VACANCY ANNOUNCEMENT
Office of Special Investigations
27130 Telegraph Road
Quantico, VA 22134

JOB TITLE: Criminal Investigator

DEPARTMENT: Department of the Air Force

AGENCY: Office of Special Investigations (OSI)

JOB ANNOUNCEMENT NUMBER: 11-21-JRN-EXT-01

SALARY RANGE: $79,468 - $103,309/Per Year (does not include locality pay)

OPEN PERIOD: Friday, November 19 - Sunday, November 28, 2021 (11:59 pm, Eastern Time)

SERIES & GRADE: GS-1811-13. These will be primary (rigorous) law enforcement positions.

POSITION INFORMATION: Full Time – Excepted Service Permanent

QUALIFICATIONS: See Required and Desired qualifications on pages 3 - 5.

PROMOTION POTENTIAL: GS-1811-13

DUTY LOCATIONS: Minot Air Force Base, North Dakota.

APPLICANT SUPPLY FILE: This announcement will be used to fill Criminal Investigator, GS-1811-13, positions at the duty location listed above, and possibly other positions. Incumbents will perform Criminal Investigator duties, which may include frequent, direct participation in convoy missions and related operations. If you are not willing to perform such duties, please do not apply for this announcement.

WHO MAY APPLY: Qualified U.S. Citizens

SECURITY CLEARANCE: Top Secret / SCI Eligible

SUPERVISORY STATUS: No.

MOBILITY: This position requires the employee to sign a mobility agreement as a condition of employment in accordance with Chapter 16 of AFMAN 36-606, Civilian Field Management and Development. Applicants must be willing to accept assignments anywhere in the U.S. and/or in overseas locations. Applicants should also understand that following initial assignment and at multiple points throughout one’s career, AFOSI may assign individuals to other positions, worldwide, based on the needs of the organization.
EMERGENCY ESSENTIAL PERSONNEL / POSITIONS: This vacancy announcement may be used to fill Emergency Essential (EE) positions. 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 or deployment 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 nature of EE positions, concurrent membership in the military reserves conflicts with the performance of these duties. If you are selected for and accept an EE position, you must be removed from military recall status (i.e., reassigned to active standby, inactive standby, retire, be discharged, resign, etc.,) and may not join a reserve unit while assigned to the EE position.

LAW ENFORCEMENT RETIREMENT: This position is a primary/rigorous law enforcement officer (LEO) position. IAW DoDI 1400.25 Volume 336, “The maximum entry age (MEA) for covered primary law enforcement officer positions is 37. Persons not appointed by the last day of the month in which they become age 37 shall not be originally appointed or assigned to these positions.” The Agency will waive MEA requirements for otherwise qualified applicants with veterans’ preference and may choose to waive MEA requirements based on compelling hardship, e.g., a shortage of qualified candidates; or for those applicants with prior Federal civilian special LEO retirement-covered service.

TRAVEL REQUIRED
- Requires occasional travel away from the normal duty station
- May require travel via various military or commercial means
- May require international travel

RELOCATION EXPENSES
- Initial relocation expenses may or may not be authorized
- **Tax Law Impact for PCS:** On 22-Dec-2017, Public Law 115-97 - the "Tax Cuts and Jobs Act of 2017 suspended qualified moving expense deductions along with the exclusion for employer reimbursements and payments of moving expenses effective 01-Jan-2018 for tax years 2018 through 2025. The law made taxable certain reimbursements in addition to other payments, including driving mileage, airfare and lodging expenses, en-route travel to the new duty station, and temporary storage of those items. The Federal Travel Regulation Bulletin (FTR) 18-05 issued by General Services Administration (GSA) has authorized agencies to use the Withholding Tax Allowance (WTA) and Relocation Income Tax Allowance (RITA) to reimburse eligible individuals for "substantially all" of the increased tax liability resulting from the "2018 Tax Cuts and Jobs Act"
  - For additional information on WTA/RITA allowances and eligibilities, please visit: [https://www.gsa.gov/cdnstatic/FTR%20Bulletin%2018%20Relocation%20Allowances_0.pdf](https://www.gsa.gov/cdnstatic/FTR%20Bulletin%2018%20Relocation%20Allowances_0.pdf)

KEY REQUIREMENTS
- **Selective Service:** All male applicants born after December 31, 1959 must have registered for the Selective Service.
• **Lautenberg Amendment:** This position requires 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 (18 U.S.C. Section 922(g) ((9)).

• **Driver’s License:** This position requires the incumbent to drive a motor vehicle. Incumbent must 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.

**DUTIES:**

- Independently plans, organizes and conducts criminal investigations of alleged or suspected violations of the Uniformed Code of Military Justice (UCMJ) and/or federal criminal laws (e.g., Title 10 and 18 of the US Code) of the United States affecting Air Force personnel and resources.
- Organizes and manages comprehensive counterintelligence investigations involving highly delicate matters of interest to high echelon government officials, and briefs management officials on the status of these investigations.
- Develops criminal investigative reports upon completion of each assignment for facilitating determination of appropriate actions and final decision.
- Provides evidence and data in preparation for adjudication of criminal cases.
- Coordinates criminal investigative activity with other federal, state and local agencies as well as foreign governments on matters related to criminal investigations and resolves jurisdictional problems in accordance with established policies.
- Periodically briefs senior DoD management, investigative personnel, attorneys and other interested parties on criminal investigative and other matters.
- Establishes and maintains professional working relationships with all local, state and federal law enforcement entities.

**QUALIFICATIONS:**

This applicant pool will mainly be used to fill special agent positions focused on general criminal investigations and support to convoy operations as well as other positions as they arise.

In order to qualify, applicants must meet the specialized or general experience requirements described in this announcement as follows:

Applicants must have two years/104 weeks of full time specialized or general experience at a level of difficulty and responsibility equivalent to the GS-12 grade level (or equivalent in other pay systems) in the Federal service.

**Specialized Experience:**

GS-12-level specialized experience required for this position includes:

- Planning and conducting highly complex criminal investigations, independently as a lead investigator or as a team member
• Apprehending or detaining suspected violators of criminal laws of the U.S.
• Conducting interviews with suspects, witnesses, and informants in case development
• Recruiting and utilizing witnesses
• Planning, organizing, and conducting surveillance
• Preparing interim and comprehensive final investigative reports for prosecutors and management officials
• Participating in joint task forces
• Briefing management and DoD officials on the progress of current investigations
• Testifying before Grand Juries, proceedings in criminal trials, and/or administrative hearings
• Coordinating criminal investigative activity with other Federal, state, and local agencies and foreign governments and resolving jurisdictional issues;

General Experience:

GS-12 level general experience required for this position includes one or more of the following:

1) Violent crime investigative expertise/special victim investigative/other felony-level criminal investigative expertise, gained from experience in local, state, and/or federal law enforcement.

2) Tactical operational expertise in law enforcement relevant to criminal investigations and convoy operations, gained from experience in local, state and/or federal law enforcement. Such experience could include recovery of fugitives, transport of prisoners and/or sensitive materials, Special Weapons and Tactics (SWAT), surveillance, counter-surveillance, fish and wildlife criminal investigations and law enforcement, and other related disciplines. Special Operations experience may also be qualifying, depending on the training and experiences.

3) Operational/strategic intelligence/counterintelligence expertise, gained from attendance at operational courses conducted by the US military and/or US Intelligence Community coupled with real-world experience in applying these skills. Special Operations experience may also be qualifying, depending on the training and experiences.

PART-TIME OR UNPAID EXPERIENCE: Credit will be given for appropriate unpaid and or part-time work. You must clearly identify the duties and responsibilities in each position held and the total number of hours per week.

EDUCATION AND TRAINING:

Specialized Training: Successful graduation from the Federal Law Enforcement Training Center’s (FLETC) Criminal Investigators Training Program (CITP) or federal equivalent is desired. (Qualifying federal CITP equivalents include: Federal Bureau of Investigation New Agent Training, Drug Enforcement Administration Special Agent Training, US Army Criminal Investigation Division Special Agent Course, or United States Air Force Special Investigations Academy (USAFSIA) Special Investigators Course.)

Please annotate CITP (or federal equivalent) in your resume.
In addition to CITP (or federal equivalent), completion of OSI’s Basic Special Investigators Course (BSIC) at the USAFSIA is desired. BSIC is the OSI “follow-on” course to CITP.

Please annotate BSIC in your resume, if applicable.

If selected for a position, applicants who have not completed CITP (or federal equivalent) and/or BSIC will be required to attend these courses (or equivalent training as designated by the Agency).

**Additional Training and Experience:** Advanced surveillance, surveillance detection training and experience, and/or other tactical/operational experience relevant to criminal investigative support to convoy operations.

**Education Level:** Bachelor’s Degree from an accredited college or university. We seek applicants who completed challenging degree programs that provided them with hard-to-replicate skills relevant to the desired qualifications noted above.

**ADDITIONAL REQUIREMENTS:**

**Agent Suitability Investigation:** This position requires the favorable completion of an Agent Suitability Investigation, including a successful criminal background check, prior to a final offer of employment.

**Drug Testing:** Position is designated by the Air Force as a testing designated position under the Air Force Civilian Drug Testing Program and is subject to random drug testing.

**Probation:** This position is subject to a two-year trial period during the first two years of the employee’s permanent federal appointment.

**Security Clearance:** This position requires a Top Secret security clearance. Favorable completion of a Single Scope Background Investigation (SSBI) is required prior to an offer of employment.

**Polygraph Examination:** Applicants are subject to counterintelligence scope polygraph examinations as determined by the command. Failure to successfully complete a polygraph examination could result in disciplinary action as determined by the command.

**Work Environment:** Employees may be assigned anywhere in the U.S. or overseas. In addition, employees may be required to work in areas of unrest or in war zones.

**Work Schedule:** Employees must be able to work substantial amounts of unscheduled overtime or be available to work substantial amounts of unscheduled overtime on evenings, weekends, and/or holidays. Employees may also be required to work regularly scheduled overtime as needed.
**Firearms:** The duties of this position require the incumbent to carry a firearm. Applicants must meet initial and continuing OSI qualifications in the use of firearms.

**Medical, Health and Fitness Requirements:**

- Must be physically fit in order to perform strenuous and physically demanding duties
- Must be physically able to travel by plane as required
- May be required to take a series of vaccinations and immunizations
- Moderate to arduous physical exertion involving standing, walking, running
- The use of firearms
- Exposure to inclement weather or other environmental hazards
- Manual dexterity
- 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.
- Adequate hearing is required in order to perform duties safely and satisfactorily; hearing loss, as measured by an audiometer, must not exceed 35 decibels at 1000, 2000, and 3000 Hz levels
- Must possess emotional and mental stability
- Any physical or mental condition that would cause the applicant to be a hazard to themselves or others is disqualifying
- 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

**BENEFITS:**

**Locality Pay:** This position is authorized locality pay based on the location of permanent assignment.

**Law Enforcement Availability Pay (LEAP):** LEAP compensates Criminal Investigators for substantial amounts of unscheduled overtime or their availability to work substantial amounts of overtime. Applicants are eligible to receive LEAP upon appointment. To ensure your availability, you will receive extra compensation in the form of LEAP, which is calculated at a flat rate of 25 percent of base salary (basic pay + locality pay).

**HOW YOU WILL BE EVALUATED:**

Upon closure of the announcement, all applications will be reviewed to ensure applicants meet the eligibility and qualification requirements listed in this announcement. You will be rated based upon the specialized and/or general experience provided in your résumé and supporting
documentation to determine your ability to demonstrate the following knowledge, skills and abilities/competencies:

1. Knowledge of laws, regulations, guidelines and practices governing criminal investigations
2. Ability to plan and organize work
3. Investigative techniques
4. Fact finding
5. Analytical skills
6. Interpersonal skills
7. Oral Communication
8. Written Communication
9. Formal education
10. Relevant licenses and certifications
11. Foreign language ability

Selection will be made on merit without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

HOW TO APPLY:

To apply for this position, applicants must complete and submit all documentation specified in the Required Documents section of this announcement. If an application package is incomplete, or the applicant is not qualified for the position, the application will not be considered. Application information must be submitted at the non-classified level.

Packages can be sent via email (preferred method) or through the United States Postal Service (USPS).

1. Email instructions – email complete packages to the OSI Recruiting Office at the following email address: AFOSI.DP.1811ExternalApp@us.af.mil. Please include your last name and the vacancy announcement number in the subject of your email. Example: (Jones, 11-21-JRN-EXT-01).

   IMPORTANT NOTE: When you submit your application to the email address above, we will send an email acknowledging receipt within 3 workdays. If you do not receive that email, please follow up with an email with NO ATTACHMENTS to ensure we received your original application.

2. United States Postal Service (USPS) instructions – send complete packages to: External Applicant Processing, HQ OSI/DPR, 27130 Telegraph Road, Quantico, VA 22134. Additionally, applicants should send email to AFOSI.DP.1811ExternalApp@us.af.mil to
advise they have submitted a package via the USPS. Applications must be postmarked no later than November 28, 2021.

**REQUIRED DOCUMENTS for ALL Applicants.** Save documents as individual attachments in either Word or PDF using the following format: “Last, first, name of document” (Doe, Jane, Resume). Please save the resume as a separate file. Applicants must submit all three documents or will be disqualified.

1. **Cover sheet** - Refer to page 10 of this announcement for instructions and format example.

2. **Résumé No more than 5 Pages.** Applicants should follow the résumé format provided within this announcement when submitting their résumé. Refer to pages 11-12 of this announcement for instructions and résumé format example. Do NOT include photographs (or links to social media such as LinkedIn), inappropriate material, inappropriate content, nor personal information such as age, gender, religion, social security number, etc., on your resume.

3. **AFOSI Agency Questionnaire** – Refer to linked PDF file for the OSI Agency Questionnaire. Applicants must complete this form and submit it with their application. Obtain a copy on the OSI Civilian Agent page.

**OTHER DOCUMENTS – REQUIRED if applicable to you** (i.e. college graduates must provide college transcripts, government employees must provide SF-50, veterans must provide 214, etc.)

1. **ACTIVE DUTY SERVICE MEMBERS:** The VOW Act requires federal agencies to treat an eligible active duty service member as a veteran, disabled veteran, and preference eligible (as applicable) when applying for civil service positions before the effective release or discharge date. Appointment of military members before the release or discharge date is permissible if the member is on terminal leave. At the time the active duty member applies for a civil position, he or she must submit a "certification" memo in lieu of a DD-Form 214, Certificate of Release or Discharge from Active Duty, if they wish to receive tentative preference. The certification memo must originate from the member's military service branch on official letterhead and contain the following:

   - Name/Rank/Grade of Service Member
   - Branch of Armed Forces
   - Dates of Active Service (Start and End Date(s))
   - Expected Date of Discharge/Release from Active Duty
   - Terminal leave start date (if applicable)
   - Expected character of service/discharge and type of separation (i.e. separation or retirement)
   - Must be certified within 120 days of anticipated discharge
   - Signature by, or by direction of the adjutant, personnel office, unit commander, or higher headquarters commander.
Note: The VOW Act provides tentative preference. The VOW Act does not render Active Duty applicants ineligible if they do not provide the certification memo. If appointed, a DD Form-214 must be submitted upon receipt.

2. **DD Form 214, Certificate of Release or Discharge from Active Duty** – Veterans Preference applicants must provide: DD-214, "Certificate of Release or Discharge from Active Duty," showing all dates of service, as well as character of service (Honorable, General, etc.). Prior to an offer of employment, applicants will be required to provide Copy 4 of the DD-214 reflecting an honorable discharge. If using service in the Reserve component to qualify for this position, applicant will be required to provide an official, signed point summary.

3. **Standard Form 15 (SF-15), Application for 10-Point Veteran Preference** – Prior to an offer of employment, applicants claiming Veterans’ Preference will be required to provide a SF-15 along with a letter from the Department of Veterans’ Affairs dated within 12 months of the application due date reflecting their percentage of disability.

4. **Certifications/Licenses** – Applicants must provide copies of relevant certificates and professional licenses at the time they submit their application in order to have them considered during the assessment process. Certifications and licenses will be verified prior to final appointment. You do not need to send certificates for every formal training class you have attended, only those tied to certifications/licenses. However, applicants must provide copies of certificates of training completion, e.g., for CITP and/or BSIC.

5. **Standard Form 50 (SF-50), Notification of Personnel Action** – Current and former federal civil service employees must submit the most recent copy of their SF-50 as well as a copy of the SF 50 showing their initial EOD in a LEO retirement covered position.

6. **Mobilization Orders** – Applicants mobilized while on active duty during the announcement period may apply after the closing date if an inventory of eligible candidates still exists; applicants must attach a copy of their mobilization orders.

7. **College Transcripts** – Applicants claiming completion of bachelor’s (or higher level) degree must submit a copy of their transcripts. Unofficial transcripts are accepted at the time of application. Official transcripts will be required prior to final appointment.
Preferred Cover Sheet format: We strongly recommend applicants follow the template below when preparing their cover sheet and place “N/A” in areas that do not apply. An example of a properly completed cover sheet follows:

Announcement Number: 11-21-JRN-EXT-01

Full Name: Doe, Jane D.

Complete Mailing Address: 123 Main St, Anywhere TX, 12345

Day Phone Number(s): 123-456-7890

Evening Phone Number(s): 987-654-3210

Email Address: janedoe@gmail.com

Date of Birth: 1 May 1992

Highest Degree Held: Bachelor of Science, Major: Accounting

Month/Year Degree Awarded: May 2015

Foreign Language Skill Level (use ILR scale at link below in résumé format to rate your speaking skill level): (You do not need to list English)

- Spanish-Latin American, 1+
- French, 2+

Veterans’ Preference Status: 5 point veteran

Country of Citizenship: USA

Date Available to Start: 1 February 2022

Date and Signature: 20 November 2021, jane doe -- signed

(Electronic signature is acceptable)

------------------------------- RÉSUMÉ FORMAT-------------------------------

Instructions for résumé format:

1. Length – no more than 5 pages (mandatory requirement--do not exceed), does not include cover sheet
2. We strongly recommend applicants follow the template provided below
3. Information on the résumé should be presented in the same order outlined on the résumé template, beginning with Education and ending with Veteran’s Preference
4. Please use the headers provided in the sample résumé template
5. Font Size – 12
6. Do NOT include photographs (or links to social media such as LinkedIn), inappropriate material, inappropriate content, nor personal information such as age, gender, religion, social security number, etc., on your resume.
Recommended Résumé Template: Applicants should follow the template below when preparing their résumé

FULL NAME
ADDRESS
DAYTIME PHONE
EMAIL

EDUCATION:
School(s) name, school address, degree earned, date awarded, cumulative GPA
If no degree awarded: School(s) name, location, major field of study, cumulative GPA, undergraduate/graduate credit hours earned. Unofficial transcripts or list of courses, credit hours, and earned grades required with application. Selectees will be required to submit an official transcript before appointment.

EMPLOYMENT HISTORY:
Agency/company name, address, hours worked per week, start and end dates of employment; salary (or series grade and step for government positions), job title, responsibilities to include level of autonomy and complexity of work, supervisor’s name, supervisor’s current phone number, and series/grade, if applicable. Additionally, indicate if we may contact your current and previous supervisors. We recommend applicants use bullet statements.

SIGNIFICANT ACCOMPLISHMENTS: (List or indicate N/A)

HONORS/AWARDS: (List or indicate N/A)

JOB-RELATED CERTIFICATIONS / LICENSURE: (List or indicate N/A)

JOB-RELATED PROFESSIONAL TRAINING: (List or indicate N/A)

FOREIGN LANGUAGE SKILLS: (List as specified below or indicate N/A)
To assess proficiency level, refer to the Interagency Language Roundtable (ILR), ILR Speaking Skill Scale at: https://www.govtilr.org/Skills/ILRs/ILRs/ILRs/ILRscale2.htm. List foreign language(s) and proficiency level(s) for speaking only. Example: Spanish-Latin American, speaking = 1+ and French, speaking = 2+. If applicable, provide Defense Language Institute (DLI) scores and certificates.

EXTRACURRICULAR / VOLUNTEER ACTIVITIES: (List or indicate N/A)

AFFILIATIONS: (List or indicate NA)

VETERAN’S PREFERENCE: (List as specified or indicate N/A). Include branch of service, dates of military service and reason for discharge.