

## **IA 25-42A-DR (Internal)**

**Assistant Special Agent in Charge (ASAC) – Little Rock, AR; Oklahoma City, OK or Shreveport, LA - SAFO**

- **Open & closing dates**

6/18/2025 to 7/2/2025

- **Service**

Excepted

- **Pay scale & grade**

GG 14

- **Salary**

\$124,531.00 to \$190,424.00 per year

- **Appointment type**

Permanent

- **Work schedule**

Full-Time

### **Location**

1 vacancy in the following locations:

**[Little Rock, AR; Oklahoma City, OK or Shreveport, LA](#)**

**Relocation expenses may be paid**

### **This job is open to**

**[Current federal employees of this agency.](#)**

### **Clarification from the agency**

Current USPS-OIG 1811 employees only

### **Summary**

**\*PLEASE NOTE THAT THIS VACANCY ANNOUNCEMENT IS ONLY OPEN TO USPS-OIG CURRENT 1811 EMPLOYEES. OTHER APPLICANTS WILL NOT BE CONSIDERED.**

This announcement provides a reassignment/promotion opportunity to the position of Assistant Special Agent-In-Charge (ASAC), Manager Band, in the Office of Investigations, for the Southern Area Field Office (SAFO), located in Little Rock, AR; Oklahoma City, OK or Shreveport, LA. The successful candidate must exhibit a high degree of leadership and demonstrate experience planning and conducting complex federal criminal investigations.

This position is being advertised at the Manager Band level, equivalent to a GS-14. The salary range for this position is \$124,531 - \$190,424 includes locality pay. LEAP Pay is authorized.

Relocation expenses may be paid.

Must be able to obtain/maintain a government-issued credit card and Top Secret security clearance.

Please note that the duties and responsibilities associated with this position may vary based upon the agency's needs at the time of hire. The following description of major duties and responsibilities is only intended to give applicants a general overview of the expectations.

The successful candidate must exhibit a high degree of leadership and demonstrate experience planning and conducting complex federal criminal investigations.

The employee supervises the activities of staff engaged in providing administrative support in the planning and conducting investigations related to alleged or suspected violations of criminal laws. This is a secondary criminal investigator position.

Responsibilities include the day-to-day management of work; collaborating with peers and subordinates to assure effective advisory services; and otherwise ensuring continuous progress toward stated goals. Provides authoritative advisory service and/or develops authoritative policy interpretation in the area of criminal investigation.

Assures implementation by subordinate staff of the goals and objectives of an agency-wide program. Implements established goals and objectives; assesses measures that evaluate performance; and makes recommendations for program improvement.

In order for your application package to be considered, you must meet all eligibility requirements:

Travel Required

50% or less - 50% or Less Travel Required

**Supervisory status**

Yes

**Promotion Potential**

14

[1811 Criminal Investigation](#)

- **Requirements**

### **Conditions of Employment**

- Must be a current USPS-OIG 1811 employee
- Must be able to obtain and maintain Top Secret security clearance
- Must be able to obtain and maintain a government-issued credit card
- Selectee subject to random drug testing
- Required to successfully complete a 12-month probationary period

### **Qualifications**

#### **ELIGIBILITY REQUIREMENTS**

- Current USPS-OIG 1811 career employee
- Bachelor's Degree from an accredited college or university
- At least 6 years of professional federal law enforcement experience
- Experience supervising, managing, or mentoring criminal investigators with an emphasis on establishing investigative plans, promoting maximum staff utilization and development
- Received at least a met expectations rating on your most recent performance appraisal (FY 2023 and 2024)

#### **DESIRABLE QUALIFICATION**

- National Leadership Development Program

**Applicants that do not meet the eligibility requirements will not be considered.**

#### **EVALUATION FACTORS**

You must have the experience, knowledge and skills as listed in EACH of the evaluation factors. Failure to demonstrate that you meet all of the evaluation factor requirements as listed below will result in a score of zero (0); an ineligible status, and you will not be referred for further consideration. Include your major accomplishments relevant to the position requirements in your resume.

Your resume **MUST** reflect that you have experience, knowledge and/or skills in each of the following Evaluation Factors listed below:

1. Demonstrated experience in supervising/managing or mentoring employees with an emphasis on establishing investigative plans, promoting maximum staff utilization, development, and handling performance (including outstanding and disciplinary) issues.
2. Demonstrated ability to define problems, analyze alternatives, and recommend solutions to difficult criminal investigative problems or issues.
3. Demonstrated ability to oversee and participate in the development of criminal investigative policy guidance including directives and memoranda.
4. Ability to effectively communicate, both orally and in writing, facts and circumstances of investigations which are understandable to management officials.

In order to be considered for this position, you must submit a complete application package by 11:59 PM EST on Wednesday, July 2, 2025, which includes the following documents:

- A Resume, which **MUST** reflect that you have experience, knowledge and/or skills in each of the Evaluation Factors listed above.
- Latest Performance Appraisals (Fiscal Years 2023 and 2024) with Coaching and Review Phase comments and must have received at least a met expectations rating. If unable to provide, please submit a written statement stating the reason.

You will no longer be considered for this position if you: fail to respond to all of the questions in the self-assessment questionnaire; or receive a zero (0) rating on any evaluation factor.

Failure to demonstrate that you meet all evaluation factor requirements will result in a score of zero (0). Upon receipt of a zero score, you will be deemed "not minimally qualified," and you will not be referred for further consideration.

## Education

Education must be accredited by an institution recognized by the U.S. Department of Education. Applicants can verify accreditation here: <https://ope.ed.gov/dapip/#/home>.

Special Instructions for Candidates with Foreign Education: Education completed outside the United States must be deemed equivalent to that gained in U.S. education programs. You must submit all necessary documents to a private U.S. credential evaluation service to interpret equivalency of your education against courses given in U.S. accredited colleges and universities. For further information visit: <https://sites.ed.gov/international/recognition-of-foreign-qualifications>

## Additional information

Please contact an internal Human Resources Representative if you have any questions about your USPS OIG Employee Benefits.

This agency provides Reasonable Accommodations to applicants with disabilities. If you require accommodations for any part of the application and/or hiring process, please send an email to [InvestigationsHiring@uspsoid.gov](mailto:InvestigationsHiring@uspsoid.gov). The decision on granting an accommodation request will be made on a case-by-case basis.

## How You Will Be Evaluated

The Human Resources Office will review your resume and supporting documentation to ensure that you meet the minimum qualifications required for this position. You will no longer be considered for this position if you: receive a zero (0) rating on any evaluation factor; fail to attach all required documentation; if your application materials indicate that you are not minimally qualified for this position; or if you fail to qualify on the interview. Only the top-rated candidates will be referred to a review official or selecting official for further consideration. Top-rated applicants may be required to participate in an interview. Your rating may be further adjusted or rated as ineligible by the review official or the selecting official based on your interview performance. Once all applicant scores are finalized, the selecting official will make a final decision. NOTE: If you receive a zero (0) rating on any evaluation factor or on the interview, you will be considered NOT MINIMALLY QUALIFIED for the position and rated ineligible. Applicants for this position may be interviewed one or more times as part of the hiring process. During interviews, applicants may not use any AI tool or virtual assistant (such

as ChatGPT) to help them answer questions, except for accessibility tool used as part of reasonable accommodation. Applicants who fail to follow these rules will be disqualified from the hiring process.

## **Background checks and security clearance**

[Top Secret](#)

## **Drug test required**

Yes

## **Required Documents**

You must submit all required documents by 11:59 PM EST, Wednesday, July 2, 2025, the closing date of this announcement. Make sure you include the vacancy announcement number in the subject line when submitting your application package. For information on submitting application packages, please review the "How to Apply" section. The vacancy announcement number is **IA 25-42A-DR**.

**1. RESUME – Required. It is essential** that your resume and supporting documentation provide sufficient information to substantiate your qualification for the announced position.

**2. COMPLETE APPLICATION QUESTIONNAIRE – Required.** Download the Application Questionnaire (PDF) and complete the form. Failure to complete this form in its entirety will result in your disqualification.

**3. PERFORMANCE APPRAISAL (FY2023 and 2024) – Required,** dated within the last 15 months. This is required from all applicants including Federal, OIG, USPS, and private sector employees. If a PERFORMANCE APPRAISAL is not available, you must submit a separate statement with the reason a performance appraisal is not available. (Upload as "Performance Appraisal"). **NOTE:** An SF50 IS NOT acceptable as a performance appraisal.

**4. SF-50 – Required, from USPS OIG and USPIS employees.** You can access your Form 50 by logging into LiteBlue.usps.gov and accessing your eOPF.

**5. UPLOAD SUPPORTING DOCUMENTS** which may include:

- **Certificates or Licenses, if applicable.** Upload and save as "Other" document.

## **If you are relying on your education to meet qualification requirements:**

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from an accredited college or university <https://ope.ed.gov/dapip/#/home>.

## **How to Apply**

To apply for this position, you must submit an application package containing all required documents, e.g., resume, application questionnaire, performance appraisals, and supporting documents, etc. The application questionnaire is available as a PDF in the vacancy announcement. The complete application package must be submitted via email at [InvestigationsHiring@uspsoid.gov](mailto:InvestigationsHiring@uspsoid.gov) by 11:59 PM (EST) on the closing date, Wednesday, July 2, 2025, to receive consideration.

Please be sure to include the vacancy announcement number in the subject line when you are submitting your application package and all email communications pertaining to this vacancy announcement.

You are strongly urged to read and/or print the entire vacancy announcement.

For any questions on this vacancy announcement, please contact [InvestigationsHiring@uspsoig.gov](mailto:InvestigationsHiring@uspsoig.gov).

**Next steps**

Once the resume has been received you will receive an acknowledgement e-mail that your submission was successful. After a review of your application package has been completed, you will be notified of your rating and/or referral to the Selecting Official.