

**IA-25-61A-PC (External)**  
**Personnel Security Analyst**

The agency will accept up to 50 application packages based on a “first come, first served” basis. While you will be able to email us your application package, those received after the first 50 will not be considered.

**Overview**

**Open & Closing Dates**

8/01/2025 to 8/15/2025

**Service**

Excepted

**Pay Scale & Grade**

GG-13

**Salary**

\$120,579.00 to \$156,755.00 Per Year

**Appointment Type**

Permanent

**Work Schedule**

Full-time

**Locations**

1 vacancy in the following location:  
Arlington, Virginia

**Relocation Expenses Reimbursed**

No relocation

**Telework Eligible**

Yes - as determined by the agency policy.

**Security Clearance**

Top-Secret

**Drug Test**

Yes

**Application Count**

50

**Job family (Series)**

0080 Security Administration

**This Job Is Open To****Hiring Paths**

Internal to an agency

**Hiring Paths Clarification Text**

Current United States Postal Service Office of Inspector General, United States Postal Service and United States Postal Inspection Service and Postal Regulatory Commission Employees only.

**Summary**

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

This announcement provides a reassignment/promotion opportunity for the Personnel Security Analyst position on the Mission Support, Safety & Personnel Security Team located in Arlington, VA. Bring your skills and voice to our team!

**Duties**

The successful candidate will be able to be engaged in the formulation and application of personnel security policies, procedures, and systems involving the loyalty and reliability of people, or processes against criminal, terrorist, or hostile intelligence activities. The successful candidate will be responsible for running National Criminal Investigation Checks (NCIC) for new hires and work with Human Resources to ensure all security paperwork is completed prior to in-processing personnel. Works closely with Postal Inspection Service Background Investigation Team to ensure clearance information forms are submitted correctly and in a timely manner.

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-13. The salary range for this position is 120,579.00 - \$156,755.00. The salary figures include locality pay.

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.

- Provides advice and guidance and makes recommendations and decisions are characterized by importance.
- Assists with developing and implementing policies and procedures for personnel security programs within the Office of Inspector General.
- Evaluates the effectiveness of personnel security practices and recommends appropriate action to correct deficiencies.
- Administers personnel security new orientation briefs upon request.
- Responsible for running National Criminal Investigation Checks (NCIC) for new hires and works with Human Resources to ensure all security paperwork is completed prior to in-processing personnel. Works closely with Postal Inspection Service Background Investigation Team to ensure clearance information forms are submitted correctly and in a timely manner.
- Reviews self-report information provided by clearance holders as required by Continuous Vetting. Assesses risk and applies adjudicative guidelines in review of self-report information and during the review of security alert flags.
- Tracks new background investigations and periodic review investigations through adjudication.
- Coordinates, carries out and monitors the effectiveness of the personnel security program.
- Makes technical decisions concerning the interpretation and implementation of existing policy relative to personnel security.
- Exercises authority for making analytical and technical personnel security policy decisions.
- Reviews, evaluates, and adjudicates reports of investigations, personnel files, and other records to determine whether to grant, deny, revoke, suspend, or restrict security clearances consistent with national security and the Postal Inspection Service Background Investigation Team.
- Interviews applicants to resolve questions concerning derogatory information developed during a background investigation.
- Provides information and assistance to agency officials by advising on personnel security policies; formulating and recommending personnel security investigative requirements; and advising on procedures for adverse security determinations and employee rights.
- Represents the agency in personnel security matters, develop guidelines, procedures and other materials for use by operating officials; administering programs for continuous security evaluation of personnel; assisting in arranging and conducting hearings or appeals; and administering security awareness programs.

- Serves as the technical expert in personnel security matters on interdepartmental and department-wide task forces developing personnel security policies, procedures, and enhancements.

## **Requirements**

### **Conditions of Employment**

- Must be a U.S. citizen
- Must be able to pass a drug screening.
- Must be able to pass a background investigation
- Must be able to obtain and maintain 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

### **MINIMUM QUALIFICATIONS**

You must meet ALL of the minimum qualifications listed below.

- Bachelor's degree from an accredited university.

### **AND**

- Must have a minimum of 5 years' experience conducting security and suitability adjudications related to background investigations, reviewing completed suitability investigations, and determining the impact of potential adverse or derogatory information. Experience must include expert knowledge of personnel security concepts, including Continuous Evaluation principles and policies, principles, and practices.

### **DESIRABLE QUALIFICATIONS**

- Ability to work independently and collaboratively in a fast-paced environment.
- Intellectual curiosity, attention to detail, and ability to meet tight deadlines.

### **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.

- Experience conducting security and suitability adjudications related to background investigations, reviewing completed suitability investigations and determining the impact of potential adverse or derogatory information.
- Demonstrated ability to resolve difficult and complex security problems such as overlapping and conflicting requirements within the Personnel Security Program.

- Mastery of personnel security concepts, principles, and practices, sufficient to lead programs and provide advisory services to function as a technical authority in assignments requiring the application of new theories and developments to security methods, technology, or procedures.
- Expert knowledge of personnel security laws, regulations, and precedent decisions, including Continuous Evaluation, sufficient to recommend substantive program changes or alternative courses of managerial action requiring modification of existing security management techniques critical to the resolution of problems.
- Skill in advising agency management on personnel security requirements, development, technology advances, forecasts and methods to streamline processes and increase efficiency.
- Ability to perform key decision-making and policy-developing responsibilities in very difficult assignments such as planning for significantly new or far-reaching security program requirements, primarily in the personnel security arena.

You will no longer be considered for this position if you 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.

Candidates will be evaluated on the skills that they possess that are directly related to the duties of the position and 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 the required information by 11:59 PM EST on 8/15/2025 will be considered.

## **Education**

Education must be accredited by an institution recognized by the U.S. Department of Education. Applicants can verify accreditation here: <https://www.ed.gov/laws-and-policy/higher-education-laws-and-policy/college-accreditation>.

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**

**Pay is only part of the compensation you will earn working for the USPS OIG. We offer a broad array of benefits programs:**

As a result of the passage of the Postal Service Reform Act of 2022 (PSRA), USPS employees (including USPS OIG) and retirees will transition from the Federal Employees Health Benefits (FEHB) Program to the Postal Service Health Benefits (PSHB) Program effective January 1, 2025.

Detailed information about eligibility and enrollment will be provided upon hiring. For more information, visit the Postal Service Health Benefits (PSHB) Program website at

<https://www.opm.gov/healthcare-insurance/pshb/#url=Overview>

We offer Health, Dental, Vision, Life and Long-Term Care Insurances with Flexible Spending options as well. For more information about these programs visit:

<https://www.opm.gov/healthcare-insurance/Guide-Me/Federal-Employees/>

**Retirement and Thrift Savings.** For more information about these programs see

<https://www.opm.gov/retirement-center/> and [tsp.gov/](https://www.tsp.gov/).

**Flexible Work Schedules.** USPS OIG offers a range of family-friendly flexibilities including flexible work schedules, telework and employee assistance programs.

**Leave and Holidays.** In addition to eleven (11) paid holidays each year, you will earn thirteen (13) days of paid sick leave and thirteen (13) to twenty-six (26) paid vacation days each year depending on your years of service.

Fair Labor Standards Act (FLSA) Status: EXEMPT. (Nonexempt employees are entitled to overtime pay; Exempt employees are not).

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

## **How You Will Be Evaluated**

You will be evaluated for this job based on how well you meet the qualifications above.

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 the 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 tools used as part of a reasonable accommodation. Applicants who fail to follow these rules will be disqualified from the hiring process.

### **Required Documents**

You must submit all required documents by 11:59 PM EST on 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. This announcement number for this vacancy is: **IA-25-61A-PC**.

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

**2. COMPLETE APPLICATION QUESTIONNAIRE. Required.** Download the Application Questionnaire (PDF), complete the form, and include it in the application package.

**3. PERFORMANCE APPRAISAL. Required.** dated within the last 15 months. This is required from all applicants including Federal, USPS, OIG, 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. Save as "**Performance Appraisal**" document.) **NOTE:** An SF-50 IS NOT acceptable as a performance appraisal.

**4. SF-50: Required, if applicable.** If you are or have been a federal employee. This is to demonstrate tenure and competitive/excepted service for eligibility purposes. Please name this file SF-50 or Form 50.

**5. SUPPORTING DOCUMENTS: Required, if applicable.** Degrees, Certificates, and Licenses. If there is an education, certification, and/or license requirement for this vacancy, relevant documents must be included in the application package.

### **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 <https://www.ed.gov/laws-and-policy/higher-education-laws-and-policy/college-accreditation>.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

## How to Apply

To apply for this position, you must submit an application package containing all required documents, e.g., application questionnaire, performance appraisals, 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 [SupportHiring@uspsoig.gov](mailto:SupportHiring@uspsoig.gov) by 11:59 PM (EST) on the closing date, **Friday, August 15, 2025**, to receive consideration. **Please include the vacancy number in the subject line when you are submitting your application package and all email communications pertaining to this vacancy announcement.**

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