



# RECRUITMENT ANNOUNCEMENT

## INVESTIGATIVE SUPPORT SPECIALIST

THE NAVAL CRIMINAL INVESTIGATIVE SERVICE

### **Position Overview:**

Open Dates: 01/02/24-01/09/24

Series: 1801 – Investigative Support Specialist (*multiple positions*)

Annual Pay Scale & Grade (2023): GS-7 (\$40,082 - \$52,106) \*

GS-9 (\$49,028 - \$67,734) \*

GS-11 (\$59,319 - \$77,112) \*

GS-12 (\$71,099 - \$92,429) \*

- \* NOTE: An additional locality pay is provided depending upon assigned *stateside* location. A complete listing of the annual pay that includes locality pay is available at the following Office of Personnel Management (OPM) website: [General Schedule \(opm.gov\)](https://www.opm.gov/policy-data-oversight/general-schedule/). Definitions of the locality pay areas is available at [Locality Pay Area Definitions \(opm.gov\)](https://www.opm.gov/policy-data-oversight/locality-pay/).
- \* For Guam and Hawaii, an additional locality pay and cost of living adjustment (COLA) is provided. A list of the locality and COLA rates are available at [Nonforeign Areas \(opm.gov\)](https://www.opm.gov/policy-data-oversight/nonforeign-areas/).
- \* For Bahrain and Japan, additional foreign allowances may apply to the annual basic pay.

### **Relocation expenses are authorized for overseas locations.**

Appointment Type: Permanent – Excepted Service

Work Schedule: Full-Time

This is a direct hire solicitation.

Experience in civilian or military law enforcement investigations is preferred.

Veterans will be considered along with all other candidates.

**This position is not included under the provisions of 6C Special Retirement Coverage and is not authorized Law Enforcement Availability Pay (LEAP).**

### **Locations:**

Camp Pendleton, CA	Bremerton, WA	Pearl Harbor, HI
San Diego, CA	Whidbey Island, WA	Kaneohe Bay, HI
Miramar, CA	San Antonio, TX	Souda Bay, Greece
Lemoore, CA	Dallas, TX	Sasebo, Japan
Twentynine Palms, CA	San Angelo, TX	Yokosuka, Japan
Camp Lejeune, NC	Great Lakes, IL	Atsugi, Japan
Norfolk, VA	Meridian, MS	Okinawa, Japan
Pensacola, FL	St. Louis, MO	Iwakuni, Japan
Key West, FL	Cleveland, OH	Pusan, South Korea
Tampa, FL	Earle, NJ	London, England
Fort Gordon, GA	New Orleans, LA	Sembawang, Singapore
Oklahoma City, OK		

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NCIS is a worldwide Federal law enforcement agency with a broad and exciting mission. This announcement serves as an opportunity for global assignments supporting our nation's warfighting capability within the Department of the Navy (DON) by protecting the vulnerable through supporting felony investigations, with a focus on sexual assault and sexual harassment. Within the DON, NCIS is the civilian Federal law enforcement agency uniquely responsible for investigating felony crime, preventing terrorism, and protecting secrets for the Navy and Marine Corps. NCIS defeats threats from across the foreign intelligence, terrorist, and criminal spectrum by conducting operations and investigations ashore, afloat, and in cyberspace, to protect and preserve the superiority of the DON warfighter. NCIS relies on a highly skilled, diverse, and agile professional workforce to navigate a rapidly evolving threat landscape. Each of our positions—from Special Agents to intelligence analysts, to human resources and beyond—play a critical role in executing the NCIS mission.

### **Duties and Responsibilities:**

Supports the execution of felony investigations through the collection and review of documents and records, retrieval and review of video/audio surveillance tapes/files, participation in the execution of searches and seizures, interview of potential witnesses and victims, support of case agents during the interview of victims of sexual harassment investigations and other complex and highly sensitive investigations, and obtaining of sworn statements related to alleged or suspected criminal violations of the Uniform Code of Military Justice and Federal law. The work involves:

- Recognizing, developing, and presenting evidence to reconstruct events, sequences, time elements, relationships, responsibilities, legal liabilities, and conflicts of interest.
- Supporting and/or conducting investigations in a manner meeting legal and procedural requirements.
- Handling evidence in accordance with the rules of investigative procedures, laws, and precedent court decisions including constitutional rights for search and seizure.
- Applying a knowledge of pertinent statutes, regulations, policies, and guidelines, including the Code of Federal Regulations and the Uniform Code of Military Justice for investigations.
- Interviewing witnesses, victims, and suspects pertaining to sexual harassment investigations.
- Providing support to Special Agents in crime and death scene examinations (i.e., identifying, processing, documenting, and preserving physical evidence).
- Serving as a Field Office liaison and collaborating with various jurisdictions, including local, Federal, and foreign areas of operation to facilitate the exchange and flow of information.

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**Travel Required:** Occasional travel is required for this position.

**Conditions of Employment:** You must meet the following circumstances:

- You must be a U.S. born or naturalized U.S. citizen.
- You must pass a background suitability screening.
- You must be able to obtain and maintain a Top Secret security clearance and be eligible for Sensitive Compartmented Information (SCI).
- This position has been identified as a Testing Designated Position (TDP). You must submit to and pass a drug test prior to appointment, and are subject to random drug testing thereafter.
- You must be able to obtain and maintain a valid driver's license.
- Lautenberg Amendment: This position authorizes the carrying of a firearm. Any person who has been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition. You are required to qualify for and maintain qualification for, carry, and use government-owned firearms. You must not have any pending charges or convictions for domestic violence that are not expunged, set aside, or pardoned.

**Qualifications Required:**

- **You are minimally qualified for the GS-7 level** if you possess one of the following:
  - One year of graduate level education (*e.g., 18 semester hours*), **(OR)**
  - A bachelor's degree with superior academic achievement which is based on:
    - Class standing (*i.e., upper third of the graduating class in the college, university, or major subdivision, such as the College of Liberal Arts or the School of Business Administration, based on completed course*), or
    - Grade-point average of 3.0 or higher based on four years of education or based on the last two years of the curriculum, or
    - Grade-point average (3.5 or higher based upon the average of the required courses completed in the major field or completed in the major field in the final two years of the curriculum), or
    - Election to membership in a national scholastic honor society, **(OR)**
  - One year of specialized experience in, or related to, investigative activities, law enforcement techniques, and cyber forensic activities as an entry-level trainee that provide the specific competencies to successfully perform the position's duties. Experience also includes exercising initiative; attention to detail; judgment in collecting, assembling and developing facts, evidence or other pertinent data; analyzing and evaluating new or existing data or evidence to arrive at sound conclusions; and partnering with or leading others in the accomplishment of mission activities, **(OR)**
  - A combination of education and experience. Education must be from an accredited college or university.

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- **You are minimally qualified for the GS-9 level** if you possess one of the following:
  - A master's or equivalent degree (such as LL.B. or J.D.), **(OR)**
  - Two full years of progressively higher graduate education, in a related field, leading to such a degree from an accredited college or university,
  - One year of specialized experience in, or related to, applying law enforcement or investigative techniques and cyber forensic activities as an advanced trainee. Experience also includes identifying problem areas and proposing and implementing solutions; taking responsibility for own actions and those of team members to ensure the goals and deadlines for the team are met; leading meetings or seminars on behalf of a professional or academic group; setting work priorities and allocating resources; and partnering with other individuals from within and outside the organization, **(OR)**
  - A combination of specialized experience, as described above, and related graduate level education.
- **You are minimally qualified for the GS-11 level** if you possess one of the following:
  - A Ph.D. or equivalent doctoral degree, **(OR)**
  - Three full years of progressively higher level graduate education leading to such a degree, or LL.M., **(OR)**
  - One year of specialized experience in, or related to law enforcement or investigative techniques and cyber forensic activities performed on an independent level with some guidance. Experience also includes such items as searching various databases and performing data analysis and verification to ensure the information is factual, preparing reports to support analyses, **(OR)**
  - A combination of specialized experience, as described above, and related graduate education.

**You are minimally qualified for the GS-12 level** if you possess one year of specialized experience in, or related to more complex law enforcement or investigative techniques and cyber forensic activities and perform assignments independently or as lead. Specialized experience includes obtaining and evaluating information from many diverse sources including alleged victims and criminals; securing facts and developing evidence in support of ongoing investigations; gathering, reviewing and discerning evidence of value for criminal cases; preparing fact-based written reports of investigative activities; conducting surveillance planning and execution, legal searches of property and persons, and using detection practices to identify crimes involving financial instruments, narcotics trafficking, cybercrimes, subversive organizations, terrorism, threats to national security, and criminal organizations; and conducting criminal investigations with minimal supervision or direction and with a focus on sexual assault or sexual harassment.

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### How to apply:

- Submit a detailed resume and cover letter via email to: [shisrecruitment@ncis.navy.mil](mailto:shisrecruitment@ncis.navy.mil). Your email subject title must contain the following format: LAST, First GS 1801 – ISS Application (ex. SMITH, Jane GS1801-ISS Application).
- Your cover letter must include **only 5 desired location(s) listed in order of preference** and you must acknowledge in writing that you understand and comply with the Conditions of Employment outlined above.
- If you have previously submitted an application, there is no need to re-apply unless your preferred locations have changed.
- Only applications submitted during the open hiring announcement of 01/02/24 - 01/09/24 will be considered.

*NCIS adheres to principles of equal opportunity in hiring. NCIS does not discriminate against applicants on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or any other non-merit factor. Applicants who believe they may have a physical or mental impairment may request reasonable accommodation under the Rehabilitation Act.*

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