

**Job Title:** Criminal Investigator

**Department:** Department Of Justice

**Agency:** Drug Enforcement Administration

**Job Announcement Number:** BA2023-1

<b>SALARY RANGE:</b>	<b>\$ 45,426 to \$ 77,112 Base Salary Per Year</b> <b>In addition to your base salary, you will receive a locality payment.</b> <b>Furthermore, since this position is covered by Law Enforcement Availability Pay (LEAP), an additional compensation rate of 25% will be added to your locality salary.</b>
<b>OPEN PERIOD:</b>	<b>January 1, 2023 – December 31, 2023</b>
<b>SERIES &amp; GRADE:</b>	<b>GL-1811-07/09/11</b>
<b>POSITION INFORMATION:</b>	<b>Full Time – Permanent</b>
<b>PROMOTION POTENTIAL:</b>	<b>GS-13</b>
<b>DUTY LOCATIONS:</b>	<b>Multiple vacancies within DEA - US Locations, United States</b>
<b>WHO MAY APPLY:</b>	<b>United States Citizens</b>
<b>SECURITY CLEARANCE:</b>	<b>Top Secret</b>
<b>SUPERVISORY STATUS:</b>	<b>No</b>
<b>WHO MAY BE CONSIDERED:</b>	<b>All U.S Citizens</b>

**JOB SUMMARY:**

Do your career "Justice" by working with the Department of Justice (DOJ), which has been ranked in the Top 10 Best Places to Work in the Federal Government. Join the nation's law enforcement agency, where our most important resource is our people. The Department leads the nation in ensuring the protection of all Americans while preserving their constitutional freedoms. Become a member of a team where you can achieve your career goals and apply your skills and talents to our important mission. All applicants for employment with the Drug Enforcement Administration (DEA) must possess and maintain the highest levels of character and conduct. DEA will evaluate applicants' qualifications based on these qualities and will conduct a continuous evaluation of information, as it is obtained, to ensure that prospective employees with DEA meet the agency-specific qualifications in the areas of character and conduct. To this end, an unfavorable decision in any of the areas of the hiring process will be deemed as disqualifying.

## TRAVEL REQUIRED

- 25% or Greater
- The work hours are long and irregular. DEA Special Agents must be available at all times, to include holidays. DEA Special Agents are often sent on extended temporary duty assignments away from their assigned office.

## RELOCATION AUTHORIZED

- Yes - Limited moving expenses are authorized.

## CONDITIONS OF EMPLOYMENT

- You must be a U.S. Citizen.
- Males born after 12/31/1959 must be registered for Selective Service.
- You must possess and maintain a valid state driver's license.
- You must pass a pre-employment polygraph examination. If you do not pass the pre-employment polygraph examination, you will not be eligible for hire in a DEA Special Agent position.
- 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.
- All non-DEA applicants are required to take a drug test.
- You must successfully complete the 16 - 20 week Basic Agent Training Program at the Drug Enforcement Administration Training Center in Quantico, Virginia.
- You will be required to sign the Mobility Agreement as a condition of employment.
- **You must be at least 21 years of age and not older than 36 at the time of appointment. Maximum entry age exemption requests will not be granted for any non-veteran preference eligible applicants. Therefore, unless you are veteran preference eligible, if are not given a final offer of employment prior to your 37th birthday, your file will be closed.**

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## DUTIES:

At the DEA, our people are agents for change. A unique mission requires special talent. As a DEA Special Agent, you will work as part of an elite criminal investigative team that transforms the power of your talent into action. That action makes a difference for the security and well-being of our nation and the world every day. Typical work assignments include:

- Conducting complex narcotics/drug related criminal investigations.
- Carrying out surveillance of criminals engaged in drug related activities.
- Infiltrating illicit drug trafficking organizations.
- Identifying and apprehending drug traffickers.
- Arresting law violators engaged in criminal drug related activities.
- Preparing evidence for prosecution officials.

Responsibilities will increase and assignments will become more complex as your training and experience progresses.

Additional duties may be performed by individuals who possess unique skills and/or highly desirable specialized experience described under the minimum qualifications of this job announcement.

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### **MINIMUM QUALIFICATIONS REQUIRED:**

Applicants must meet the minimum qualifications established by the Office of Personnel Management (OPM) Qualification Standards for the 1811 series **OR** as an exception to the OPM Qualifications Standards, possess one or more of the unique skills and/or highly desirable specialized experience and education. Eligibility based on such unique skills/experience is an authorized exception to the OPM Qualifications Standard.

### **OPM QUALIFICATIONS FOR 1811 SERIES**

**GRADE 07:** To qualify at the Grade 07 level, you must have one year of specialized experience assisting in investigations of alleged or suspected violations of the law; researching, collecting and analyzing data from a variety of sources relating to investigations; writing reports of findings, results, or accomplishments for information or action relating to law enforcement activities and/or court cases; OR you may substitute education for specialized experience if you 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. Equivalent combinations of successfully completed education and experience listed above may be used to meet the experience requirements.

**GRADE 09:** To qualify at the Grade 09 level, you must have one year of specialized experience assisting in investigations of alleged or suspected violations of the law; researching, collecting and analyzing data from a variety of sources relating to investigations; writing reports and conducting briefings of findings, results, or accomplishments for information or action relating to law enforcement activities and/or court cases; meeting or corresponding with court officials and law enforcement personnel to discuss case-related materials; assisting prosecuting attorneys in preparation of technical aspects of cases; and/or testifying or presenting evidence for court, legislative, or administrative proceedings, OR you may substitute education for specialized experience if you 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. 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:** To qualify at the Grade 11 level, you must have one year of specialized experience which includes working on Federal investigations, developing operational plans and determining investigative

priorities of cases, developing and eliciting information from confidential sources (CSs), interviewing, and interrogating persons suspected of violations of the law, and organizing evidence for presentation to prosecution officials and testifying in court OR you may substitute education for specialized experience if you have a Ph. D or equivalent doctoral degree.

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

**You MUST possess a BACHELOR's DEGREE or higher (no minimum GPA is required) in any field in order to qualify based on one of the following unique skills and/or experience.\*\***

#### **PILOT**

- **GRADE 07:** To qualify at the Grade 07 level, you must have a FAA-issued private pilot certificate (airplane or helicopter).
- **GRADE 09:** To qualify at the Grade 09 level, you must have a FAA-issued commercial pilot certificate with instrument rating (airplane or helicopter) **OR** a US military pilot aeronautical rating
- **GRADE 11:** To qualify at the Grade 11 level, you must have a FAA-issued airline transport pilot (ATP) certificate (multiengine airplane or helicopter) **OR** a US military pilot aeronautical rating **AND** at least 1,500 flight hours experience.

#### **TECHNICAL (CYBER)**

- **GRADE 07:** To qualify at the Grade 07, you must have **two or more years** of substantial on the job training and "hands on" experience with a moderate understanding in architecture, administration, and management of operating systems (various Linux distros, Windows, etc.), networking and virtualization software (such as firewalls, network load balancers, etc.). **ADDITIONALLY**, you must have a working knowledge of the more common programming languages, including Java, C/C++, disassemblers, assembly language, and scripting languages (Python, PHP, Perl, or shell).
- **GRADE 09:** To qualify at the Grade 09, you must have three or more years of substantial on the job training and "hands on" experience in architecture, administration, and management of operating systems (various Linux distros, Windows, etc.), networking and virtualization software (such as firewalls, network load balancers, etc.). **ADDITIONALLY**, you must have a working knowledge of the more common programming languages, including Java, C/C++, disassemblers, assembly language, and scripting languages (Python, PHP, Perl, or shell) **AND** a certification in any of the following areas is required: CEH (Certified Ethical Hacker), OSCP (Offensive Security Certified Professional), or Certified Information Systems Security Professional (CISSP).

#### **FOREIGN LANGUAGE FLUENCY**

- **GRADE 07:** To qualify at the Grade 07, you must be fluent in a foreign language (note: you will be required to score a 2 rating on a language test).
- **GRADE 09:** To qualify at the Grade 09, you must be fluent in a foreign language (note: you will be required to score a 3 rating on a language test).

## **MARITIME**

- **GRADE 07:** To qualify at the Grade 07, you must have **three or more years** of experience as a first mate or navigational officer in the shipping industry utilizing state of the art equipment and planning for extensive domestic and international travel, including logistical support, loading characteristics, climatic analysis, and equipment operation limitations.
- **GRADE 09:** To qualify at the Grade 09, you must have **three or more years** of experience as Maritime Academy graduate and/or ships' captain in the shipping industry utilizing state of the art equipment and planning for extensive domestic and international travel, including logistical support, loading characteristics, climatic analysis, and equipment operation limitations.

## **ACCOUNTING/AUDITING**

- **GRADE 07:** To qualify at the Grade 07, you must have **three or more years** of experience as an accountant, internal auditor, bank examiner or similar profession with accounting or auditing experience (public or private) that includes the audit of company or governmental books and records (manual or automated).
- **GRADE 09:** To qualify at the Grade 09, you must have **three or more years** of experience as corporate auditor, CPA, Revenue Agent, corporate financial consultant, international banker, or similar profession with accounting or auditing experience (public or private) that includes the audit of company or governmental books and records (manual or automated).

## **MILITARY**

- **GRADE 07:** To qualify at the Grade 07, you must have **three or more years** of military experience in leadership, travel, diverse geographical assignments, and familiarity with the control mechanisms necessary to operate in a dangerous environment.
- **GRADE 09:** To qualify at the Grade 09, you must have achieved the **rank of Captain (or equivalent)** and have **three or more years** of military experience that includes leadership, travel, diverse geographical assignments, familiarity with the control mechanisms necessary to operate in a dangerous environment, planning operations, and evaluating results. Your experience may include training and participating in court-martials, conducting investigations on their behalf and administering corresponding disciplinary actions.

**Any experience and/or education that you wish to be considered when determining your qualifying grade level must be listed on your resume and must be acquired/completed by December 31, 2022.**

**ACADEMIC ACCREDITATION:** Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. For information regarding accreditation criteria, please go to <https://www2.ed.gov/admins/finaid/accred/index.html>

**FOREIGN EDUCATION:** For education completed in foreign colleges or universities to be used to meet qualification requirements, you must show that the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university. For further information, visit: <http://www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>

**HONOR SOCIETY:** Applicants may be considered eligible based on membership in one of the national scholastic honor societies. For a list of Honor Societies, please refer to the OPM Website (Classification & Qualifications, General Schedule Qualification Policies, Application of Qualification Standards, Section 4, f, 3). Eligibility based on any society must meet the minimum requirements of the Association of College Honor Societies. Membership in a freshman honor society cannot be used to meet the requirements of this provision.

**MEDICAL QUALIFICATIONS:** The duties of this position require moderate to arduous physical exertion involving walking and standing, use of firearms, and exposure to inclement weather. Therefore, if selected, you will be required to pass a pre-employment medical examination. 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.

#### **HOW YOU WILL BE EVALUATED:**

The information provided in your resume and supporting documentation will be used to determine whether you meet the basic qualifications listed on this announcement. If you are basically qualified for this job, you will be required to pass a Physical Task Assessment (PTA). The PTA provides the DEA with an indication of the candidate's present ability to successfully participate in strenuous physical activity required during Basic Agent Training (BAT). You will have two opportunities to take and pass the PTA. If you pass your PTA, you will be invited to complete an in-person multi-part written test battery. Only those candidates who successfully pass the written test battery will be referred to complete an in-person structured interview. The written test battery and structured interview are designed to collect relevant information on your eligibility, training and experience related to this position as well as your knowledge, skills, and abilities/competencies in Attention to Detail, Memory, Flexibility, Teamwork, Problem Solving, Decision Making/Judgment, Interpersonal Skills, Self-Management, Written Communication, and Oral Communication.

You must successfully complete and **pass** the PTA, multi-part written test battery, and structured interview in order to be referred for further employment consideration and be eligible to receive a conditional offer of employment. Veterans Preference Eligibles will be listed/referred above Non-Preference Eligibles.

Candidates who receive a conditional offer of employment will be required to complete a polygraph examination, medical evaluation, urinalysis drug screening, psychological assessment, background investigation, and final hiring panel review. Candidates must successfully complete and pass all of the aforementioned screening processes to be considered for employment. Failure to successfully complete/pass any of the screening processes will result in the candidate being disqualified and removed from consideration.

In addition, candidates who receive a conditional offer of employment for this position, will be required to complete an [Optional Form 306, Declaration for Federal Employment](#), and to sign and certify the accuracy of all information in their application, prior to entry on duty. False statements on any part of the application may result in withdrawal of offer of employment, dismissal after beginning work, fine, or imprisonment.

Any offers of employment made pursuant to this announcement will be consistent with all applicable authorities, including Presidential Memoranda, Executive Orders, interpretive U.S. Office of Management and Budget (OMB) and U.S. Office of Personnel Management (OPM) guidance, and Office of Management and Budget plans and policies concerning hiring. These authorities are subject to change.

If selected, you may be required to complete a Confidential Financial Disclosure Report, OGE Form 450 to determine if a conflict or an appearance of a conflict exists between your financial interest and your prospective position with the agency. This information is required annually.

**SINGLE CERTIFICATION:** Candidates will only be referred at the highest grade in which they qualify. Candidates who qualify at the same highest grade under Schedule B and Schedule A will be referred under Schedule B. See the “**OTHER INFORMATION / APPOINTING AUTHORITY**” of this job announcement for information pertaining to the qualifications under Schedule B and Schedule A appointments.

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## HOW TO APPLY:

To apply for this position, you must submit a complete application package to your local DEA Special Agent Recruiter by the closing of this job announcement.

Please go to [Talk to a Recruiter \(dea.gov\)](#) to start your application process.

### **A complete application package consists of the following required documents:**

- **Resume**
- **Transcripts** (an unofficial copy is acceptable)
- If you are claiming veterans preference, a **DD214 and VA Letter** (if applicable)
- **Occupational Questionnaire** (to be obtained from your DEA Special Agent Recruiter)
- **Drug Questionnaire** ( <https://www.dea.gov/sites/default/files/2021-02/DEA-341-022221.pdf> )

**Failure to submit a complete application package may result in your application being closed.**

To ensure that your resume contains the basic information outlined in the [Applying for a Federal Job Guide](#) or for information on how to claim veteran’s preference, please go to: <https://www.gpo.gov/who-we-are/careers/how-to-apply>

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## OTHER INFORMATION:

The COVID-19 vaccination requirement for federal employees pursuant to Executive Order 14043 does not currently apply. Some jobs, however, may be subject to agency- or job-specific vaccination requirements, so please review the job announcement for details. To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified or vacated, depending on the course of ongoing litigation, the federal government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Therefore, to the extent a federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply.

**AVAILABILITY FOR PROCESSING:** If you are currently employed, please be aware that you may be scheduled for testing during your regular working hours (i.e. midday/midweek), and sometimes in a short timeframe. In addition, you are required to be available to complete all assessment phases of the Special Agent applicant process. If you are unavailable to participate in the required phases of the applicant process, the processing of your application will be discontinued and your file closed.

**PHYSICAL TASK ASSESSMENT:** As part of the initial application process, you will be required to pass a Physical Task Assessment (PTA). You may also be required to take and pass a PTA prior to being hired. The purpose of the PTA is to provide DEA with an indication of your present ability to successfully participate in the strenuous physical activity required during Basic Agent Training (BAT). **You must be in excellent physical condition in order to pass the PTA.**

For information about the DEA PTA requirements, please go to: [DEA Special Agent Physical Task Assessment \(PTA\) May 12, 2022 - YouTube](#)

**BASIC AGENT TRAINING:** You must successfully complete the 16 - 20 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.

**MOBILITY AGREEMENT:** This position requires employees to agree to a Mobility Agreement. Upon graduation from the DEA Academy, **you must be available to transfer to one of DEA's 23 Division offices, including San Juan, PR. You will be required to sign a mobility agreement, which ensures that you agree to remain available for transfer, either for permanent or temporary assignment, to meet the operational needs of the DEA. Special Agents rarely return to their processing office.** Applicants should ensure that their families are prepared for and support any assignment location.

**APPOINTING AUTHORITY:** Initial appointment to the position will be via Excepted Service Appointment using **Schedule A (5 C.F.R. Section 213.3110)** or **Schedule B (5 C.F.R. 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 Status appointments in not less than three years and not more than four years.



**EMPLOYMENT DRUG POLICY:** DEA is firmly committed to a drug-free society and workplace. Applicants for employment with the DEA, to include paid and unpaid employees; and contractors, who are currently using illegal drugs, or abusing legal drugs or substances at the time of the application process, will not be selected for employment. DEA is able to accomplish the challenging and vital mission of enforcing the nation's drug laws, by hiring only highly qualified candidates who exemplify DEA's Core Values.

DEA recognizes some otherwise qualified applicants may have used illegal drugs, or abused legal drugs or substances, at some point in their past; application of DEA's drug use policy guidelines, in conjunction with a case-by-case analysis, will determine if an applicant's prior drug usage or activity will result in the applicant's non-selection for employment with the DEA.

All DEA applicants are required to disclose their current and past drug usage and activity. An applicant will not be selected for employment if he or she deliberately misrepresents his or her drug history in connection with his or her application for employment. Absent mitigating circumstances, the applicant will not be selected for employment if he or she has:

- Used (or ingested anything containing) marijuana within the three (3) years preceding the date of the application\* for employment. The various forms of marijuana include cannabis, hashish, hash oil, and tetrahydrocannabinol (THC), in both synthetic and natural forms.
- Used any illegal drugs other than marijuana, within the ten (10) years preceding the date of the application\* for employment.

**\*NOTE: The "date of application" is the opening date of this job announcement\***

**DRUG TESTING:** All non-DEA applicants are required to take a drug test.

**AGE:** You 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, you must be appointed before reaching your 37th birthday unless you are a preference eligible veteran OR 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, you 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. **Maximum entry age exemption requests will not be granted for any non-veteran preference eligible applicants. Therefore, unless you are veteran preference eligible and are not given a final offer of employment prior to your 37th birthday, your file will be closed.**

**POLYGRAPH EXAMINATION:** You must pass a pre-employment polygraph examination. If you do not pass the pre-employment polygraph examination, you will not be eligible for hire in a DEA Special Agent position.

**SECURITY CLEARANCE:** 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. **Applicants must not have been convicted of a felony crime.**

For more information regarding a security clearance, please go to

<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>

**LAUTENBERG NOTICE:** 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.

**SELECTIVE SERVICE: MALE APPLICANTS BORN AFTER 12/31/1959** must certify prior to job offer that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.

**EEO POLICY STATEMENT:** <https://www.usajobs.gov/Help/equal-employment-opportunity/>

**REASONABLE ACCOMMODATION REQUESTS:** Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits. You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis. Learn more about [disability employment and reasonable accommodations](#) or how to [contact an agency](#).

**EMPLOYMENT ELIGIBILITY:** The Drug Enforcement Administration participates in the USCIS Electronic Employment Eligibility Verification Program (E-Verify - <http://www.dhs.gov/E-Verify>). E-Verify helps employers determine employment eligibility of new hires and the validity of their Social Security numbers.

**BENEFITS:** 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. [Learn more about federal benefits](#).

**SALARY:** In addition to your base salary, you will receive a locality payment. To calculate your salary with a locality payment, please go to: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2022/law-enforcement-officer-salary-calculator/>

Furthermore, since this position is covered by Law Enforcement Availability Pay (LEAP), an **additional compensation rate of 25% will be added to your locality salary.**

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

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**AGENCY CONTACT INFO:**

[DEASAJobAnnouncement@dea.gov](mailto:DEASAJobAnnouncement@dea.gov)

**Special Agent Staffing Unit**

Human Resources Division

Drug Enforcement Administration

8701 Morrissette Drive

Springfield, VA 22152

USA