Investigator, GG-1810-07/09 (FPL12)
Location: Washington, DC; Alexandria, VA; Arlington, VA
Clearance: Top Secret Security Clearance (National Security)
Pay Range GG-07 ($53,105-$69,035)
Pay Range GG-09 ($64,957-$84,441)

Announcement Open Period: 7/28/2023 - 8/4/2023

Virtual interviews will be conducted August 30, 2023 – September 8, 2023, and selected applicants must be available during those dates. Selected applicants will be required to attend one virtual informational session offering on either August 28, 2023, or August 29, 2023.

Summary
Are you looking for a career in national security? The Defense Counterintelligence and Security Agency (DCSA) Background Investigations Directorate is seeking a trustworthy, inquisitive person to fill the role of Investigator. The Investigator will conduct background investigations with a focus on quality and timeliness. This is a developmental position and a great opportunity to enter the federal government. Become a part of America’s Gatekeeper Team!

This position may be filled at either GG-07 or GG-09 grade level. Incumbent may be advanced non-competitively to the established target grade upon meeting developmental benchmarks, performance requirements, and other requirements, as applicable established for the career program or specifically for the incumbent.

As an INVESTIGATOR you will be responsible for the following duties:

- Assist with conducting Federal Personnel Background Investigations, many of which are sensitive or controversial, where allegations, hearsay information, or other vague or intangible information of an adverse nature exist.
- Evaluate individual's trustworthiness for access to classified information, placement in a sensitive position, retention in the military services, or placement in Federal employment.
- Assist with collecting and developing information from a variety of sources.
- Prepare reports of investigation in accordance with DOD guidelines and instructions.

Requirements
Applicant must have directly applicable experience that demonstrates the possession of the knowledge, skills, abilities and competencies necessary for immediate success in the position. Qualifying experience may have been acquired in any public or private sector job, but will clearly demonstrate past experience in the application of the particular competencies/knowledge, skills and abilities necessary to successfully perform the duties of the position.

For the GG-7: You must possess specialized experience obtained in federal service, military service or private sector that has equipped you with all of the competencies necessary to perform at a level equivalent in difficulty, responsibility, and complexity to the next lower grade (GS/GG-05) and are prepared to take on greater responsibility. Generally, this would include one year or more of such specialized experience. Specialized experience for the GG-07 position includes: conducting personnel background research/inquiries, reviewing personnel forms and reports for completeness and accuracy, reviewing technical documents (such as employment applications, investigative questionnaires,
affidavits, credit and police reports, loans/benefits applications etc.) to extract information, identifying discrepancies/inconsistencies, or areas potentially requiring clarification or additional information OR a Conferred Bachelor’s degree (or equivalent).

For the GG-9: You must possess specialized experience obtained in federal service, military service or private sector that has equipped you with all of the competencies necessary to perform at a level equivalent in difficulty, responsibility, and complexity to the next lower grade (GS/GG-07) and are prepared to take on greater responsibility. Generally, this would include one year or more of such specialized experience. Specialized experience for the GG-09 position includes: general knowledge of laws, procedures and program relating to investigations as contained in handbooks, regulations, directives, and operating instructions. Applying basic investigative principles, concepts, and methods of fact-finding and investigative procedures, applying regulations and/or operating procedures within a technical program, adjudicating or substantiating cases/claims for legal/financial/medical benefits, military intelligence action, law enforcement, or legal work, or interviewing personnel for various reasons; could also, include technical or professional experience conducting investigations or reviewing investigative reports and supporting information (documentary evidence, affidavits, testimony, etc.) for completeness and accuracy, compliance with law and regulation, and issue identification and characterization OR have a Master’s or equivalent degree or 2 full years of progressively higher level graduate education leading to such as degree or LL.B. or J.D.

Specifically you will be evaluated on the following competencies:

1. **Oral Communications**: Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

2. **Interpersonal Skills**: Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

3. **Planning Evaluating**: Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

4. **Flexibility**: Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.

5. **Writing**: Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.

6. **Attention to Detail**: Is thorough when performing work and conscientious about attending to detail.
This position is part of a developmental program leading to GG-12.

Education Requirement
If substituting or combining education for experience, transcripts MUST be provided. Failure to provide transcripts will result in you being rated ineligible for this position.

- For the GG-07 level, you must possess a bachelor's or equivalent degree.
- For the GG-09 level, a Master's or equivalent degree or 2 full years of progressively higher level graduate education leading to such as degree or LL.B. or J.D.

Superior Academic Achievement does not apply to DCIPS positions.

If substituting education for experience, transcripts MUST be provided. Failure to provide transcripts will result in you being rated ineligible for this position.

Foreign Education: For further information, click on the following link:
https://sites.ed.gov/international/recognition-of-foreign-qualifications/

Additional Conditions of Employment
The incumbent for this position will be a remote worker and their duty station will be set at their home residence if they reside within the local travel area of the location of this announcement or at a site determined by management within the local travel area

Mandatory Completion of Basic Training: You must successfully complete the Federal Background Investigator Training Program (FBITP) training course in order for you to be able to perform field investigative work for DCSA-BI. Successful completion of the FBITP requires that you obtain a passing score on written and practical tests measuring attainment of knowledge objectives. Failure to successfully complete the FBITP, including successful passage of the written and practical tests, will result in removal from the Investigator position.

Conditions of Employment

- Must be a US citizen
- Selective Service Requirement: Males born after 12-31-59 must be registered for Selective Service. For more information http://www.sss.gov
- Resume and supporting documents received by 11:59PM EST will be considered
- This is a Drug Testing designated position
- Position is a (DCIPS) position in the Excepted Service under U.S.C. 1601
- Work Schedule: Full Time
- Overtime: Occasionally
- Tour of Duty: Flexible
- PCS (Permanent Change of Station): Not Authorized
- Fair Labor Standards Act (FLSA): Non-Exempt
- Financial Disclosure: Not Required
- Telework Eligibility: This position is telework eligible.
COVID19: Please see additional information.
Extensive travel is required within the local commuting area of this announcement as well as the possible need for frequent overnight travel outside the local commuting area.
This is not a law enforcement position. It does not require or permit the carrying of firearms and does not provide hazard pay.
The incumbent will be designated as a home-based employee, and is expected to meet all job requirements without access to government issued office space.
Valid Driver's License is required.
May be required to sign a mobility agreement as a condition of employment.
Suitable for federal employment, determined by a background investigation.

How to Apply
Only applicants who are selected for an interview will be invited to attend this event. To be considered for an interview, resumes must be received by 11:59pm (Eastern Standard Time) August 4, 2023 and sent to dcsa.recruiting2@mail.mil. When submitting resumes, ALL APPLICANTS should put the only the following information in the subject line of the email message: Investigator, GG-1810-07/09, “location of interest”. Please note that this mailbox is specifically designated for this hiring event. Do not forward any additional information or submit inquires to this mailbox after August 4, 2023.

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