

NASA  
OFFICE OF INSPECTOR GENERAL

300 E STREET, SW  
WASHINGTON, DC 20546

**VACANCY ANNOUNCEMENT**

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**POSITION:** Criminal Investigator  
GS-1811-5/7

**ANNOUNCEMENT NO:** HQ-IG-99-08

**LOCATION:** Office of Inspector General  
Ames Research Center,  
Moffett Field, CA **OR**  
Jet Propulsion Laboratory,  
Pasadena, CA  
(Physical Location: Long Beach, CA)  
(1 position)

**OPENING DATE:** 03/17/99  
**CLOSING DATE:** 04/07/99

**AREA OF CONSIDERATION:** Candidates eligible for appointment through the Outstanding Scholar Program or other noncompetitive hiring authority (e.g., VRA Eligibles, Eligible Displaced Employees with appropriate notice of separation, Reinstatement Eligibles, and Transfer Eligibles with promotion potential to GS-13).

**PROMOTION POTENTIAL:** GS-13

**Permanent Change of Station Costs Will Not Be Paid.**

**\*PLEASE INDICATE POST OF PREFERENCE\***

**DUTIES:** Serves as a Criminal Investigator and is responsible for a wide variety of investigative assignments involving criminal conduct. Conducts criminal investigations into alleged fraud and violations of numerous Federal statutes affecting NASA employees or programs, contracts, contractors and contractor employees; criminal statutes relating to the falsification of contractor's certified payrolls; and fraudulent deviation from or failure to comply with NASA contract specifications. Presents investigative results both orally and in report form for determination of prosecutive merit. Maintains liaison with members of Federal, state, and local law enforcement agencies. Performs other related duties.

**QUALIFICATIONS:** Candidates must meet the qualifications as stated in OPM Qualification Requirements Standards Handbook. Copies of these standards are located in local personnel offices.

**OUTSTANDING SCHOLAR:** Applicants must be college graduates and have maintained a grade point average (GPA) of 3.5 or better on a 4.0 scale for **all undergraduate** course work, **OR** have graduated in the upper 10 percent of their graduating class or major university subdivision, such as the School of Business Administration.

**Please submit a transcript of all undergraduate courses which reflects a GPA of 3.5 or a letter from the university stating that you were in the top 10 percent of your graduating class or major university subdivision. An official transcript must be provided prior to appointment, however, an unofficial transcript is acceptable for application purposes.**

**SPECIALIZED EXPERIENCE:** Experience in conducting criminal investigations of fraud and other violations of Federal statutes. Candidates must have one year of specialized experience equivalent to the next lower grade.

**CONDITIONS OF EMPLOYMENT: INCUMBENT MUST BE WILLING TO TRAVEL AND RELOCATE AS NECESSARY.** Candidates appointed to professional positions in the Office of Inspector



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General are expected to be willing to travel, be mobile, and may be reassigned to different duty locations throughout the U.S. dependent upon Office of Inspector General program needs.

**POSITION SENSITIVITY:** This position has been designated Critical Sensitive. The selectee will be subject to preappointment security investigation.

This position is subject to Civil Service Retirement deductions for Law Enforcement Officers (5 U.S.C. 8336(c)(1) or 5 U.S.C. 8412(d)).

**SPECIAL NOTE:** The maximum age for original entry into positions covered under the special law enforcement provision 5 U.S.C. 3307(d) is 35. Candidates must not have reached their 35<sup>th</sup> birthday at the time of application. The selectee must be able to meet the medical standards of the position and pass a pre-employment physical and physical fitness test.

This is a Testing Designated Position (TDP) and selectee will be subject to required drug testing.

**GULF WAR/BOSNIA SERVICE:** The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period regardless of where the person served or for how long. The law also authorized the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 20, 1995, to a date to be determined. The award of the Medal is qualifying for veterans' preference. More information on veterans' preference is available in the Vets Guide that may be found on the Internet at [www.opm.gov](http://www.opm.gov).

### **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 (Title 18, U.S.C., Section 922(g)(91)). 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 (Title 18, U.S.C., Section 1001).

**BASIS OF RATING:** Applicants will be rated on based on the following knowledge, skills, abilities, and other characteristics:

1. Analytical ability.
2. Ability to communicate orally.
3. Ability to communicate in writing.

**Applicants are urged to submit a supplemental statement addressing these factors.**

## HOW TO APPLY:

Applicants may submit "Optional Application for Federal Employment (OF-612), a resume or other type of application.

**HOWEVER, ALL APPLICATIONS MUST CONTAIN THE INFORMATION LISTED BELOW. FAILURE TO PROVIDE THIS INFORMATION MAY RESULT IN LOSS OF CONSIDERATION FOR THE VACANCY. NO ATTEMPTS WILL BE MADE BY THE PERSONNEL OFFICE TO OBTAIN ANY MISSING DOCUMENTS OR INFORMATION.**

- (1) The announcement number, title and grade of the job for which you are applying
- (2) Social Security Number
- (3) Country of citizenship
- (4) Veterans' preference (to claim 5-point veterans' preference, attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. To claim 10-point veterans' preference, attach an SF-15, Application of 10-point Veterans' Preference, plus the proof required by that form. If proof of 10-point preference is not received, the application will be processed with credit given for 5-point preference if appropriate.)
- (5) Reinstatement eligibility (Attach a copy of your most recent SF-50)
- (6) Highest Federal civilian grade held (including job series and dates held)
- (7) High school (date of diploma or GED)
- (8) Colleges and universities (majors and types of degrees received)
- (9) Date of birth (for purposes of determining maximum entry age of 35).**
- (10) Work experience, training, skills, certificates/licenses and awards related to the position for which you are applying. Include series and grade if work experience was with the Federal government. Also, for each position listed, provide your duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates, hours worked per week and salary. Please indicate if we may contact your current supervisor. Applicants are requested to submit the following additional documentation. While it is not mandatory, your qualifications may not be clearly represented unless you provide this supplementary information:
  - (A) A copy of your most recent performance appraisal
  - (B) Your personal description of how you meet the Quality Ranking Factors

Separate applications and supporting documentation must be submitted for each position for which you are applying. These documents will not be returned.

### Address Applications to:

NASA Office of Inspector General  
Code W (RM8V69)  
300 E Street SW.  
Washington, DC 20546

### For further information contact:

Lek Terrell  
202/358-2584

## **INFORMATION TO APPLICANTS:**

Selecting Officials have the right to select from all appropriate sources including: reinstatement eligible; noncompetitive lateral reassignments; nonstatus candidates within reach on an OPM certificate of eligible; veterans readjustment appointment eligible; qualified, noncompetitive status applicants with handicapping conditions who are eligible for appointment under Schedule A, Section 213.3102(t) or (u); and noncompetitive applicants who are 30 percent or more disabled veterans who have been certified as such by the Veterans Administration or state vocational rehabilitation office.

Eligibles will be rated based on documentation supporting their possession of the qualification rating factors listed above, as well as the most recent performance appraisal and applicable training and awards.

Applicants who do not meet the time-in-grade, qualifications, or time-after-competitive-appointment requirements, may be considered if they meet the particular requirement within 30 days of the closing date of the Vacancy Announcement.

Applicants are assured of equal consideration regardless of race, sex, age, religion, national origin, political affiliation, physical handicap, marital status, or membership or non-membership in an employee organization.

OPM considers the filing of job applications to be a personal matter, not official government business. Such personal mail is therefore subject to the payment of postage by the applicant, and use of official postage paid envelopes for this purpose is a violation of OPM and postal regulations and 5 U.S.C. 735.205; 39 U.S.C. and 18 U.S.C. Applications submitted in official government postage paid envelopes will not receive consideration. Envelopes with postage due cannot be accepted and will be returned to sender.

All statements on employment forms are subject to investigation including a check of fingerprints, police records, and former employers.

If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must, subject to certain exemptions, be registered in the Selective Service System.

**CAREER TRANSITION ASSISTANCE PLAN (CTAP) AND INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN (ICTAP):** Priority consideration will be given to surplus and displaced Federal employees as set forth in the Office of Personnel Management guidelines, 5 CFR part 330, Career Transition Assistance for Surplus and Displaced Federal Employees. To receive this special selection priority, applicants must be within the local commuting area of the vacancy, have a current (or last) performance rating of at least fully successful or equivalent and submit the following with their application:

### **CTAP:**

- (1) RIF separation notice, or notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area; or
- (2) Certificate of expected separation or other official notice from the agency indicating that the applicant is surplus or eligible for discontinued service retirement; or
- (3) Other official agency certification identifying the applicant as being in a surplus organization or occupation.

### **ICTAP:**

- (1) RIF separation notice, or notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area; or
- (2) Documentation, e.g., SF-50, Notification of Personnel Action, showing that the applicant was separated as a result of a RIF, or for declining a transfer of function or directed reassignment to another commuting area; or
- (3) Official certification from an agency stating that it cannot place the applicant whose injury compensation has been or is being terminated; or

- (4) Official notification from OPM that the applicant's disability annuity has been or is being terminated; or
- (5) Official notification from a Military Department or National Guard Bureau that the applicant has retired under 5 U.S.C. 8337(h) or 8456.

**In addition applicants must be determined to be well-qualified: (1) have a score of at least 85 or equivalent when ranked against the applicable knowledge, skills and abilities (KSA's); (2) meet all KSA's at least one level above fully satisfactory or equivalent: or (3) meet an equivalent standard as defined in writing and consistently applied that supports the level of well-qualified.**

**ALL APPLICATIONS MUST BE POSTMARKED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.**