, records the crime scene through photography and sketches, and collects and preserves physical evidence. Observes covert surveillance, interviews suspects, complainants, witnesses and informants. The incumbent at GS-12 plans, manages and independently conducts criminal investigations of sensitive and difficult issues, initiates contacts with Federal, state and local law enforcement officials and obtains facts, signed statements, explanation of actions and investigative leads. Obtains and examines records, books, payrolls, reports, correspondence and other data of consequence to the transactions, or allegations under investigation. Verifies, corroborates and establishes relationships of all facts and evidence obtained, presented or alleged, and establishes accuracy and authenticity of such information. Searches crime scenes for evidence, records the crime scene through photography and sketches, collects and preserves physical evidence. Uses services of forensic laboratories to identify handwriting, fingerprints, questioned documents and substances and other physical evidence. Conducts surveillances, interviews suspects, complainants, witnesses and informants in order to gather and evaluate evidence, and plans and engages in undercover operations to identify principals, witnesses and evidence in Federal crimes. The incumbent at the GS-13 level performs the full range of Investigative functions into alleged violations involving fraud against the Government, false claims and statements, bribery, embezzlement, conflicts of interest, collusion, corruption, and fraudulent or other criminal actions affecting Veterans Affairs programs, contracts, and operations. The incumbent plans, manages, and conducts independently or as a team leader most highly complex and difficult criminal and non-criminal investigations. Provides leadership, direction, and initiative in conducting complex criminal investigations.

**QUALIFICATIONS REQUIRED:**

Applicants must have at least one year of specialized experience performing Criminal Investigator duties as described above equivalent to at least the GS-5 level for GS-07, GS-07 for GS-09, GS-09 for GS-11, GS-11 for GS-12, and GS-12 for GS-13 which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. This specialized experience must have equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position as a criminal investigator. Experience is typically in or related to the work of the position described as a criminal investigator.

## **KNOWLEDGES, SKILLS AND ABILITIES REQUIRED**

Candidates should submit a narrative statement on a separate page(s) with specific responses to the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to the KSAs may negatively affect your eligibility and/or rating for this position.

Applicants at grade levels GS-1811-07/GS-1811-09 will be evaluated using the knowledge, skills, and abilities listed below at different levels of rating qualification levels based on completion of specialized experience at the next lower levels.

1. Knowledge of modern criminal investigative principles and theories, practices and procedures; and rules of evidence.
2. Ability to conduct routine investigations of suspected violations of criminal statutes of the United States.
3. Ability to communicate both orally and in writing.
4. Ability to work effectively with other staff members and to interact with other members of the government law enforcement community.

Applicants at grade levels GS-1811-11/GS-1811-12 will be evaluated using the knowledge, skills, and abilities listed below at different levels of rating qualification levels based on completion of specialized experience at the next lower levels.

1. Substantive knowledge of modern criminal investigative principles and theories, practices and procedures and rules of evidence.
2. Ability to independently plan, coordinate, conduct and report on investigations of suspected violations of criminal statutes of the United States.
3. Ability to effectively communicate orally and in writing.
4. Ability to effectively interact with other disciplines and Agency officials and to effectively develop and maintain liaison with various law enforcement officials.

Applicants at grade levels GS-1811-13 will be evaluated using the knowledge, skills, and abilities listed below at different levels of rating qualification levels based on completion of specialized experience at the next lower levels.

1. Expert knowledge of modern criminal investigative principles and theories, practices and procedures; and rules of evidence required to lead or independently conduct complex criminal investigations, or lead or serve as a member of joint task force local agencies engaged in major investigations.
2. Ability to independently plan, coordinate, conduct, and report on exceptionally difficult investigations of complex, technical, and sensitive programs.
3. Ability to interact with other disciplines and agency officials, and to develop and maintain effective liaison with various law enforcement officials required to serve as an advisor.

4. Ability to effectively communicate orally to develop and provide complex briefings. Ability to effectively communicate in writing to prepare and present complex investigative reports.

**BASIS OF RATING:**

All applicants will be considered on the basis of their education, training, experience, awards, supervisory appraisal, and the Knowledges, Skills, Abilities, and Other Characteristics (KSAOCs) for this position.

For CTAP and ICTAP, well-qualified means that the applicant meets the qualification standard and eligibility requirements for the position, meets minimum educational and experience requirements, meets all selective factors where applicable, and is able to satisfactorily perform the duties of the position upon entry.

**PAY, BENEFITS, AND WORK SCHEDULE:**

This position is covered by the Law Enforcement Retirement provisions of 5 U.S.C. 8336 and 5 U.S.C. 8401 as primary, and the incumbent is eligible for Law Enforcement Availability Pay. All Federal employees are required by PL 104-134 to have federal payments made by Direct Deposit.

**CONDITIONS OF EMPLOYMENT:**

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire non-citizens in very limited circumstances where there are no qualified citizens available for position.

Prior to appointment, the person selected for this position must be determined physically fit by an authorized government physician to perform strenuous and physically demanding duties; and also pass a pre-employment medical examination.

Applicants must pass a pre-employment drug screening and background investigation. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Prior to appointment, applicants must not have reached their 37th birthday unless they have previous service in a Federal Civilian Law Enforcement position covered by special civil service retirement provisions, including early or mandatory retirement. The maximum entry age limit was established under the age discrimination prohibitions contained in Section 15 of the Age Discrimination in Employment Act. Maximum age limitations may not be waived for any applicant including those entitled to veterans' preference.

Incumbent will be required to carry a firearm while performing duties and maintain firearm proficiency.

The incumbent must satisfactorily complete (or have previously completed) and pass the nine week Criminal Investigator Training Program at Glynco, Georgia. (Appointment to this position will be terminated if all the requirements are not satisfactorily completed.)

Lautenberg Amendment: This position authorizes the incumbent to carry a firearm. Any person who has been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition [Title 18, U.S.C., Section 922 (g)]. A 'misdemeanor crime of domestic violence' is generally defined under the statute, as any offense involving the use or attempted use of physical force, or the threatened use of a deadly weapon committed by the victim's current or former domestic partner, parent or guardian. The term 'convicted', as defined in the statute, excludes any person whose conviction has been expunged, set-aside, or pardoned or any person whose civil rights have been restored, so long as such restoration does not restrict the shipping, transport, possession or receipt of firearms or ammunition. Candidates who have been convicted of a misdemeanor crime of domestic violence within the meaning of the referenced statute are not eligible for this position. Candidates under consideration will be required to certify whether they have ever been convicted of such an offense. False or fraudulent information provided by candidates is criminally punishable by fine or imprisonment, [Title 18 U.S.C., Section 1001].

As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

Occasional travel may be required.

**OTHER INFORMATION:**

First consideration will be given to CTAP and ICTAP eligible applicants.

If claiming 5-point veterans' preference, a DD-214 must be submitted. If claiming 10-point veterans' preference, both a DD-214 and SF-15 must be submitted.

Applicants with disabilities will receive consideration for reasonable accommodations in the hiring process for any physical, mental, or emotional impairment. Applicants should submit requests for reasonable accommodation with job applications and provide supporting medical documentation. The decision on granting reasonable accommodation will be on a case-by-case basis.

Applicants must meet time in grade requirements of this position within 30 days of the closing date of the announcement.

**HOW TO APPLY:**

Applications may be sent by mail, via courier, commercial delivery service (i.e. FedEx, UPS), or US Postal Service Express Mail to the address listed below.

Applications submitted by mail must be postmarked by the closing date of the announcement to receive consideration. Hand delivered applications and applications delivered via commercial delivery services must be received by the closing date.

Applications mailed using government postage and/or internal federal government mail systems are in violation of agency and postal regulations and will not be accepted.

You may apply with a resume, Optional Application for Federal Employment (OF-612), or any other written format you chose. Although we do not specify the format in which the information is presented or require the use of any particular form, there is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for the vacancy. If your package does not provide all the information requested, you will lose consideration for the job. Be sure you provide ALL of the information requested below:

**Job Information:**

- Announcement Number, title and grade(s) for which you are applying.

**Personal Information:**

- Full name, mailing address (with zip code) and day/evening telephone numbers (with area code).
- Social Security Number. Giving your Social Security Number is voluntary. However, we cannot process your application without it.
- Country of Citizenship.

If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.

**Education:**

- High School name, city, state and zip code, date of diploma or GED.
- Colleges and/or Universities attended, city state and zip code.
- Major field(s) of study.
- Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

Work Experience for each paid or non-paid position held related to the job for which you are applying (do not provide copies of job descriptions):

- Job title.
- Duties and accomplishments.
- Number of hours per week.
- Employers name and address.
- Supervisor's name and phone number.
- Starting and ending dates of employment (month and year).
- Salary.
- Indicate if your current supervisor may be contacted.

**Other Qualifications:**

- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.)
- Job-related certificates and licenses.
- Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Do not send copies of documents unless specifically requested.
- If you are applying for Veteran Preference, submit evidence of eligibility, such as a DD-214, Certificate of Release or Discharge from Active Duty, Standard Form 15, Application for 10-Point Veteran Preference, and the proof requested on the form.
- If you are or have been a Federal employee, please submit a copy of your last Notification of Personnel Action, Form SF-50, and your most recent or last performance appraisal.

Materials submitted as a part of your application will not be returned.

Failure to submit ALL required documents and information requested by the closing date of this announcement may result in your not receiving full consideration. Applicant's qualifications will be evaluated solely on the information submitted in their applications.

Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. See Basis for Rating for definition of 'well qualified'. Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

**For additional information about this position please contact:**

CARLOS PERKINS  
2025658954

**Submit your application package to:**

DEPARTMENT VETERANS AFFAIRS  
OFFICE INSPECTOR GENERAL (53D3)  
810 VERMONT AVENUE  
WASHINGTON, DC 20420

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