



**U.S. EMBASSY
BRIDGETOWN, BARBADOS
VACANCY ANNOUNCEMENT 14-024**

DATE: September 25, 2014

OPEN TO: All Interested Candidates

POSITION: Criminal Fraud Investigator, RSO, FSN-10; FP-05

OPENING DATE: September 25, 2014

CLOSING DATE: October 9, 2014

WORK HOURS: Full time: 40 hours/week

SALARY

*Ordinarily Resident:
Position Grade: FSN-10/1 BDS\$110,825.00 p.a. (Starting Salary)

*Not-Ordinarily Resident:
Position Grade: FP-5/5 US\$56,887.00 p.a. (Starting Salary)

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bridgetown is seeking an individual for the position of Criminal Fraud Investigator, Regional Security Office. This is a full time, 40 hour per week position.

BASIC FUNCTION OF POSITION:

Incumbent is responsible for conducting investigations of passport fraud, visa fraud, alien smuggling, human trafficking and other criminal actions that impact the national security of the United States. Incumbent is responsible for a large Area of Responsibility (AOR) which consists of seven independent nations, three British overseas territories, four French overseas departments, and three Dutch islands. Incumbent builds and maintains relationships with middle to high level contacts in the entire AOR to include relationships with the respective police forces, immigration agencies, airport Security, and Prosecutors Offices. Incumbent reports directly to the Assistant Regional Security Officer Investigator (ARSO-I) and is responsible for supervising other non-RSO Locally Employed Staff (LE Staff) when they are involved in supporting Diplomatic Security Service (DSS) criminal investigations. Reports to the ARSO-I.

SPECIFIC GOALS AND OBJECTIVES

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Human Resources Office, Telephone number 227-4342/227-4014.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. College Studies in criminal justice, law or advanced analytical or technical applied sciences is required. Or an equivalent studies (degree, if applicable) from a police or military academy is required.

2. Eight (8) or more years working in a professional capacity within the Eastern Caribbean Islands with experience working with the Barbadian system of government in the field(s) of criminal justice, criminal investigations, or the federal courts with emphasis on technical, analytical or procedural investigations or applied operations commensurate with criminal prosecution programs with a concept of needs focused on identification, interception or interruption of organized criminal operations is required.
3. Level IV English fluency (speaking, reading and writing) is required.
4. Good working knowledge of documentary sources of information and familiarity with pertinent local laws such as invasion of privacy, marriage, divorce, etc. is necessary. Knowledge about criminal activities and modus operandi of criminal organizations within the Eastern Caribbean. The work requires a comprehensive command of Barbadian criminal law, analytical and legal research as well as the ability to produce reports of investigations based on investigative efforts. The incumbent must be able to rapidly coordinate large scale, high profile investigations for both host nation and U.S. law enforcement and maintain a cadre of key contacts with a like interest in program goals. Basic knowledge of U.S. travel document concerns, objective ideas in respect to the overall fraud trends, methods, and strategies in visa and passport fraud is required.
5. Critical and independent thinker, great salesmanship and the ability to work as a team toward a common goal. Computer skills, (Word, Excel, Power Point. *(skills will be tested)*). Must possess a valid driver license and no criminal history in any jurisdiction is required.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (EFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (Form DS-174);
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

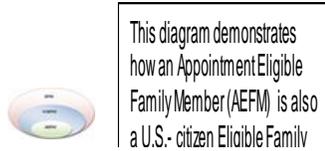
SUBMIT APPLICATIONS TO:

BridgetownHR@state.gov

**APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS
October 9, 2014**

The US Mission in Bridgetown provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.



Appendix A DEFINITIONS

1. **Eligible Family Member (EFM)**: An individual related to a U.S. Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - U.S. Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
 - Is a U.S. citizen; and
 - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
 - Is listed on the travel orders or approved Form [OF-126](#), *Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
 - Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
 - Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST

2. AGENCY

3a. POSITION NO.

Bridgetown

Department of State

311101 C56107

3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

Yes No

4. Reason For Submission

a. Redescription of duties: This position replaces

(Position Number) (Title) (Series) (Grade)

b. New Position

c. Other (explain)

5. Classification Action

Position Title and Series Code

Grade

Initials

Date (mm-dd-yyyy)

a. Post Classification Authority

Criminal Fraud Investigator (CFI), FSN-701

FSN-10

b. Other

c. Proposed by Initiating Office

6. Post Title Position (If different from official title) RSO FSN/CFI

7. Name of Employee

8. Office/Section

Regional Security Office

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Employee Date (mm-dd-yyyy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

Typed Name and Signature of Supervisor Date (mm-dd-yyyy)

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Typed Name and Signature of Section Chief or Agency Head Date(mm-dd-yyyy) Typed Name and Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)

13. Basic Function Of Position

Incumbent is responsible for conducting investigations of passport fraud, visa fraud, alien smuggling, human trafficking and other criminal actions that impact the national security of the United States. Incumbent is responsible for a large Area of Responsibility (AOR) which consists of seven independent nations, three British overseas territories, four French overseas departments, and three Dutch islands. Incumbent builds and maintains relationships with middle to high level contacts in the entire AOR to include relationships with the respective police forces, immigration agencies, airport Security, and Prosecutors Offices. Incumbent reports directly to the Assistant Regional Security Officer Investigator (ARSO-I) and is responsible for supervising other non-RSO Locally Engaged Staff (LES) when they are involved in supporting Diplomatic Security Service (DSS) criminal investigations.

1. Incumbent conducts routine and complex criminal investigations involving the production, sale and/or use of counterfeit documents for the purpose of alien smuggling and/or human trafficking. Supervises other LES outside of RSO who assist in the criminal investigations. Conducts interviews, meets and develops sources to further the investigations. Coordinates with the Consular Fraud Prevention Unit (FPU) to build cases against individual subjects and criminal enterprises that produce, sell or use counterfeit documents for the purpose of fraudulently obtaining United States visas and illegal entry into the United States. At the direction of the ARSO-I, incumbent assists Consular Affairs, DHS, and other law enforcement agencies. (30%)

2. Incumbent builds relationships with middle to high level law enforcement and judicial officials in the AOR. Incumbent will develop criminal cases and work with these contacts to bring criminal charges against document vendors, alien smugglers and human traffickers in accordance with Barbadian, Eastern Caribbean (EC), and United States laws. (20%)

3. Incumbent is expected to provide official statements on behalf of the RSO to the various police departments and prosecutors within the EC that will be used as evidence against criminals who the Regional Security Office refers to the local authorities for investigation and prosecution. Incumbent may be called upon to testify in court against these criminals and is expected to have a high understanding of local law as it pertains to document fraud, alien smuggling and human trafficking. Incumbent will provide unofficial/informal verbal and written translations for the ARSO-I, FPM and other American officers upon approval from ARSO-I. (10%)

4. Incumbent will develop and conduct training for local law enforcement agencies, prosecutors, private businesses, and NGOs to increase their awareness and ability to conduct investigations and prosecutions of criminal syndicates involved in fraudulent document production, alien smuggling and human trafficking. Develop and/or conduct training for Consular and airline staff on identification of counterfeit documents. (15%)

5. Incumbent will be responsible for completing detailed and timely written reports on his/her investigations. Incumbent will brief the RSO, Consular Chief, ARSO-I and Fraud Prevention Manager on the status and outcome of his/her investigations. Incumbent will keep a database of contacts. Incumbent will coordinate with the FPU to conduct research of criminal organizations who traffic in documents for the purpose of alien smuggling and/trafficking. (15%)

6. In absence of ARSO-I (TDY, gap in assignment staffing, etc.), Incumbent will be required to independently manage and maintain the criminal investigative program. During this time Incumbent will report directly to RSO and provide weekly program status reports, and all other duties as assigned. (10%)

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15. Qualification Required For Effective Performance

a. Education

College Studies in criminal justice, law or advanced analytical or technical applied sciences is required. Or an equivalent studies (degree, if applicable) from a police or military academy is required.

b. Prior Work Experience

Eight or more years working in a professional capacity within the Eastern Caribbean Islands with experience working with the Barbadian system of government in the field(s) of criminal justice, criminal investigations, or the federal courts with emphasis on technical, analytical or procedural investigations or applied operations commensurate with criminal prosecution programs with a concept of needs focused on identification, interception or interruption of organized criminal operations.

c. Post Entry Training

On-the-job training will include USG procedures. This position requires a robust training continuum that includes specialized suggested courses and training opportunities for a specialized skill set and analytical aspects of the document and visa fraud program. Training will develop the particular skills needed at each career level and provide a foundation for an employee to move into positions of increased responsibility. Basic and In-Service Foreign Service National Investigator Course will be required after employment. Plus standard Embassy training including but not limited to cybersecurity, ethics training, CI training, PII, etc.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II,III) and specialization(sp/read)

Level IV English fluency (speaking/reading/writing) is required.

e. Job Knowledge

A good working knowledge of documentary sources of information and familiarity with pertinent local laws such as invasion of privacy, marriage, divorce, etc. is necessary. Knowledge about criminal activities and modus operandi of criminal organizations within the Eastern Caribbean. The work requires a comprehensive command of Barbadian criminal law, analytical and legal research as well as the ability to produce reports of investigations based on investigative efforts. The incumbent must be able to rapidly coordinate large scale, high profile investigations for both host nation and U.S. law enforcement and maintain a cadre of key contacts with a like interest in program goals. Basic knowledge of U.S. travel document concerns, objective ideas in respect to the overall fraud trends, methods, and strategies in visa and passport fraud is required.

f. Skills and Abilities

Critical and independent thinker, great salesmanship and the ability to work as a team toward a common goal. Computer skills, (word processing, excel, powerpoint). Must possess a valid driver license and no criminal history in any jurisdiction.

16. Position Element

a. Supervision Received

Reports to the ARSO-I. Incumbent requires minimum supervision and is expected to act independently to conduct criminal investigations, plan training and develop contacts

b. Supervision Exercised

Provides work guidance to non-RSO LES involved in supporting RSO criminal investigations..

c. Available Guidelines:

Established in RSO/SOP for document and visa fraud program guidelines. Sections of the 12 Foreign Affairs Manual (FAM), and Diplomatic Security Service regulations and procedures.

d. Exercise of Judgment

The employee must exercise sound judgment during interviews to develop leads and pursue questioning to obtain information pertinent in corroborating applicants identity and/or justification in application process, and in evaluating evidence and drawing conclusions, as well as setting work priorities and determining which cases warrant further investigative efforts.

e. Authority to Make Commitments

Incumbent has authority to make commitments and provide statements in support of ARSO-I investigations. This includes coordinating criminal leads to and from host government law enforcement entities to aid official investigations, and to engage various local law enforcement agencies in investigations deemed by the ARSO-I to be of special interest. The incumbent will independently conduct subject and witness interviews.

f. Nature, Level, and Purpose of Contacts

The incumbent will establish and maintain extensive contacts with the Barbadian and Eastern Caribbean Governmental agencies with enforcement and prosecutorial oversight, and other host country government officials at the executive level to include key decision makers, managers for policy and operational assets for Barbadian law enforcement and courts as it relates to the partnerships, development and operational needs of the program. The incumbent also serves as an advisor and consultant to RSO in establishing the shared capability to plan and carry out systematic program goals with the Barbadian and Eastern Caribbean governments.

g. Time Expected to Reach Full Performance Level

One year