



INDUSTRY OPERATIONS INVESTIGATOR **INFORMATIONAL PACKET**

BUREAU OF ALCOHOL, TOBACCO, FIREARMS AND EXPLOSIVES **INDUSTRY OPERATIONS INVESTIGATOR POSITIONS** **Grades 5, 7, and 9**

WANT TO BE AN INDUSTRY OPERATIONS INVESTIGATOR?

The industry operations investigators are the backbone of the Bureau of Alcohol, Tobacco, Firearms and Explosives' (ATF) regulatory mission. Their work is primarily investigative and routinely involves contact with, and interviews of, individuals from all walks of life and all levels of industry and government. Investigations and inspections pertain to the industries and persons regulated by ATF (e.g., users, dealers, importers, exporters, manufacturers, wholesalers, etc.); and are under the jurisdiction of the Gun Control Act, National Firearms Act, Arms Export Control Act, Organized Crime Control Act of 1970 and other Federal firearms and explosives laws and regulations.

Please review the enclosed information regarding salary and benefits, basic requirements, and conditions of employment.

Applications for position openings will ONLY be accepted in response to a specific ATF vacancy announcement or job notice.

For updates on ATF industry operations investigator recruitment efforts, please visit our website at www.atf.gov or contact the ATF Recruitment & Hiring Center at 202-648-9100.

ATF is ranked as one of the Top 20 "Best Places to Work in the Federal Government" (www.bestplacetowork.org under Federal subcomponent category).

ATF is looking for energetic, innovative, solution-oriented professionals to assist the ATF team in it's mission to prevent terrorism, reduce violent crime and protect the public.

The Bureau of Alcohol, Tobacco, Firearms and Explosives is an Equal Employment Opportunity Employer

POSITION INFORMATION

Position Title and Grade Levels: Industry Operations Investigator, GS-1801, Grade Levels 5, 7, and 9.

Major Duties: The incumbent conducts investigations and inspections designed to carry out the Federal government's regulatory responsibilities pertaining to the firearms and explosives industries. Identifies evidence of falsification of records, inventories and document discrepancies through the analysis and examining of records, documents, and reports. Refers violations to criminal investigators for further action.

Determines if persons desiring to enter business in the regulated industries meet established legal requirements for obtaining a federal permit or license. Conducts interviews, inspects buildings, and performs routine background investigations to determine suitability. Prepares reports detailing results of investigations and inspections, and recommends further action when necessary.

Utilizes knowledge of the Federal and state laws involving commerce in alcohol and tobacco, provides assistance to senior industry operations investigators, who are working with criminal investigators on alcohol and tobacco diversion investigations. The incumbent as directed verifies inventories and utilizes intelligence data to analyze records and examine business operations.

Participates in conferences and discussions with Bureau officials concerning investigations and inspections. May develop presentations for industry associations and the public.

CONDITIONS OF EMPLOYMENT

- Incumbent must be a United States citizen.
- Applicants must be physically able to handle the physical requirements of the position.
- Pass a panel interview which will include a writing sample exercise and a math exercise.
- Successfully complete a background investigation for a top secret clearance.
- This position may require overnight travel 11 or more nights per month.
- A valid motor vehicle driver's license is required.
- Take and pass a drug test.
- Applicants will not be reimbursed for relocation expenses, unless currently an ATF employee.
- Selected applicants will be appointed in the excepted service and must satisfactorily complete a two-year appointment, which includes but is not limited to successful completion of the basic training program.
- To be eligible for Federal employment, male applicants born after December 31, 1959, must certify at the time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.

SALARY AND BENEFITS

Base Annual Salary Range for Year 2010

\$27,431 (Grade 5, Step 1) to \$41,563 (Grade 9, Step 1)
(Salary range excludes locality pay).

Starting base salary will depend upon grade qualifications (see the basic qualifications section of this informational packet).

Locality Pay: All ATF duty stations qualify for locality pay. Industry operations investigators receive an additional percentage of their base salary, which will vary by duty location. The current range of locality pay is 14.16% to 35.15%.

Promotion Potential: The full performance level for this position is grade 13 (\$71,674 - \$93,175 excluding locality pay).

Note: Promotions are based upon performance and must receive supervisory approval.

Benefits:

- Annual leave (vacation time) is earned at the rate of 13 – 26 days per year, with a maximum accumulation of 240 hours per year
- Sick leave is earned at the rate of 13 days per year and may be accumulated without limit.
- 10 paid holidays
- Low cost health insurance with the option to choose from a variety of plans.
- Low cost life insurance
- Federal Employee Retirement System (FERS) Benefits.
- Tax-deferred Thrift Savings Plan (TSP)
- Health improvement (physical fitness) program

HIRING INFORMATION

Federal Career Intern Program: Selectees for industry operations investigator positions will be appointed in the excepted service (Schedule B) for a period not to exceed two years. Upon successful completion of the internship, the interns will be eligible for non-competitive conversion to career or career-conditions appointments. Throughout the internship, the employee must participate in a formal training program and job assignments to develop competencies appropriate to ATF's mission and needs.

Note: The Outstanding Scholar Program cannot be used when hiring under the Federal Career Intern Program.

QUALIFICATION REQUIREMENTS: Applicants must meet ONE of the qualification requirements listed below for the grade level for which they are applying:

<p align="center">BASIC QUALIFICATIONS FOR GRADE 5</p>	<p align="center">BASIC QUALIFICATIONS FOR GRADE 7</p>	<p align="center">BASIC QUALIFICATIONS FOR GRADE 9</p>
<p><u>Experience:</u> Three years of general experience, one year of which was equivalent to at least the GS-4 level of the Federal service. General experience is progressively responsible experience that demonstrates the ability to (1) analyze problems to identify significant factors, gather pertinent data, and recognize solutions; (2) plan and organize work; and (3) communicate effectively orally and in writing.</p> <p align="center">OR</p> <p><u>Education:</u> Successful completion of a full 4-year course of study in any field leading to a bachelor's degree. This education must have been obtained at an accredited college or university. (This is equivalent to 120 semester hours or 180 quarter hours).</p> <p align="center">OR</p> <p><u>Combination of Experience and Education:</u> A combination of general experience and undergraduate education may be used to meet the total requirements for this position.</p>	<p><u>Specialized Experience:</u> One year of specialized experience equivalent to at least the GS-5 level of the Federal service that is in or related to the work of this position, and equipped you with the knowledge, skills, and abilities to successfully perform the duties of this position as described above. Specialized experience is experience which includes: participating in or conducting investigations or inspections; gathering and analyzing information and records to determine patterns or discrepancies; using interview techniques to obtain information; and preparing narrative reports.</p> <p align="center">OR</p> <p><u>Education:</u> Successful completion of one full year (18 semester hours) of progressively higher-level graduate education from an accredited college or university in a field of study related to this position such as business administration, business law, public administration, public policy, criminal justice, communications, bioengineering, envirochemical engineering, biological, physical or social sciences, political science, or other fields of study that provided you with the knowledge, skills, and abilities to successfully perform the duties of the position.</p> <p align="center">OR</p> <p><u>Combination of Experience and Education:</u> A combination of specialized experience and graduate education may be used to meet the total requirements for this position.</p> <p align="center">OR</p> <p><u>Superior Academic Achievement (SSA):</u> To qualify for SSA, applicants must have completed all the requirements for a bachelor's degree in any field, AND must meet one of the following:</p> <ol style="list-style-type: none"> 1. A grade point average of "B" (a GPA of 2.95 or higher out of a possible 4.0) for all completed undergraduate courses, or those completed in the last 2 years of undergraduate study. 2. A grade point average of "B+" (a GPA of 3.45 or higher out of a possible 4.0 for all courses in your major field of study, or those courses in your major completed in the last 2 years of undergraduate study. 3. Rank in the upper one-third of your class in the college, university, or major subdivision. 4. Membership in a national honor society (other than freshman honor societies) recognized by the Association of College Honor Societies. <p>** If more than 10 percent of your courses were taken on a pass/fail basis, your claim must be based on class standing or membership in an honorary society.</p>	<p><u>Specialized Experience:</u> One year of specialized experience equivalent to the GS-7 level of the Federal service that provided the necessary knowledge, skills, and abilities to perform the duties of an industry operations investigator as described in the major duties section of this announcement. Your experience must include the following: participating in or conducting investigations or inspections; gathering and analyzing information and records to determine patterns or discrepancies; using interview techniques to obtain information; and preparing narrative reports.</p> <p align="center">OR</p> <p><u>Education:</u> Successful completion of a master's degree in a field of study related to the work of this position (i.e., business administration; business law; public administration; public policy; criminal justice; communications; bioengineering; envirochemical engineering; biological, physical or social sciences; political science; or other fields of study that provided you with the knowledge, skills, and abilities to successfully perform the duties of an industry operations investigator).</p> <p align="center">OR</p> <p>Successful completion of at least two full years (36 semester hours) of progressively higher level graduate education in a field of study related to the work of an industry operations investigator (refer to above examples).</p> <p align="center">OR</p> <p>Successful completion of a LL.B. or J.D.</p> <p align="center">OR</p> <p><u>Combination of Experience and Education:</u> You may use a combination of experience and education to meet the total requirements for this position. To do so, you must have a percentage of the above specialized experience and a percentage of the above graduate level education, and when the two percentages are added together, they total at least 100 percent. (NOTE: Only graduate level education in excess of the first 18 semester hours may be combined with experience.)</p>