



U.S. Embassy, Abu Dhabi ✧ Human Resources Office

VACANCY ANNOUNCEMENT **Contract Investigator (Two positions)**

Announcement Number: V-15-056

OPEN TO: All Sources – USEFMs and U.S Citizens residing in Abu Dhabi only

POSITION: Contract Investigator – U.S. Embassy, Abu Dhabi

OPENING DATE: April 13, 2015

CLOSING DATE: April 27, 2015 or until filled

START DATE: ASAP upon receipt of TS security clearance

WORK HOURS: As required

SALARY: Compensation is based on a point system – details available from Regional Security Office

NOTE:

- **ALL ORDINARILY RESIDENT (OR) U.S CITIZEN APPLICANTS (see definitions below) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION**
- **Appointment Eligible Family Members (AEFMs) (as defined below) of U.S. Government Employees assigned to the Mission under Chief of Mission Authority are eligible for consideration.**
- **A U.S. Citizen EFM does not have to be residing in country to be considered, but the sponsoring officer under COM authority does have to be officially assigned to post.**
- **Applicants must be within 30 days of scheduled arrival at post from the closing date of this vacancy announcement to receive consideration because of the urgent requirement to fill this position.**

The Department of State, Bureau of Diplomatic Security, Office of Personnel Security & Suitability (PSS) is seeking qualified contractors to conduct background investigations as an independent contract special investigator. Contract investigators conduct interviews and review records to gather relevant information about a person's background. PSS uses this information to determine a person's eligibility for access to classified national security information and suitability for employment by the Department, or other federal agencies.

Contract special investigators must:

1. Be a U.S. Citizen;
2. Be eligible for a top secret security clearance;
3. Hold a Bachelor's degree from an accredited college or university (although exceptions may be made on a case by case basis depending on the candidate's experience or training);
4. Have the ability to work independently and meet strict deadlines;
5. Have the ability to collect information through interviews and review of documents;

6. Have the ability to report findings thoroughly and clearly, both orally and in written form;
7. Have skills sufficient to receive assignments and report findings via computer.

Successful candidates will be awarded a Blanket Purchase Agreement (BPA) by Office of Acquisitions Management and work with the RSO under sole authority of PSS. When services are required, the contract special investigator will be assigned work by, and submit reports to, the RSO in accordance with procedures established by PSS. The BPA is a fixed-price, level of effort procurement vehicle. Contract investigators are compensated based on a point system in which points are assigned to various investigative activities, with a fixed payment per point. Upon completion of assigned work, contract investigators submit an invoice to the RSO for certification and forwarding to PSS for payment. The Government is not obligated to purchase any minimum amount of services under the BPA.

As independent contractors, contract investigators work where they wish and connect to the PSS automated systems via a secure internet connection using their own Internet Service Provider (ISP). While PSS will issue identification credentials, contract investigators must provide their own transportation and other equipment such as a computer, telephone, ISP, fax and light duty shredder required to deliver products under the terms of the BPA. A complete copy of the Statement of Work is available upon request.

TO APPLY

- Applications submitted after the closing date will not be considered.
- Applicants must submit a current resume or curriculum vitae in a Microsoft Word or Adobe PDF format.
- Applications exceeding 1 MB will not be accepted.
- Unless specified above, do not provide us with certifications, photographs, or scans of any documentation at this time. Additional documentation may be requested only if the applicant is selected for an interview.
- SUBMIT APPLICATION TO:

AbuDhabiRecruitments@state.gov

(Please note “V-15-056 Contract Investigator” in the subject line of the email)

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Must be able to obtain DOS TOP Secret Security Clearance

DEFINITIONS

1. Eligible Family Member (EFM)

An individual related to a US 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. US Citizen Eligible Family Member (USEFM)

For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US 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 US Citizen.

5. Not Ordinarily Resident (NOR)

An individual who:

- Is not a citizen of the UAE; and, Does not ordinarily reside (OR, see below) in the UAE; and,
- Is not subject to UAE employment and tax laws; and,
- Has a US 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 US citizen who:

- Is a local resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to UAE employment laws.

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

CLOSING DATE FOR THIS POSITION: April 27, 2015 or until filled

The US Mission in United Arab Emirates 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.