

The U.S. Government Publishing Office (GPO)

General Position Information

Job Title: Senior Criminal Investigator, GI-1811-13

Salary: \$102,663 to \$133,465*

*The position is also eligible for Law Enforcement Availability Pay

Position Type: Competitive service

Opening Date: 5/11/2020

Close Date: Remain Open Until Filled

Who May Apply: Open to current Federal, competitive service employees serving at or above grade level GS-13 positions (or equivalent); and has completed their one year probationary period. This is a lateral transfer/re-assignment ONLY.

Division: Office of the Inspector General

Duty Location: 732 North Capitol St NW, Washington, D.C., walking distance of Union Station.

Security Clearance: Secret

Telework: Yes as determined by agency/office policy

Relocation Expenses: No

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview.

Travel Required: Occasional travel - You may be expected to travel for this position

SUMMARY

The U.S. Government Publishing Office (GPO) is the Federal Government's official, digital, secure resource for producing, procuring, cataloging, indexing, authenticating, disseminating, and preserving the official information products of the U.S. Government. GPO is responsible for the production and distribution of information products and services for all three branches of the Federal Government, including U.S. passports for the Department of State as well as the official publications of Congress, the White House, and other Federal agencies in digital and print formats. GPO provides for permanent public access to Federal Government information at no charge through www.govinfo.gov and partnerships with approximately 1,140 libraries nationwide participating in the Federal Depository Library Program. Additional information regarding GPO is available at www.gpo.gov.

A career with the U.S. Government provides employees with a comprehensive benefits package. As a Federal employee, you and your family will have access to a range of benefits that are

designed to make your Federal career very rewarding. You can learn more about Federal benefits by visiting this website:

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the largest digital information facilities in the world! INTRODUCTION

This position is in the Office of the Inspector General (OIG), an independent office within the U.S. Government Publishing Office (GPO). The position is supervised by the Special Agent in Charge -- (SAC). The OIG is responsible for conducting or overseeing all inspections, reviews, evaluations, and investigations relating to programs and operations of GPO.

The GPO OIG Office of Investigations (OI) conducts and coordinates investigative activity related to allegations of fraud, waste, abuse, and mismanagement in the administration of GPO programs and operations. OI provides the Inspector General with a means of conducting investigative activities designed to prevent and detect fraud, waste, and abuse, and to promote the efficiency and economy in programs and operations of GPO, as well as in programs and activities carried out by grantees and contractors.

The Senior Criminal Investigator organizes investigative activities in keeping with program needs, and the OIG's strategic plan, priorities, and initiatives. The Senior Criminal Investigator keeps the Supervisory Investigators fully and currently informed on significant developments and actual or potential problems regarding the overall investigative program. The incumbent promotes policies and procedures that are in accordance with applicable Inspector General statutes, regulations, and other standards established by the Council of the Inspectors General on Integrity and Efficiency (CIGIE).

MAJOR DUTIES

- Evaluates complex complaints, information, or allegations received through the OIG's Hotline or referred to the OI through other means to determine if they are under the OIG's jurisdiction under the Inspector General Act, applicable laws, regulations, and judicial opinions.
- Determines whether complaints, information, or allegations merit further investigation and the potential for criminal prosecution or other civil or administrative resolution.
- Initiates and independently develops and analyzes data for establishment of complex proactive program initiatives.
- Independently plans and coordinates complex and comprehensive criminal and civil investigations, which includes setting deadlines, and monitors progress to ensure timely investigations and cost-effective and efficient use of investigative resources.
- Prepares reports of investigation which includes clear writing, logical organization, accuracy, conciseness, completeness, and compliance with existing laws, regulations and procedures, and CIGIE Quality Standards for Investigations, and is supported with clear and convincing evidence.

- Assists with developing investigative procedures, report formats and interview techniques, in addition to maintaining a substantive case load.
- Personally conducts in-depth and complex investigations into crimes dealing with false statements, misappropriation of Government funds, theft of Government property, embezzlement, bribery, contract and procurement fraud, conspiracy and other possible fraud, waste, and mismanagement schemes.
- Conducts complex investigations of incidents concerning alleged or reported criminal activity or wrong doing involving detailed field examinations of physical areas, interviews of persons within or outside GPO, examination of computer files, contracts, purchase orders and supporting documents, financial reports, payroll records, bills of lading, and shipping documentation for use as evidence for criminal or civil prosecution to the appropriate U.S. Attorney or other judicial authority.
- Provides testimony in Federal, State, or local courts.
- Obtains technically complex evidence, such as electronically stored information and program or software documentation, which are required as essential evidence in pursuing investigations dealing with computer wrongdoing.
- Obtains and assembles detailed testimony from complainants, witnesses, and other parties, in a broad range of complex investigations that include, but are not limited to, contract and procurement fraud, computer crimes, employee misconduct, conflict of interest and other special inquiries as requested and authorized, corroborating such testimony throughout with other forms of evidence. The incumbent must be able to deal with individuals of varying backgrounds, characteristics, and prominence, some of whom may be hostile towards the OIG's investigation.
- Assists with the planning, directing, and overseeing the investigative training of investigator staff members.
- Develops leads, informants, and other sources of information in conducting complex investigations for violation of Federal laws and for possible infiltration of organized crime into GPO procurement programs.
- Meets with GPO management officials to provide such investigative information as they may require in the performance of their duties.
- Conducts records checks and maintains liaison with Federal, State and local law enforcement agencies, including their respective judicial counterparts, relative to investigations affecting GPO, its personnel, programs, operations, and property.
- Prepares, reviews, analyzes, and verifies statistical and other data compiled for use as exhibits in investigations, studies and reports.
- Assists in determining special equipment requirements as they relate to OI's investigative operation.
- Prepares reports and correspondences as required and makes recommendations for

program improvement.

- Performs other related duties as assigned.

QUALIFICATIONS:

A complete application package must include:

- **RESUME:** Your resume, or other written form you choose to describe your job-related experiences, is used to verify your qualifications. It is important that your resume reflects the duties and responsibilities under each position you have held with each employer.
- **SF-50, NOTIFICATION OF PERSONNEL ACTION:** To be considered for this position, you must be a current or former Federal employee, at or above GS-13 (or equivalent) and have completed the one year probationary period. Therefore, you must submit a Notification of Personnel Action (SF-50) showing the highest grade level held in a position for which you are using to qualify; and your SF-50 showing that you completed one year of service as a Federal employee. Your SF-50 must also include the Position Title and Series, Step, Salary, Tenure, Position Occupied, and promotion potential (if applicable) to verify your status and eligibility. Failure to submit the information required will result in an ineligible rating under merit promotion procedures.
- **PERFORMANCE EVALUATIONS:** Copy of your most recent performance appraisal. If your performance appraisal is not dated **within the last 12 months** or if you are unable to provide a recent performance appraisal, you must provide a written statement explaining why it was not obtainable. Failure to submit required documentation will disqualify you from consideration.
- **DD-214** - If you are claiming Veterans' Preference, provide a copy of your DD-214 (Member Copy 4) Certificate of Release or Discharge from Active Duty, or other equivalent documentation to prove your entitlement and to verify your type of discharge. Failure to provide this information may result in your application not receiving preference.
- **VA LETTER AND SF-15** - If you are claiming Veterans' Preference based on a Compensable Disability, Widow or Spouse Entitlement, or as a Purple Heart recipient, you must submit your DD-214 or other proof of entitlement as described above; and SF-15, and the required proof of disability, i.e., Department of Veterans Affairs letter dated 1991 or later. Failure to provide this documentation may result in your application not receiving preference. (Please see Veteran eligibility documentation for more information on Veterans preference in Federal hiring)
- **COVER LETTER:** A cover letter is required. Please include a brief synopsis of how you meet the specialized experience in your cover letter.

Note: All documents should be in Adobe PDF format.

KEY REQUIREMENTS:

- U.S. Citizenship

- Selectees must pass a drug test prior to appointment
- Males born after 12/03/1959 must be registered for Selective Service.
- Subject to Financial Disclosure requirements
- Must be able to obtain and maintain Secret Clearance
- Time in Grade Requirements must be met

TIME-IN-GRADE REQUIREMENTS: Applicants must meet time-in-grade requirements to be considered eligible. Applicants must be currently serving at or above the equivalent grade level of Federal service (GS-13) and completed the one year probationary period to qualify for this position.

CONDITIONS OF EMPLOYMENT:

SECURITY CLEARANCE: The position requires the incumbent be able to obtain and maintain a Secret Security Clearance.

DESIGNATED TESTING POSITION: Incumbent is required to be screened under the civilian drug abuse testing program. Periodic urinalysis will be required to test for drug abuse. Failure to submit specimen or sign will result in incumbent being subject to adverse action proceedings in accordance with appropriate regulations.

PHYSICAL REQUIREMENTS: Performance of above duties requires 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 the incumbent may perform the duties satisfactorily. Near vision, glasses permitted, must be acute for reading of printed materials the size of typewritten characters. The ability of incumbent to hear the conversational voice and whispered speech is required. Any hearing impairment may be compensated for by use of a hearing aid. Since the duties of the position are exacting, and may involve work performed under arduous conditions, the incumbent must possess emotional and mental stability. Any physical condition, which would cause the applicant to be a hazard to himself/herself or to others, will disqualify him or her. Incumbent must pass periodic medical exams as outlined in the GPO OIG's policy.

FIREARM & TRAINING QUALIFICATIONS: Incumbent must qualify with and carry a firearm. Incumbent must complete basic law enforcement training requirements as outlined in GPO OIG's policy.

LAUTENBERG AMENDMENT: This position authorizes 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. § 922(g)(9)). Candidates who have been convicted of a misdemeanor crime of domestic violence are not qualified for this position. Candidates under consideration will be required to certify whether they have ever been convicted of such an offense. False or fraudulent information provided by candidates is criminally punishable by fine or imprisonment (18 U.S.C. § 1001).

MOTOR VEHICLE OPERATOR'S LICENSE: Applicant must possess and maintain a valid motor vehicle operator's license while employed in the position and will be required to operate the motor vehicle in accordance with applicable agency regulations and related requirements of the GPO OIG.

FINACIAL DISCLOSURE: Incumbent must annually file a Confidential Financial Disclosure statement.

ADDITIONAL INFORMATION:

Employment of Relatives

Section 3110 of Title 5, U.S. Code, prohibits a Federal official from appointing, promoting, or advocating the appointment or promotion of a relative in the agency where the official is serving or exercises jurisdiction. In addition, Section 2302(b)(7) of Title 5, U.S. Code, makes it a "prohibited personnel practice" for a person in authority to "appoint, employ, promote, advance, or advocate for the appointment, employment, promotion, or advancement of a relative." For further information visit: <https://www.law.cornell.edu/uscode/text/5/3110> and <https://www.law.cornell.edu/uscode/text/5/2302>

Background Investigation:

To ensure the accomplishment of its mission, GPO requires every employee to be reliable and trustworthy. To meet those standards, all selected applicants must undergo and successfully completed a background investigation for suitability. This review could include financial issues such as delinquency in the payment of debts, child support and/or tax obligations, as well as certain criminal offenses and illegal use or possession of drugs. Depending on the type of background investigation required, the security process may take between 6 weeks to 12 months.

The Agency may rescind the tentative offer, if the candidate is unable to obtain an interim clearance.

Schedule A (Disability Appointment):

Documentation of eligibility for employment under Schedule A can be obtained from a licensed medical professional (e.g., a physician or other medical professional certified by a state, the District of Columbia, or a U.S. territory to practice medicine); a licensed vocational rehabilitation specialist (i.e., state or private); or any Federal agency, state agency, or agency of the District of Columbia or a U.S. territory that issues or provides disability benefits. The letter must be printed on a "medical professional's" letterhead and signed.

Reasonable Accommodation:

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process you must contact the HC Specialist on the vacancy announcement at least seven business days before the closing

date of this announcement to receive assistance. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Equal Employment Opportunity Policy:

The United States Government does not discriminate in employment on the basis of 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.

Work Life Balance:

GPO offers a transit subsidy for commuters using public transportation (Metro Bus/Rail, MARC, VRE, etc.), Telework, and Alternative Work Schedule (AWS).

Candidate Email Notifications:

- Receipt email of application package.
- Status of application eligible not eligible due to incomplete application package.
- Final Selection.

Where to Submit:

Complete application package must be sent to: Alcides Evora (Assistant Inspector General for Investigations) at aevora@gpo.gov.