



## United States Department of Justice Drug Enforcement Administration

**TOUGH WORK. VITAL MISSION.** Challenge yourself! You have the power to combat drug trafficking. Be part of the DEA. It's tough work, but a vital mission. Whatever your background or expertise, your work at the DEA will be tremendously rewarding because it will have a daily impact on national security and the quality of life of all Americans.

<b>Announcement No</b>	BA-2008
<b>Position:</b>	Criminal Investigator
<b>Pay Plan - Series Grade:</b>	GL/GS-1811-07, 09, 11
<b>Promotion Potential:</b>	GS-13
<b>Department:</b>	Department of Justice, Drug Enforcement Administration (DEA), Operations Division.
<b>Comments:</b>	DEA Special Agents may or may not be assigned to the Geographic Location from which they were hired. Special agents may have to relocate several times during their career. The hours are long and irregular. The Special Agent must be available at all times, to include holidays. Often, agents are sent on extended temporary duty assignments away from their assigned office. There is a requirement to carry a firearm and become proficient in its use. The nature of the work might place the agent in situations that present a danger to personal safety. A Special Agent may have to use a firearm in the line of duty, and may have to take someone's life in defense of self or others.
<b>Opening Date:</b>	07/15/08
<b>Closing Date:</b>	05/01/09 (The closing date of this announcement has been extended from 01/15/09)

<b>Salary:</b>	<p>\$37,941 - \$64,403 USD per annum (locality payment not included)</p> <p>*This position is covered by Law Enforcement Availability Pay (LEAP). An additional compensation rate of 25% will be added to the locality salary after successful completion the 19 week Basic Agent Training Program at the Drug Enforcement Administration Training Academy.</p>
<b>Location:</b>	Various - Nationwide
<b>Number of Vacancies:</b>	200
<b>Type of Appointment:</b>	Full Time / Permanent – Excepted Appointment (see Other Information)
<b>Who Can Apply:</b>	All U.S. Citizens
<b>Duties:</b>	Conducts criminal investigations and prepares for the prosecution of major violators of the Controlled Substances Act. Typical duties include conducting complex criminal investigations; carrying out surveillance of criminals; infiltrating illicit drug channels; identifying and apprehending drug traffickers; and arresting law violators engaged in criminal activities.
<b>Basic Qualification Requirements:</b>	<p>Applicants must meet the basic qualification standards established by the Office of Personnel Management (OPM) for the 1811 series <b>OR</b> as an exception to the OPM qualifications standards established for the 1811 series, possess unique skills and/or highly desirable specialized experience. Eligibility based on such unique skills/experience is an authorized exception to the OPM Qualifications Standard.</p> <p>Applicants will first be evaluated to determine if they meet the basic qualifications standards established by OPM for the 1811 series. Applicants who do not meet the basic qualifications standards established by OPM for the 1811 series will be further evaluated to determine if they possess unique skills or highly desirable specialized experience.</p> <p><b><u>OPM QUALIFICATIONS STANDARDS FOR 1811 SERIES</u></b></p> <p><b>GRADE 07:</b>  <b>EXPERIENCE:</b> To qualify at the GL-07 level, applicants must possess one year of specialized experience at least equivalent to the GL-05 level which is in or directly related to the line of work of the position. Specialized experience is defined as assisting in</p>

investigations of alleged or suspected violations of the law; participating in surveillance and undercover activities or operations, and taking part in apprehending, arresting persons suspected of violations; and assisting in the organization of evidence for presentation to prosecution officials.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:**

Applicants may substitute education for specialized experience if they have completed one full academic year of graduate level education or law school OR successfully meet the requirements of the Superior Academic Achievement provisions. Superior Academic Achievement is based on (1) class standing, (2) a grade-point average (GPA) of 2.95 or higher (based on 4 years of education or in the final two years of curriculum); or a grade-point average of 3.5 or higher (based on required courses completed in the major field or the required courses in the major field completed in the final two years of curriculum), or (3) election to membership in a national scholastic society.

**COMBINATION OF EDUCATION AND EXPERIENCE:**

Equivalent combinations of successfully completed education and experience may be used to meet the experience requirements.

**GRADE 09:**

**EXPERIENCE:** Qualifying experience for the GL-09 level includes one year of specialized experience at least equivalent to the GL-07 level which is in or directly related to the line of work of the position. Specialized experience is defined as carrying out limited investigations of alleged or suspected violations of the law; participating in surveillance and undercover activities or operations, raids and/or seizures; taking part in apprehending, arresting, interviewing, and interrogating persons suspected of violations of the law; and organizing evidence for presentation to prosecution officials.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:**

Applicants may substitute education for specialized experience if they have completed two (2) full academic years of graduate level education or completed all requirements for a master's or equivalent graduate degree, or completion of all requirements for an LL.B. or J.D. degree. Such education must demonstrate the knowledge, skills, and abilities necessary to do the work.

**COMBINATION OF EDUCATION AND EXPERIENCE:**

Equivalent combinations of successfully completed education and experience may be used to meet the experience requirements. Only graduate education in excess of the amount required for the GL-07 level may be used to qualify applicants at the grade GL-09 level.

**GRADE 11:**

**EXPERIENCE:** Qualifying experience for the GS-11 level includes one year of specialized experience at least equivalent to the GL-09

level which is in or directly related to the line of work of the position. Specialized experience is defined as carrying out investigations, some of which may be more complex, of alleged or suspected violations of the law; operating undercover, seeking evidence or clues and shadowing suspected persons or maintaining surveillance of premises; participating in raids and/or seizures, and the apprehension of persons suspected of violating the law; interviewing or interrogating persons who might have knowledge of violations; and working with U.S. attorneys on evidence presentation to prosecution officials.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:**

Applicants may substitute education for specialized experience if they have completed all requirements for a Ph.D. or equivalent doctoral degree OR 3 full years of progressively higher education leading to such a degree. Such education must demonstrate the knowledge, skills, and abilities necessary to do the work.

**COMBINATION OF EDUCATION AND EXPERIENCE:**

Equivalent combinations of successfully completed education and experience may be used to meet the experience requirements. Only graduate education in excess of the amount required for the GL-09 level may be used to qualify applicants at the grade GS-11 level.

**UNIQUE SKILLS/EXPERIENCE (AUTHORIZED EXCEPTION TO OPM QUALIFICATIONS STANDARD) GRADE 07**

**FOREIGN LANGUAGE**

**KNOWLEDGE, SKILL AND ABILITIES:** Knowledge of specific languages utilized by the majority of high level traffickers would facilitate undercover introductions, informant recruitment, possible cultural awareness of performance limitations or attitudes, and code analysis.

**EXPERIENCE/EDUCATION:** The language expertise should be qualified at a three plus rating as established by Foreign Service Institute standards. Fluency may result from formal training, cultural background or job related requirements which require the ability to use these languages. Principal language skills desirable include knowledge of Spanish, French, Russian, Arabic, Hebrew, dialects of Nigerian languages, Chinese, Mandarin or Japanese. (Note: Applicants may be subjected to an oral interview to determine foreign language proficiency). Education should consist of a Bachelor's degree or higher (no minimum GPA is required) and include coursework in a foreign language, composition, literature, writing, communications, or humanities/cultural studies.

**PILOT / MARITIME**

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of aerial/maritime operational procedures, guidelines and regulations concerning international and domestic flights or seagoing voyages and the ability to apply this know-how to locate illegal sources or production, transit points and methods of introductions into the continental United States. Ability to analyze seized navigational charts and maps and project logical itineraries of clandestine criminal operations which will lead to seizures during ongoing criminal activity or enhance prosecutions in conspiracy investigations.

**EXPERIENCE/EDUCATION:** Multi-engine, fixed wing instrument rated, as well as rotary wing pilots and expert navigational seamen with three or more years of experience with aviation or shipping industry that involved state of the art equipment and required planning for extensive domestic and international travel, including logistical support, loading characteristics, climatic analysis, and equipment operation limitations. Such expertise may be used to detect and penetrate criminal activity associate with air and sea smuggling. Candidates could be airline, military or private pilots; those with maritime experience would include first mates, navigational officers, Maritime Academy graduates and ships' captains. Education should consist of a Bachelor's degree or higher (no minimum GPA is required) in any field. Formal training/education and a current license as a pilot or maritime is required.

**ACCOUNTING / AUDITING**

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of accounting procedures, auditing procedures or financial analysis procedures, and the ability to apply this knowledge to trace assets, identify owners, determine intent of financial transactions and link them to criminal activity to support asset seizures.

**EXPERIENCE/EDUCATION:** Three or more years of professional accounting or auditing experience (public or private), including the audit of company or governmental books and records (manual or automated). This is required in order to support or discover attempts to alter financial or similar records and to detect diversion of funds, equipment, etc. in support of criminal or civil action. Experience as an internal auditor, bank examiner, corporate auditor, CPA, Revenue Agent, corporate financial consultant, international banker, or similar experience is needed. Education should consist of a Bachelor's degree or higher (no minimum GPA is required) and include at least 24 semester hours in accounting or auditing.

**TECHNICAL / MECHANICAL**

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of communications networks from computers and audio and video

transmission systems (both wireless and via cable). Ability to apply this knowledge to trace electronic transfers of monetary instruments, install Title III electronic intercepts, install video surveillance systems, and to identify and monitor various methods of electronic communications utilized by the criminal element. Ability to provide communications security (COMSEC) for investigative activity and to support ongoing investigations and corroborate agent testimony.

**EXPERIENCE/EDUCATION:** Three or more years of substantial on the job indoctrination and “hands on” experience in electronic theory and application, with emphasis on communications associated with audio and video systems (wireless and cable). Listening devices, video equipment (both visible and invisible spectra), teletype and radioteletype (RTTT), and computers and associated interfacing equipment. Education should consist of a Bachelor’s degree or higher (no minimum GPA is required) and include coursework in information systems/technology, telecommunications, or electrical/mechanical engineering.

**MILITARY**

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of a paramilitary organization which includes annual performance standards, group interaction, and command orientation, and requires the ability to both project authority and carry out directives and fulfill missions, with sometimes limited logistical support. Ability to quickly analyze technical situations requiring immediate decisions and ability to take action which could result in success or failure of an investigation and reduce danger to personnel.

**EXPERIENCE/EDUCATION:** Three or more years of experience in leadership, travel, and diverse geographical assignments and familiarity with the control mechanisms necessary to operate in a dangerous environment. Conditioned by past experience, such a candidate will function under duress and confront stressful situations with positive results. An officer that has received training and participated in court-martials, conducted investigations on their behalf and administered corresponding disciplinary actions would be ideal. Furthermore, a candidate who has successfully completed assignments requiring security awareness, the delegation of authority and the ability to carry out orders, accomplish goals, achieve objectives, plan operations, evaluate results, and take corrective action would be well-equipped to compete for a Special Agent position. Education should consist of a Bachelor’s degree or higher (no minimum GPA is required) and include coursework in military or political science, government, management/leadership, and/or communications.

<p><b>How You Will Be Evaluated:</b></p>	<p>Applicants who meet the OPM basic qualification standards for the 1811 series will be further evaluated against the “Most Competitive Criteria”. To be considered “Most Competitive” applicants must possess the following knowledges, skills and abilities (KSA’s).</p> <ol style="list-style-type: none"> <li>1) Knowledge of law enforcement.</li> <li>2) Ability to communicate in writing.</li> <li>3) Ability to analyze facts and reach conclusions.</li> </ol> <p>Applicants will be required to address the above KSA’s in the DEA Qualifications Questionnaire (see “How to Apply” section of this job announcement). When addressing the KSA’s applicants should describe their work experience, training and/or education as it relates to each KSA.</p> <p>Applicants who are rated “Most Competitive” or who qualify based on their unique skills/experience/education will process further to a two part panel interview (written assessment and oral interview), a medical evaluation, physical task test, urinalysis drug screening, polygraph examination, psychological assessment, and background investigation.</p>
<p><b>Other Job-Related Qualifications:</b></p>	<p><b>U.S. CITIZENSHIP:</b> Applicants must be U.S. Citizens.</p> <p><b>LAW ENFORCEMENT AGE REQUIREMENT:</b> Applicants must be at least 21 years of age and not older than 36 at the time of appointment. In accordance with Public Law 100-238, this position is covered under law enforcement retirement provisions; therefore, candidates must be appointed before reaching their <b>37th birthday</b> unless they presently serve or have previously served in a Federal civilian law enforcement retirement-covered position. After subtracting the years/months of prior Federal service worked in a primary law enforcement position, applicants must be less than 37 years of age. The maximum entry age limit was established under the age discrimination prohibitions contained in Section 15 of the Age Discrimination and Employment Act.</p> <p><b>ADDITIONAL QUALIFICATIONS:</b> In addition to education and experience, the DEA will further evaluate applicant qualifications based on character and conduct. There will be continuous evaluation of information, as it is obtained, to ensure that the prospective employee with the DEA meets agency specific qualifications. Issues in any of the areas listed will be deemed disqualifying. All applicants will be evaluated on the following:</p> <ul style="list-style-type: none"> <li>• Must Meet DEA Drug Policy Requirements (specified in this announcement)</li> </ul>

	<ul style="list-style-type: none"> <li>• Favorable/Responsible Credit History</li> <li>• Candor/Honesty</li> <li>• Favorable/Responsible Work History</li> <li>• Favorable Criminal Record History</li> <li>• Good Judgment/Ability to Handle Stressful Conditions</li> <li>• Acceptance of Directions/Work in Team Environment</li> <li>• Responsible Driving Record</li> <li>• Other qualities that promote the integrity and efficiency of the DEA</li> </ul> <p><b>MEDICAL REQUIREMENTS:</b> Applicants will be required to pass a pre-employment medical examination. The duties of this position require moderate to arduous physical exertion involving walking and standing, use of firearms, and exposure to inclement weather. Manual dexterity with comparatively free motion of finger, wrist, elbow, shoulder, hip, and knee joints is required. 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. Hearing loss, as measured by an audiometer, must not exceed 35 decibels at 1000, 2000, and 3000 Hz levels. Since the duties of this position are exacting and responsible, and involve activities under trying conditions, applicants must possess emotional and mental stability. Any physical condition that would cause the applicant to be a hazard to himself/herself, or others is disqualifying.</p> <p><b>DRIVERS LICENSE:</b> The position requires that the incumbent must possess and maintain a valid state driver's license.</p>
<b>Work Schedule:</b>	<p>The hours are long and irregular. The Special Agent must be available at all times, to include holidays. Often, agents are sent on extended temporary duty assignments away from their assigned office.</p>
<b>Conditions of Employment:</b>	<p>Male applicants born after December 31, 1959, will be required to complete a pre-employment certification statement for selective service registration prior to appointment. Failure to comply may be grounds for withdrawal of an offer of employment or dismissal after employment.</p> <p>Occasional travel is required.</p> <p>You may be required to serve a one year trial period.</p> <p><b>MOBILITY AGREEMENT:</b> This position requires employees to agree to a Mobility Agreement. The duty station is determined based</p>

	<p>on the needs of the Drug Enforcement Administration and incumbents may be reassigned to different geographical locations throughout their tenure. Selectees will be required to sign the Mobility Agreement as a condition of employment.</p> <p><b>BASIC AGENT TRAINING:</b> The selectee must successfully complete the 19 week Basic Agent Training Program at the Drug Enforcement Administration Training Center in Quantico, Virginia. Failure to pass the training program will result in separation from the Drug Enforcement Administration.</p> <p><b>SECURITY CLEARANCE:</b> This position is designated as “critical sensitive”. Completion of a full-field investigation is required before appointment. Applicants must be able to obtain a Top Secret Security clearance.</p> <p>Applicants must not have been convicted of a felony crime.</p> <p><b>LAUTENBERG NOTICE:</b> Title 18 USC, Section 922 (G), automatically disqualifies anyone who has been convicted of a misdemeanor crime of domestic violence from being appointed to this position.</p> <p><b>FIREARMS:</b> This position requires that the incumbent meet initial and continuing qualifications in the use of firearms. Under Title 18 USC, Section 922(g)(9), anyone who has been convicted of a misdemeanor crime of domestic violence is automatically disqualified from being appointed to a position requiring the possession of a firearm or ammunition.</p> <p><b>DRUG TESTING:</b> Drug testing is required for this position. All non-DEA applicants must complete a drug use questionnaire when applying for this position. Applicants who are found, through investigation or personal admission, to have experimented with or used narcotics or dangerous drugs, except those medically prescribed, will not be considered for employment with the Drug Enforcement Administration (DEA). Exceptions to this policy may be made for applicants who admit to limited youthful and experimental use of marijuana. Such applicants may be considered for employment if there is no evidence of regular, confirmed usage, and the full-field background investigation and results of the other steps in the process are otherwise favorable. Compliance with this policy is an essential requirement of the position.</p>
	<p>Limited moving expenses are authorized.</p> <p>You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info:</p>

	<p><a href="http://www.usajobs.gov/jobextrainfo.asp#FEHB">http://www.usajobs.gov/jobextrainfo.asp#FEHB</a>.</p> <p>Life insurance coverage is provided. More info: <a href="http://www.usajobs.gov/jobextrainfo.asp#life">http://www.usajobs.gov/jobextrainfo.asp#life</a></p> <p>Long-Term Care Insurance is offered and carries into your retirement. More info: <a href="http://www.usajobs.gov/jobextrainfo.asp#ltci">http://www.usajobs.gov/jobextrainfo.asp#ltci</a></p> <p>New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <a href="http://www.usajobs.gov/jobextrainfo.asp#retr">http://www.usajobs.gov/jobextrainfo.asp#retr</a></p> <p>You will earn annual vacation leave. More info: <a href="http://www.usajobs.gov/jobextrainfo.asp#VACA">http://www.usajobs.gov/jobextrainfo.asp#VACA</a></p> <p>You will earn sick leave. More info: <a href="http://www.usajobs.gov/jobextrainfo.asp#SKLV">http://www.usajobs.gov/jobextrainfo.asp#SKLV</a></p> <p>You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <a href="http://www.usajobs.gov/jobextrainfo.asp#HOLI">http://www.usajobs.gov/jobextrainfo.asp#HOLI</a></p>
<p><b>How to Apply:</b></p>	<p>To apply for this position, you must submit a complete application to the Special Agent Recruitment Coordinator at the nearest DEA Division. Incomplete applications will not be considered. Applicant forms may be obtained from the designated Special Agent Recruitment Coordinator in each DEA Division. Please go to <a href="http://www.usdoj.gov/dea/job/agent/offices.html">http://www.usdoj.gov/dea/job/agent/offices.html</a> for the telephone number of the nearest Special Agent Recruitment Coordinator. The DEA's website is <a href="http://WWW.DEA.GOV">WWW.DEA.GOV</a>.</p> <p>A complete application consists of the following (you may obtain these forms (items 1 through 5) from your DEA Recruitment Coordinator)</p> <ol style="list-style-type: none"> <li>1) DEA Qualification Questionnaire</li> <li>2) Drug Use Questionnaire</li> <li>3) DOJ Form 555 (Disclosure and Authorization Pertaining to Consumer Reports)</li> <li>4) Mobility Agreement</li> <li>5) OPM Form 1386B (Applicant Race and Nation Origin Questionnaire) - Note: Completion this form is optional.</li> <li>6) Proof of successful completion of the education; i.e., a transcript from an accredited U.S. business or technical</li> </ol>

	<p>school, junior college, or university, or proof that foreign education has been deemed creditable. Failure to submit the required proof of education will result in you being deemed not qualified for the position.</p> <p>7) For current or former active duty military personnel, a copy of your DD-214, and if applicable, a copy of your SF-15 and VA Letter.</p> <p>8) For current or former Federal Status applicants, a copy of your most recent SF-50 (Notification of Personnel Action) and a copy of your most recent Performance Appraisal.</p> <p>Use of postage paid government agency envelopes to file job applications is a violation of Federal law and regulations.</p> <p>If you have any questions about this position or the application process, please contact the Special Agent Recruitment Coordinator at your DEA Division.</p>
<p><b>Other Information:</b></p>	<p><b>APPOINTING AUTHORITY:</b> Initial appointment to the position is normally made in the excepted service. Excepted service appointments are made under the Schedule A (Section 213.3110) or Schedule B (Section 213.3210) appointing authorities. Applicants who qualify under the OPM qualifications standards for the 1811 series will be appointed under Schedule B. Applicants who qualify based on unique skills/experience will be appointed under Schedule A. Employees appointed under Schedule A may be converted to Schedule B appointments following satisfactory performance during their trial period. Employees appointed under Schedule B appointments may be converted to career appointments in not less than three years and not more than four years.</p> <p><b>VETERANS' PREFERENCE:</b> Generally, preference is granted to veterans who entered military service prior to October 14, 1976; or served on active duty during the period from August 2, 1990, through January 2, 1992, and who are otherwise eligible; or who served on active duty during the period beginning September 11, 2001, and ending on the last day of Operation Iraqi Freedom; or who have served in a military action for which they received a Campaign Badge or Expeditionary Medal. This includes the Armed Forces Expeditionary Medal (AFEM) awarded to those who participated in Operation Joint Endeavor or Operation Joint Guard. Also, you may be entitled to veterans' preference if you are a disabled veteran; you have received a Purple Heart; you are the spouse or mother of a disabled veteran; or you are the widow, widower, or mother of a deceased veteran. You will need to submit a Standard Form (SF) 15</p>

and proof of your claim.

For more information on veterans' preference, please see the [Vet Guide](#).

You may also access the [Department of Labor's Expert Advisor system](#) to answer your questions on eligibility for preference.

**APPLICANTS WITH DISABILITIES:** The Drug Enforcement Administration provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please call the phone number listed in this vacancy announcement. The decision on granting reasonable accommodation will be on a case-by-case basis.

**EQUAL EMPLOYMENT OPPORTUNITY:** The Drug Enforcement Administration is an equal opportunity employer. Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, handicapping condition, age, sex, sexual orientation, membership or non-membership in an employee organization, or on the basis of non merit factors.

**VSIP:** Former Federal Employees who return to work for the government after receiving Voluntary Separation Incentive Pay (VSIP) are normally required to repay an amount equal to the VSIP amount received, including Federal taxes that are withheld. This requirement remains in effect for five years after separation.

**DIRECT DEPOSIT:** All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.

**SOCIAL SECURITY NUMBER:** Your social security number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by the law or Presidential directive, your social security number is used to seek information about you from your employers, schools, banks and others who may know you. Failure to provide a social security number on your application materials will result in your application not being processed.

**PRIVACY ACT:** Privacy Act Notice (PL 93-579) – The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 AND 3361.

**SIGNATURE:** Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

	<p><b>FALSE STATEMENTS:</b> If you make a false statement in part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to a fine, imprisonment, or other disciplinary action.</p>
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