

**IA 25-54A– DR (Internal)**  
**Criminal Investigator, Journey Band, Bellmawr, NJ – NEAFO**

The agency will review up to 30 application packages for this position. Applications must be submitted via email and only the first 30 received will be considered.

**Overview**

- **Open & closing dates**

7/17/2025 to 7/31/2025

- **Service**

Excepted

- **Pay scale & grade**

GG 11

- **Salary**

\$81,474.00 to \$150,962.00 / Per Year

- **Appointment type**

Permanent

- **Work schedule**

Full-Time

**Locations**

1 vacancy in the following location:

[Bellmawr, NJ](#)

**Relocation** expenses **will not** be paid.

No

**This job is open to**

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

**Clarification from the agency**

Current USPS-OIG and USPIS 1811 employees only

## Duties

### Summary

**\*PLEASE NOTE THAT THIS VACANCY ANNOUNCEMENT IS ONLY OPEN TO CURRENT UNITED STATES POSTAL SERVICE OFFICE OF INSPECTOR GENERAL AND UNITED STATES POSTAL INSPECTION SERVICE 1811 EMPLOYEES. OTHER APPLICANTS WILL NOT BE CONSIDERED.**

This announcement provides a reassignment opportunity for a current 1811 to the position of Criminal Investigator, Journey Band, in the Office of Investigation, Northeast Area Field Office (NEAFO), in Bellmawr, NJ location.

[Learn more about this agency](#)

### Responsibilities

The successful candidate must have experience in planning, conducting and/or leading complex federal criminal, civil and administrative investigations.

Candidates will be evaluated on the skills that they possess that are directly related to the duties of the position and/or the experience, education and training that indicate the applicant's ability to acquire the particular knowledge and skills needed to perform the duties of the position. Only those candidates who meet all qualification and eligibility requirements and who submit a complete application package by 11:59 PM EST on Thursday, July 31, 2025, will be considered.

The USPS OIG uses a Pay Banding system, which is equivalent to the Federal GS scale. Grade and salary determinations will be made based upon a candidate's education and professional experience.

This position is being advertised at the Journey Band level, equivalent to a GS 11-13 grade level. The salary range for this position is \$81,474 - \$150,962 includes locality pay. Law Enforcement Availability Pay (LEAP) is authorized. Compensation includes 1811 LEAP coverage in primary position under law enforcement retirement.

Relocation expenses **will not** be paid.

Must be able to obtain and maintain a government-issued credit card.

Travel Required: 50% or less

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 be highly motivated and exhibit a high degree of character and demonstrate experience planning, conducting and/or leading complex Federal criminal, civil and administrative investigations.

- Plans, conducts and/or coordinates criminal, civil and administrative investigations relating to alleged or suspected violations of Federal laws committed by or against Postal Service personnel or Postal Service contractors.
- Obtains and evaluates information to support all criminal and civil investigations.

- Applies for and serves warrants for arrests, searches and seizures as appropriate and provided by law.
- Prepares requests and/or reviews/approves requests for subpoenas, consensual monitoring, and other requests requiring higher authority.
- Assists Government attorneys in the preparation of grand jury presentations and court cases; serves as a witness in grand juries, criminal and civil courts and administrative forums.
- Maintains liaison with other offices, agencies, and appropriate organizations as needed.
- Conducts investigations using various techniques such as surveillance, interviewing and interrogating, examining files and records, obtaining physical and documentary evidence and undercover assignments.
- Collects, evaluates and preserves physical and documentary evidence. Utilizing cameras and other electronic surveillance equipment to gather evidence.

### **Travel Required**

- 50% or less
- You may be expected to travel for this position.

### **Supervisory status**

No

### **Promotion Potential**

13

### **• Job family (Series)**

[1811 Criminal Investigation](#)

### **Requirements**

#### **Conditions of Employment**

- Must be a current USPS-OIG or USPIS 1811 Criminal Investigator
- Must be able to obtain and maintain a Top Secret security clearance
- Must be able to obtain and maintain a government-issued credit card
- May be required to successfully complete a 12-month probationary period
- Selectee will be subject to random drug testing

### **Qualifications**

#### **MINIMUM QUALIFICATIONS**

You must meet ALL of the minimum qualifications listed below.

- Current USPS-OIG or USPIS 1811 Criminal Investigator or Postal Inspector
- Bachelor's degree from an accredited college or university
- Currently serve as a federal law enforcement officer classified as an 1811 series Criminal Investigator or Postal Inspector.
- At least one or more years equivalent to a GS 11 or above grade level.
- Demonstrated experience planning, conducting and/or leading complex criminal investigations

- Have received at least a met expectations performance rating on fiscal year 2023 and 2024 performance appraisals to include coaching and review phase comments. If a performance appraisal is not available, you must submit a written statement stating the reason it is not available

## **DESIRABLES**

- Do you have knowledge of Postal Service structure, processes operations, etc.

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

## **EVALUATION FACTORS**

You must have the experience, knowledge and skills 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 assisting, planning, conducting complex criminal investigations.
2. Demonstrated ability to define problems, analyze alternatives, and recommend solutions to difficult criminal investigative problems or issues.
3. Demonstrated ability to effectively communicate, both orally and in writing, facts and circumstances of investigations and analysis which are understandable to management officials.

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.

In order to be considered for the position, you must submit a complete application package by 11:59 PM EST on Thursday, July 31, 2025, which includes the following documents:

- A Resume, that **MUST** reflect that you have experience, knowledge and/or skills in each of the Evaluation Factors listed above
- 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 it is not available

## **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 the interview, an in-person writing sample may be requested. A laptop will be provided to complete this task and if the interviewee needs an accommodation (e.g., equipment aid), the request must be made in advance for arrangements. Also, 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, Thursday, July 31, 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 25-54A-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@uspsoig.gov](mailto:InvestigationsHiring@uspsoig.gov) by 11:59 PM the closing date, Thursday, July 31, 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.