

## Who May Apply

U.S. Citizens who meet the requirements outlined in the Key Requirements section. Positions in the Naval Criminal Investigative Service (NCIS) are in the Excepted Service and are excluded from the provisions of the Office of Personnel Management's Career Transition Assistance Program (CTAP).

## Duration Appointment

Permanent

## Marketing Statement

In the global war on terrorism, one civilian law enforcement agency safeguards those who defend our nation. NCIS is looking for unique men and women who can successfully engage the ever-changing demands of the 21st century threat environment. NCIS enforces laws wherever members of the Navy and Marine Corps work - even at sea. With expertise ranging from undercover operations to technical surveillance, forensics to counterintelligence analysis, and much more, NCIS professionals lead the way - navigating today's changing global threat landscape - confronting criminals, terrorists, spies and undefined threats wherever they may be.

## Summary

Protecting those who defend our nation is a dynamic mission that demands a unique individual. Are you ready? For more information about NCIS, please visit:

<http://www.ncis.navy.mil> Starting pay will be set within the range specified in this announcement and will be based on your qualifications. More information on pay can be found at: [www.opm.gov](http://www.opm.gov). In addition, Special Agents receive **25%** Law Enforcement Availability Pay (LEAP) which is added to their base salary and locality pay. To receive LEAP an NCIS Special Agent must work an annual average of two or more hours unscheduled duty per scheduled workday. This work may include evening or weekends.

<b>Announcement Number</b>	HQ-2013-0001	<b>Promotion Potential</b>	GS-13
<b>Position Title</b>	Criminal Investigator GS-1811-7/13	<b>Hiring Agency</b>	<b>NCIS</b>
<b>Open Period</b>	05/10/2013 05/13/2013 This vacancy is limited to a certain number of applicants and may close before the close date listed here if that limit is reached	<b>Duty Locations</b>	Few vacancies in various CONUS locations.
<b>Series/Grade</b>	GS .1811 07/09/11/12/13	<b>For More Info</b>	Email: HQ_2013_0001@ncis.navy.mil
<b>Salary</b>	\$43964 to \$125926		

**MOBILITY:** Mobility of the Special Agent work force is necessary to accomplish the NCIS mission and helps support an individual's career development. As a condition of employment, all Special Agents are required to sign a mobility agreement indicating their availability for and willingness to accept periodic

assignments within the Continental United States (CONUS), outside CONUS, or overseas. Special Agents can expect multiple relocations during their career with NCIS. In addition, Special Agents may be required to deploy on assignments to support military forces in high-risk environments. Applicants may request a preference for assignment, and while this information will be considered, assignments will be based on the mission requirements and staffing needs of NCIS. A Special Agent can generally expect to remain at the first office of assignment for a minimum of 3 years. Relocation expenses to the FIRST official duty station will not be paid by NCIS.

### **Key Requirements**

Must have a baccalaureate degree from an accredited college or university. Must be able to obtain and maintain a Top Secret Security Clearance. Must pass the Special Agent in-depth panel interview. Must pass an extensive NCIS background investigation. Must sign a mobility agreement. Must successfully complete an expanded-scope screening polygraph examination. Must be willing to travel. Must have not reached 37 years of age unless presently under covered service.

### **Major Duties**

Major Duties: Conducts proactive operations designed to reduce criminal activity utilizing special techniques designed to protect Department of the Navy (DON) resources, assets, military members, and their families. Responds to reports of criminal activity, processes potential crime scenes, interviews witnesses and victims, and interrogates subjects. Employs special techniques such as surveillance, verbal wire intercepts, and forensic analysis. Formulates an investigative plan and completes logical leads in order to resolve criminal investigations. Documents investigative work through product summary reports, statements, and warrants. Conducts investigations and follows logical investigative leads by responding to intelligence information using available resources (including databases, National Security Letters, sources, and surveillance). Conducts liaison with U.S. state, and local law enforcement agencies in order to facilitate exchanges of information. Maintains relationships with foreign law enforcement and intelligence agencies in order to enhance the safety of deployed DON assets. Leverages resources available throughout the intelligence community and within the agency from areas such as cyber, analytical support, tech, general criminal investigations, and combating terrorism.

### **Education**

Must have a baccalaureate degree from an accredited college or university.

### **Requirements**

CONDITIONS OF EMPLOYMENT • Must successfully complete a medical examination by an authorized Federal Medical Officer. • NCIS is a drug-free workplace. Selectees must comply with the DON drug testing program. • Special Agent positions are subject to the Lautenberg Amendment/Domestic Violence Misdemeanor Amendment to the Gun Control Act of 1968. • Special Agents are required to qualify to carry a firearm as part of assigned duties and to maintain firearm proficiency. Must successfully complete an expanded-scope screening polygraph examination... • All NCIS Special Agents are ordinarily required to successfully complete a trial period. • Must possess and maintain a valid driver's license. • Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration. • Direct Deposit of pay is required. • Must complete a confidential financial disclosure report prior to appointment. • New hires (with the exception of current 1811 series Criminal Investigators) must successfully complete the Criminal Investigator Training

Program (CITP) and the NCIS Special Agent Basic Training Program (SABTP), located at the Federal Law Enforcement Training Center (FLETC) in Glynco, GA. However, current series 1811 Criminal Investigators that have successfully completed an accredited CITP will only be required to successfully complete the NCIS SABTP course. Failure to successfully complete the training program(s) will result in separation. \* Must sign a mobility agreement.

### **Evaluations**

Your application will be reviewed to determine whether you meet the basic eligibility. If our evaluation demonstrates that you meet the position's requirements, your application will be forwarded for further consideration.

### **Qualifications**

Applicants must possess a baccalaureate degree from an accredited institution recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: [www.ed.gov/admins/finaid/accred/index.html](http://www.ed.gov/admins/finaid/accred/index.html)

### **How to Apply**

Individuals applying for this announcement are required to complete and submit a resume. The preferred method of submissions is via email/scan to [HQ\\_2013\\_0001@ncis.navy.mil](mailto:HQ_2013_0001@ncis.navy.mil) If unable to e-mail, please fax to (571) 305-9230

### **Required Documents**

THIS SECTION CONTAINS VALUABLE INFORMATION ON WHAT SUPPORTING DOCUMENTS ARE REQUIRED AND HOW TO FAX THEM. PLEASE READ IT CAREFULLY. Applicants are encouraged to submit the following documents via email or fax within 10 business days of the closing date of this announcement. Applicants who have previously submitted required documents do not need to resubmit,

- Current Resume
- SF-50 Notification of Personnel Action (if current or previous Federal employee)
- DD-214 Certificate of Release or Discharge from Active Duty

Please email documents to: [HQ\\_2013\\_0001@ncis.navy.mil](mailto:HQ_2013_0001@ncis.navy.mil) or fax to (571) 305-9230

### **Benefits**

Benefits include health insurance plans, retirement system with investment options, paid holidays, paid sick and annual (vacation) leave, life insurance, subsidized transportation, training and development opportunities, and incentive programs. This position is covered under the special retirement provisions for law enforcement officers. For more information about these benefits, please visit: BENEFITS.

**Other Information**

NCIS is an equal opportunity employer. All applications will be considered without regard to race, color, religion, sex, national origin, marital status, age (subject to the limitations outlined in announcement), or non-disqualifying disability.