Job Title: Investigative Program Specialist  
Department: Department Of Homeland Security  
Agency: Customs and Border Protection  
Job Announcement Number: IHC-841811-SDL DE  

SALARY RANGE: $71,674.00 to $110,104.00 / Per Year  
OPEN PERIOD: Wednesday, February 13, 2013 to Tuesday, February 26, 2013  
SERIES & GRADE: GS-1801-13/14  
POSITION INFORMATION: Full Time - Permanent  
PROMOTION POTENTIAL: 14  
DUTY LOCATIONS: 24 vacancies in the following location: Location Negotiable After Selection, United States  
WHO MAY APPLY: United States Citizens  

JOB SUMMARY:  

Do you desire to protect America's interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homeland Security (DHS) is calling.  

DHS components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resilience to disasters. The vitality and magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.  

Discover a challenging and rewarding career with the U.S. Customs and Border Protection, the sole organization responsible for securing the nation's borders. At CBP, we:  
- Secure and facilitate trade and travel while enforcing hundreds of U.S. regulations, including immigration and drug laws  
- Seize illegal narcotics, vehicles, and agricultural products  
- Prevent unauthorized entry into the country  
- Rescue individuals who fall into dangerous conditions traversing our border  

For more information about CBP's mission, activities, and careers, please visit our website at: http://www.cbp.gov/.  

Follow U.S. Customs and Border Protection on twitter @CustomsBorder  

Who May Apply:  
- Open to all U.S. Citizens  

For definitions of terms found in this announcement, please see http://www.dhs.gov/xabout/careers/gc_1303762131481.shtm.  

Organizational Location: This position is with the Department of Homeland Security, U.S. Customs and Border Protection, Office of Internal Affairs, Credibility Assessment Division. The location will be determined upon selection.  

Note: One or more selections may be made using this job announcement.
Salary: The salary listed is the 2013 base salary for the GS-13 and GS-14 grade levels. Click on the following link to view the salary for the geographic location you are interested in. http://www.opm.gov/oca/12tables/indexGS.asp

KEY REQUIREMENTS

- U.S. Citizenship and Selective Service Registration
- Background Investigation
- Residency Requirement
- Firearm Proficiency
- Basic Polygraph Training and Certification

DUTIES:

- Serving as senior investigator and technical expert in the field of polygraph examinations
- Preparing comprehensive and timely reports of the outcomes of polygraph examinations
- Fostering harmonious working relationship with other Federal, state and local law enforcement, intelligence and/or trade communities

QUALIFICATIONS REQUIRED:

You qualify at the **GS-13** level if you possess one year of specialized experience that demonstrates the ability to:

- Coordinate, plan and administer polygraph examination to applicants and/or employees
- Determine the employment of polygraph countermeasures and their use
- Collect evidence, conduct witness and subject interviews

You qualify at the **GS-14** level if you possess one year of specialized experience that demonstrates the ability to:

- Provide guidance to aid in investigative plans and strategies
- Provide guidance on testing methodologies and the effectiveness of test questioning to junior staff members
- Provide guidance on polygraph examinations and evaluate polygraph examination programs

Quality Ranking Factor

You will be asked the question below as part of the occupational assessment. Candidates who wish to receive credit for this purpose should submit a copy of their unofficial transcripts as proof of completion. Candidates will receive a higher score based upon their response to the following:

Do you possess a baccalaureate degree from a four-year college or university accredited by the U.S. Department of Education in order to meet the admission requirements of the National Center for Credibility Assessment's (NCCA) Psychophysiological Detection of Deception (PDD) Program?

The qualifications listed above must be met by Tuesday, February 26, 2013 and are subject to verification at any stage of the application process.

Residency: If you are not currently a CBP employee, you must meet one or more of the following primary residency criteria for the last three years prior to applying to this announcement:
1. Resided in the United States or its protectorate or territories (excluding short trips abroad, such as vacations);
2. Worked for the United States government as an employee overseas in a federal or military capacity; or
3. Has been a dependant of a United States federal or military employee serving overseas.

Exceptions may be granted to applicants if they can provide complete stateside coverage information required to make a suitability/security determination. Examples include: the stateside addresses of anyone who worked or studied with the applicant while overseas; the company headquarters where the applicant's personnel file is located; professor(s) in charge of the applicant's "Study Abroad" program or; church records for the applicant's overseas church missions. Applicants must provide this information with their application for employment.

**HOW YOU WILL BE EVALUATED:**

Human Resources will review your resume and supporting documentation to ensure you meet the minimum qualification requirements. If you meet the minimum qualifications, your knowledge, skills and abilities (KSAs) will be rated between 70 and 100 based on your responses to the online assessment questionnaire. If you are eligible for placement under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) eligibility, you must earn a score of 85 above to be considered well qualified.

The KSAs for this position are:
- Knowledge of the theory and principles of polygraph examination
- Knowledge of enforcement and investigative techniques
- Ability to communicate orally
- Ability to communicate in writing

If you meet the minimum qualifications, you will be placed in one of the following categories:

1. **Best Qualified:** Applicants possessing a background that demonstrates a superior level of all evaluation criteria.
2. **Well-Qualified:** Applicants possessing a background that demonstrates a satisfactory level of the evaluation criteria.
3. **Qualified:** Applicants possessing the basic qualifications, with general knowledge, skills, and abilities.

If you are best qualified, you may be referred to the hiring manager for consideration and may be called for an interview.

**Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) Eligibles:** If you have never worked for the Federal government, you are not CTAP/ICTAP eligible. Information about ICTAP or CTAP eligibility can be found at: [http://www.opm.gov/Reduction_In_Force/employee_resources/ctap/index.asp](http://www.opm.gov/Reduction_In_Force/employee_resources/ctap/index.asp)

To be considered qualified under CTAP/ICTAP, you must be placed in the (Best Qualified) category for this position, as described above. In addition, you must submit the supporting documents listed in the "Required Documents" section of this announcement.

**Veterans:** Veterans with 5 point preference who meet the eligibility and qualification requirements are placed above non-preference eligibles within the category in which they qualify. Veterans who have a compensable service-connected disability of at least 10% are listed in the best qualified category, except when the position being filled is scientific or professional at the GS-09 grade level or higher. This position is
not considered scientific/professional. For information on veterans' preference, please see: [http://www.fedshirevets.gov/index.aspx](http://www.fedshirevets.gov/index.aspx)

**BENEFITS:**

DHS offers competitive starting salaries and an attractive benefits package, including: health insurance, Thrift Savings Plan (similar to a 401(k)), Flexible Spending Account, retirement plan, life and long-term care insurance, Employee Assistance Program, personal leave days and paid Federal holidays. Other benefits may include: flexible work schedules, telework, tuition reimbursement, transportation subsidies, uniform allowance, health and wellness programs, and fitness centers. DHS is committed to employee development and offers a variety of employee training and development opportunities. For more information, go to [www.dhs.gov/careers](http://www.dhs.gov/careers) and select "Benefits".

This position **MAY** confer Federal Law Enforcement Officer (LEO) retirement coverage. A determination of retirement eligibility will be made upon selection. **If you do not meet the LEO retirement eligibility requirements you will be placed in a non-covered position.** For more information on LEO retirement coverage eligibility click on the links below. [http://www.opm.gov/retire/pubs/handbook/C046.pdf](http://www.opm.gov/retire/pubs/handbook/C046.pdf)

**OTHER INFORMATION:**

**Background Investigation:** To ensure the accomplishment of our mission, CBP requires every employee to be reliable and trustworthy. To meet these standards, selected applicants will be required to undergo, and must successfully pass, a Single Scope background investigation for placement into this position. This may include a polygraph examination, a review of financial issues, and disclosure regarding criminal offenses and illegal use or possession of drugs. You will be required to obtain and maintain, at a minimum, Secret clearance.

**Travel:** You may be required to travel up to 50% per year.

**Drug Testing:** This job has been identified as "testing designated" under our Drug-Free Workplace Program. Therefore, you must satisfactorily complete a drug test prior to being hired. The agency will schedule, provide and pay for the drug test. Once on board, you will be subject to random drug testing.

**Administratively Uncontrollable Overtime (AUO):** The incumbent is on call 24 hours a day, seven days a week and **MAY** be required to perform substantial amounts of irregular overtime, if required, you will receive extra compensation in the form of Administratively Uncontrollable Overtime pay. The incumbent is responsible for recognizing, generally without supervision, when to remain on or return to duty.

**Firearm Requirement:** This position requires the incumbent to carry a firearm. The incumbent is required to qualify with all issued firearms in accordance with DHS/CPB policy and standards.

**Medical/Physical:** 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.

**Required Training:** Selectees who have not completed the basic polygraph training program at the National Center for Credibility Assessment or an equivalent school will be required to attend and successfully complete a 14 week training program at the National Center for Credibility Assessment located in Fort Jackson, South Carolina. In addition, selectees may be required sign a service agreement to remain with CBP for a period of up to 4 years after graduation from the National Center for Credibility Assessment.
In order to attend the National Center for Credibility Assessment, you must have earned a baccalaureate degree from a 4-year college or university accredited and recognized by United States Department of Education; successful completion of a counterintelligence scope polygraph (CSP) examination and at least 2 years investigative experience with a recognized U.S. Government agency OR other law enforcement agency (a waiver of this requirement may be requested) and at least 25 years of age (a waiver of this requirement may be requested).

Selectees who have completed the basic polygraph training program at the National Center for Credibility Assessment or an equivalent school will be required to provide documentation showing successful completion and maintain certification as outlined in the Federal Examiners Handbook.

**Promotion Potential:** There is no obligation to provide future promotions to you if you are selected. Future promotions will be dependent on your ability to perform the duties at a higher level, the continuing need for an employee assigned to the higher level, and supervisory approval.

**Probationary Period:** All employees new to the federal government must serve a one year probationary period during the first year of his/her initial permanent federal appointment to determine fitness for continued employment. Current and former federal employees may also be required to serve or complete a probationary period.


**HOW TO APPLY:**

To begin your online application, click the "Apply Online" button and follow the prompts to register or sign into Application Manager. Your application packet must include a completed assessment questionnaire, a resume, and any applicable and/or required supporting documentation. Please see the "Required Documents" section below for additional information. All application materials must be submitted by 11:59pm Eastern Standard Time on Tuesday, February 26, 2013.

You are not required to submit official documentation as part of your application package. However, if selected, you must provide the required official documentation prior to appointment.

We strongly encourage you to apply online. If you cannot apply online, you may FAX your résumé, assessment questionnaire, and supporting documents to (478) 757-3144. You must print a copy of and document your responses to the assessment questionnaire View Occupational Questionnaire using OPM Form 1203-FX [http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf) and use the official FAX cover sheet [http://staffing.opm.gov/pdf/usascover.pdf](http://staffing.opm.gov/pdf/usascover.pdf).

If any part of your application is not received, it will be evaluated solely on the information available.

**REQUIRED DOCUMENTS:**

- **Resume:** A resume describing your job-related qualifications is required and must be in English. It must contain your full name, address, phone number, the last four digits of your Social Security Number, a detailed description of your
duties and the dates you performed them (MM/DD/YY), as well as your work schedule and salary.

- **Completed online self-assessment questionnaire**
- **Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) eligibility:** You must submit a separation notice; SF-50; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; or a Military Department of National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456. Information about ICTAP or CTAP eligibility can be found at [http://www.opm.gov/Reduction_In_Force/employee_resources/ctap/index.asp](http://www.opm.gov/Reduction_In_Force/employee_resources/ctap/index.asp).
- **Veterans Preference:** To apply veteran's preference you must submit the following proof of eligibility:
  - Five Point Preference: DD Form 214 showing the dates you served, your discharge type and the campaign badges or expeditionary medals you earned
  - If you are currently serving on active duty: A statement of service from your unit identifying the branch of service, period(s) of service, campaign badges or expeditionary medals earned, and the date you will be separated or be on approved terminal leave. If selected for this position, your preference will be verified using your separation DD Form 214, as described above.


It is your responsibility to verify that information entered, uploaded, or faxed (i.e., resume, veterans documentation, completed assessment, and SF-50’s) is received and accurate. Human Resources will not modify or change any part of your application. If a document is not in a legible format, you will not be able to view it in Application Manager and you must again upload or fax the documentation by the closing date of this announcement.

Applications and supporting documentation will not be accepted by mail or e-mail. The address below is for inquiries only. If you are unable to apply on-line, please contact the Hiring Center listed at the end of this job announcement at least two days prior to the closing date of this job announcement for further instructions. You may apply more than once; however, only your most recent application will be used.

**AGENCY CONTACT INFO:**

Indianapolis Hiring Center  
Phone: (317)715-3000  
Email: CUSTOMERRESPONSE@CBP.DHS.GOV

CBP Indianapolis Hiring Center  
6650 Telecom Drive  
Suite 100  
Indianapolis, IN  
46278

**WHAT TO EXPECT NEXT:**

Once the job announcement has closed, Human Resources will assess your experience and training, identify the best qualified applicants, and refer those applications to the hiring manager for further consideration and/or interviews. You will be notified by email upon completion of each step. Your status will also be updated on USAJOBS throughout the process. To check your status, log on to your USAJOBS account, click on "Application Status" and then click "More Information". If you are referred, you will receive a final notification of the disposition of the vacancy.