

CUSTOMS AND BORDER PROTECTION OFFICER RESUME AID

Documenting Your Qualifications for the GS-5

There are three (3) ways to qualify for the Customs and Border Protection (CBP) Officer position at the GS-5 grade level:
1) Experience, 2) Education, or 3) Combination of Experience and Education.

Please review the qualification requirements below and provide the necessary information on your resume/application. Your grade level will be based on what is shown on your Notice of Results (NOR) listed under "GRADE".

1. EXPERIENCE

You must clearly demonstrate a total of **3 entire years of full-time** (35 + hours per week) general work experience, one year of which is comparable to GS-4 in the Federal service; part-time work will be pro-rated. On your resume, provide **detailed** examples of your work experience that addresses the two (2) elements listed below. Make sure to include all of your work experience on your resume even if, you don't feel it addresses the elements below. **Be sure to include hours per week.**

Element 1: The ability to meet and deal with people, and

Element 2: The ability to learn and apply a body of facts.

Sample resume format for **EACH** job you provide:

Place of Employment			
Job Title:			
From (mm/dd/yy):		To (mm/dd/yy):	
Hours per week:		Salary:	
Duties:	<i>Provide examples of your duties, accomplishments and related Skills.</i>		

OR

2. EDUCATION

You must provide copies of transcripts that show a 4-year course of study (120 semester hours or 180 quarter hours above high school) in any field leading to a bachelor's degree; from an accredited college/university:

Sample resume format for **EACH** school attended and the number of credits received:

College Name(s)	# of Semester Hours Completed	# of Quarter Hours Completed	Degree Earned	Month/Year Awarded

NOTE: Education obtained from a foreign university is not creditable unless evaluated by a private credential evaluation service as recognized by the Department of Education; such as member of the National Association of Credential Evaluation Services <http://www.naces.org/>. Education must be deemed equivalent to that gained in conventional U.S. education programs.

OR

3. COMBINATION OF EXPERIENCE AND EDUCATION

Please ensure that you have provided detailed information regarding both experience and education ON YOUR RESUME.

To determine the Percentage of Qualifying Experience and/or Education: you must divide the months of qualifying experience by 36. To determine your percentage of qualifying education, divide the number of undergraduate semester hours by 120, or undergraduate quarter-hours by 180.

Add the experience and education percentages together; they must equal 100% or more to qualify using a combination of education and experience.

Example: An applicant has 25 months of full-time qualifying experience, and 42 semester hours of post high school education.

Experience: 25 months divided by 36 months = 0.694

Education: 42 semester hours divided by 120 semester hours = 0.35

Combine: 0.69 (from experience) + 0.35 (from education) = 1.04 or 104%.

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Documenting Your Qualifications for the GS-7

There are four (4) ways to qualify for the CBP Officer position at the GS-7 grade level: 1) Specialized Experience, 2) Graduate Education, 3) Combination of Specialized Experience, or 4) Superior Academic Achievement (SAA)

Please review the qualification requirements below and provide the necessary information. Your grade level will be based on what is shown on your Notice of Results (NOR) listed under "GRADE".

1. SPECIALIZED EXPERIENCE

You must clearly demonstrate that you have one (1) year of full-time (35 + hours per week) specialized work experience, comparable in level of difficulty and responsibility to grade GS-5 in the Federal service; part-time work will be pro-rated. On your resume, provide **detailed** examples of your work experience that addresses one of the two elements listed below. Make sure to include all of your work experience on your resume even if you don't feel it addresses the elements below. **Be sure to include hours per week.**

Element 1: Extensive duties in inspections work at borders, seaports, airports, or other ports of entry and/or work involving preliminary screening of persons for entry and immigration status.

Experience must demonstrate the ability to apply specialized knowledge of laws, regulations, and procedures for importing and exporting merchandise to and from the United States and/or law enforcement work at the local, State or Federal levels, which included dealing with persons suspected of entering the U.S. illegally.

OR

Element 2: Compliance/regulatory work.

Experience must have demonstrated the ability to collect, develop, and evaluate facts, evidence, and pertinent data in assessing compliance with, or in violation(s) of laws, rules, or regulations.

Sample resume format for **EACH** job you provide:

Place of Employment			
Job Title:			
From (mm/dd/yy):		To (mm/dd/yy):	
Hours per week:		Salary:	
Duties:	<i>Provide examples of your duties, accomplishments and related Skills.</i>		

OR

2. GRADUATE EDUCATION

You must have completed one year of graduate level education beyond a bachelor's degree. One year of graduate education is the number of credit hours determined by your school to represent one year of graduate level course work. If that information is not available 18 semester hours, or 27 quarter hours is considered equivalent to 1 year of graduate level education

Sample resume format for **EACH** school attended:

College Name(s)	# of Semester Hours Completed	# of Quarter Hours Completed	Degree Earned	Month/Year Awarded

NOTE: Education obtained from a foreign university is not creditable unless evaluated by a private credential evaluation service as recognized by the Department of Education; such as member of the National Association of Credential Evaluation Services <http://www.naces.org/>. Education must be deemed equivalent to that gained in conventional U.S. education programs.

Reference Sheet - DO NOT Upload with your Application

OR

3. COMBINATION OF SPECIALIZED EXPERIENCE AND GRADUATE EDUCATION

If you do not qualify based on education or experience alone, you may be able to qualify based on a combination of your experience and education. To determine your percentage of qualifying experience, you must divide your total number of qualifying months by 12. To calculate your percentage of graduate education, divide the number of graduate semester hours by 18; or graduate quarter hours by 27. Add your percentages; the total must be at least 100% for you to qualify under the combination of experience and education.

Example: 9 months of specialized experience (9 mos divided by 12 mos = .75 or 9 mos experience)

9 semester hours of graduate education (9 sem hrs divided by 18 = .50 graduate education)

Combine .75 + .50 = 1.25 or 125%

OR

4. SUPERIOR ACADEMIC ACHIEVEMENT (SAA)

The SAA provision is used to determine eligibility for GS-7 for applicants who have completed (or expect to complete within 9 months from the closing date of the announcement) all the requirements for a bachelors' degree from an accredited college. The SAA recognizes students who have achieved superior academic standing as evidenced by one of the three methods below:

- a. GRADE POINT AVERAGE (GPA): 3.0 or higher out of a possible 4.0 ("B" or better) as recorded on your official transcript based on 4 years of education; or based on courses completed during the final 2 years of the curriculum; or 3.5 or higher out of a possible 4.0 ("B+" or better) based on the average of the required courses completed in the major field; or the required courses in the major field completed during the final 2 years of the curriculum.
- b. CLASS STANDING: The upper third of the graduating class in the college, university, or major subdivision, such as the College of Liberal Arts or the School of Business Administration. Class standing must be documented on your official transcript or in a letter from the registrar's office verifying your class standing. The registrar or a designated representative must sign the letter.
- c. MEMBERSHIP IN A NATIONAL SCHOLASTIC HONOR SOCIETY: To verify eligibility go to: http://www.achsnaatl.org/quick_link.asp

For additional information on how to qualify using Superior Academic Achievement (SAA) go to:

http://www.cbp.gov/linkhandler/cgov/careers/apply/using_education/superior_acad_achieve.ctt/jobs_qual_saa.doc

***If using education to qualify, you must provide copies of transcripts at the time of application.
Official transcripts will be requested from you if/when they are required.***