

# Criminal Investigator (Special Agent)

Environmental Protection Agency

## Open & closing dates

🕒 2017-07-20 to 2017-08-03

## Salary

\$99,650 to \$154,042 / per year

## Pay scale & grade

GS 12 - 13

## Series

1811 Criminal Investigation

## Appointment type

Permanent

## Work schedule

Full-time

## Job announcement number

CI-OECA-MP-2017-0030

## Control number

474878700

## Locations

📍 Washington DC, DC  
FEW vacancies

## This job is open to



### [Federal employees](#)

Current or former competitive service employees. Includes merit promotion, CTAP, ICTAP, transfer, and internal to the agency positions.



### [Veterans](#)



[Individuals with a disability](#)



[Military Spouses](#)



[Peace Corps & AmeriCorps Vista](#)

## Job Summary

### [About the Agency](#)

Earth Day is every day at EPA! At EPA, you can protect human health and the environment of all Americans, and you'll discover that EPA is one great place to work! We offer great benefits and work flexibilities, and our diverse workforce connects to more than just a career--we share a common passion to promote a cleaner, healthier environment. Discover how exciting safeguarding our natural resources and protecting human health can be. Find yourself at EPA.

This position is located in Office of Enforcement and Compliance Assurance (OECA), Office of Criminal Enforcement, Forensics and Training (OCEFT), Protection Services Detail located in Washington, D.C.

For more information on this office, visit their website: <https://www.epa.gov/aboutepa/about-office-enforcement-and-compliance-assurance-oeca>

The salary shown includes Law Enforcement Availability Pay (LEAP) up to 25%.

One or more positions may be filled.

## Duties

At the entry level of this position, you will:

- Spend the majority of your time providing protective, personal, and physical security for the Administrator of the U.S. Environmental Protection Agency (USEPA). These activities include, but are not limited to: assisting with complex protective advances and movements, motorcade logistics, physical security, and site security; and,
- Conducting complex criminal investigations of individuals or groups who may present a physical danger to the protectee and recommend courses of enforcement action to the appropriate law enforcement entity.

Other duties include, but are not limited to:

- Developing and prepare operational plans related to the service of search warrants, arrest warrants, undercover operations, electronic monitoring and surveillance through the use of sworn affidavits and in accordance with established policies.
- Developing complete investigative reports to recommend courses of enforcement action to prosecute and deter criminal violations of environmental statutes based on investigative findings.

When entering a Federal job at a grade level lower than the highest promotion potential level, you may be promoted to more complex duties and work more independently, as your career progresses.

## Supervisory Status

No

## Promotion Potential

13

## Travel Required

- 50% or Greater
- You may be required to travel 11-15 days per month.

## Relocation Authorized

- No

## Key Requirements

- If you are selected, a pre-employment background check is required.
- Pre-employment physical is required and periodic physicals thereafter.
- Pre-employment drug testing is required and random testing thereafter.
- See requirements under Qualifications Section.
- You must submit resume and required documents (See How to Apply).

## Qualifications

You do not need a degree to qualify for this position.

We are looking for at least one year of specialized experience related to this position as described below:

To qualify for the GS-12 level, you need to have at least one year of full time experience equivalent to the GS-11 level defined as experience planning and conducting complex protective advances and movements involved with providing personal and physical security for a high level official to include coordinating transportation logistics while applying assault and counter surveillance techniques.

To qualify for the GS-13 level, you need to have at least one year of full time experience equivalent to the GS-12 level defined as proven experience in providing threat analysis and notification; conflict resolution; coordinating motorcade logistics; providing leadership, training, assistance, or instruction to other Special Agents on criminal investigations; and advanced investigation techniques including laws and decisions relating to investigative procedures and methods to establish violations of criminal laws when evidence is willfully concealed.

Your answers to the on-line assessment will be used to evaluate your competencies in the following areas:

1. Extensive knowledge of the operation and function of a protective detail and associated security requirements to independently analyze site vulnerabilities and assess terrorist, chemical, biological, and individual threats.
2. Ability to resolve conflicts and coordinate difficult and complex advances and movements.
3. Ability to coordinate the transportation logistics, physical security, and site security for the protectee.
4. Knowledge of investigative techniques, including laws and decisions relating to investigative procedures; search and seizure; and functions and jurisdictions of federal, state and local agencies
5. Skill in identifying and utilizing sources of information.
6. Ability to effectively present investigative activity and results; highlight substantive reports to high level officials

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

### Criminal Investigators - Special Provisions

**Medical Requirements:** You must be found to be physically fit by an authorized government physician to perform strenuous and physically demanding duties.

**Age Requirements:** You must be at least 21 years of age and not older than 36 at the time of appointment. In accordance with PL 100-238, this position is covered under law enforcement retirements provisions; therefore, you must be appointed before reaching your 37th birthday unless you presently serve or have previously served in a Federal civilian law enforcement retirement-covered position.

**Basic Agent Training Requirements:** You must successfully complete and pass the required Basic Agent Training Program. Failure to pass the training program will result in separation from EPA.

**Law Enforcement Training:** You must successfully complete the 9-week Federal Law Enforcement Training Center's Basic Criminal Investigator training program and the 8-week Environmental Investigations Basic training program at Glynco, GA. You must pass the

training program on the first attempt or you will be removed from this position and failure may result in separation from the Agency. You are exempt from this training if you have previously completed the program.

**You must meet qualifications to carry a firearm. Lautenberg Notice:** Title 18 USC, Section 911 (g), automatically disqualifies anyone who has been convicted of a misdemeanor crime of domestic violence from being appointed to this position. You must not have been convicted of a felony crime.

**Work Schedule:** The hours are long and irregular. You must be available at all times, to include holidays. You may also be sent on extended temporary duty station assignments away from your assigned office. You may be reassigned to different duty locations throughout the U.S. based on the needs of the Agency.

**You must have a valid driver's license** and be able to operate a Government-owned or leased motor vehicle. This position is designated as High Risk and requires a background investigation. Unless an appropriate background investigation is already on record with the Office of Personnel Management, you must undergo a background investigation.

You will be required to obtain and maintain a top-secret security clearance.

If you are selected, you will be required to complete a Confidential Financial Disclosure form within 30 days of your first day of employment and annually thereafter.

Participation in the medical monitoring program is required.

You must meet time in grade requirements no later than 30 calendar days after the closing date of this announcement.

This position requires the use of personal protective equipment (PPE).

## Security Clearance

Top Secret

## What To Expect Next

You can track the progress of your application package via your USAJobs account. You will receive an acknowledgement from USAJobs that your submission was successful, once we have received your on-line occupational questionnaire, resume and any supporting documentation. You will be notified of the status of your application via your USAJobs Account after we conduct a qualification review of your complete application package. You will be contacted if further evaluation or interviews are required. Any exaggeration of your experience, false statements, or attempt to conceal information may disqualify you for employment consideration. We may verify all information you provide in your resume and questionnaire responses, through reference and/or background check, and/or verification of your education. If you are selected, you will be contacted personally by the human resources office posting this announcement.

## BENEFITS

[Review our benefits](#)

Join EPA in protecting human health and the environment and enjoy many work life quality options! Working for the EPA offers you a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees Retirement System. To learn more about us, visit [Life and Careers at EPA](#).

## Other Information

This position is not in the bargaining unit.

Position has portable work and selectee may be eligible to telework.

If you are selected, travel, transportation, and relocation expenses will not be paid by EPA. Any travel, transportation, and relocation

expenses associated with reporting to work in this position will be your responsibility.

Are you a Displaced Federal Employee? If so, please read the Required Documents and visit the EPA website for additional information: <http://www.epa.gov/careers/epa-job-vacancy-announcements-policies-and-procedures>

EPA participates in E-Verify. E-Verify is an Internet based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that enables participating employers to electronically verify the employment eligibility of their newly hired employees. For additional information: [EPA Announcement Policies and Procedures](#).

This information is used to determine your qualifications for employment. The use of this information is authorized under Title 5 USC, Sections 3302 and 3361.

If you have part-time work experience, read this: [EPA Announcement Policies and Procedures](#).

It is the policy of the Government not to deny employment simply because an individual has been unemployed or has had financial difficulties that have arisen through no fault of the individual. Information about an individual's employment experience will be used only to determine the person's qualifications and to assess his or her relative level of knowledge, skills, and abilities. Although an individual's personal conduct may be relevant in any employment decision, including conduct during periods of unemployment or evidence of dishonesty in handling financial matters, financial difficulty that has arisen through no fault of the individual will generally not itself be the basis of an unfavorable suitability or fitness determination. For more information, visit [Mythbuster on Federal Hiring Policies](#).

You are strongly encouraged to read the entire announcement before you submit your application for this position.

To begin the application process, click the Apply button to the right on this screen, follow the prompts to log-in/register, submit all required documents, and complete the assessment questionnaire. To be considered, you must submit a complete application package by 11:59 PM Eastern time on the day the announcement closes.

All required supporting documents will be collected electronically via the USAJOBS document portfolio feature.

If you cannot apply on-line, you must contact the Human Resources Office listed to the right for assistance no later than three business days prior to the closing date of this announcement. You must provide complete application materials by the day the announcement closes.

For detailed instructions to assist you in ensuring your application package is received, go to [EPA Announcement Policies and Procedures](#).

## How You Will Be Evaluated

We will review your resume and required documents to ensure you meet the basic qualification requirements. Your resume must address the knowledge, skills, and abilities listed in the Qualifications section. If you meet basic qualification requirements, your application will be further evaluated based on your answers to the online assessment. Your responses to the online assessment will be used to measure the degree to which your background matches the requirements for the position and an applicable score assigned.

We will compare your resume and supporting documentation to your responses on the assessment questionnaire. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job. We will evaluate your qualifications and eligibility and notify you if you meet minimum qualification requirements. If you are referred for consideration, you may be subject to additional assessments.

NOTE: We do not require a separate statement responding to the competencies, also referred to as Knowledge, Skills, and Abilities (KSAs). However, your resume should clearly show possession of these competencies.

To preview questions please [click here](#).

Documents to be submitted on-line:

--Resume clearly stating your experience related to this position as described in the Duties Section and Qualifications Required Section. In describing your experience, you need to be clear and specific. We may not make assumptions regarding your experience.

--Responses to the on-line assessment questionnaire.

--Veterans' Preference Documents - DD-214 Member 4 copy (or other copy indicating character of service), VA letter stating overall/combined disability rating (percentage), and SF-15, if applicable; active duty service members: submit certification from the armed forces documenting active duty dates, expected discharge/release date, campaign medals/badges, and character of service (a certification is any written document from the armed forces that certifies you are expected to be discharged/released from active duty service in the armed forces under honorable conditions within 120 days after you submit the certification).

--Displaced Federal employees under ICTAP/CTAP - copy of your most recent performance appraisal, proof of eligibility, and your most current SF-50 noting position, grade level, tenure, and duty station.

--Current and Former Federal Employees: You are required to submit a Notification of Personnel Action (SF-50) indicating your status eligibility. This SF-50 should include your Position Title, Pay Plan, Occupational Code, and Grade or Level. If you are a current temporary/term employee who previously held a status Federal position, you need to submit your SF-50 which shows your eligibility to be considered. If your eligibility for consideration cannot be determined, your application will be rated ineligible.

--Current EPA Employees: You are encouraged to submit a Notification of Personnel Action (SF-50). If you fail to provide an SF-50, we will access your Federal employment records in eOPF to verify your eligibility to be considered. If your eligibility for consideration cannot be determined, your application will be rated ineligible.

--If you are applying for a noncompetitive appointment, you'll need to submit additional documents to prove your eligibility to apply to this vacancy announcement. If you want to learn more about noncompetitive appointments, visit OPM's web site:

<http://www.opm.gov/employ/students/fedhire.asp#authorities>

If you want to know more about submitting documentation to our office, visit EPA's web site: <http://www.epa.gov/careers/epa-job-vacancy-announcements-policies-and-procedures>



## Environmental Protection Agency

### Contact

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