

DEPARTMENT OF THE ARMY
Vacancy Announcement Number: SCDZ11046636D

Opening Date: June 14, 2011

Closing Date: July 08, 2011

Position: Supv Document Analysis Spec, GS-1397-14/14
Salary: \$101,035 - \$131,343 Annual
Place of Work: Forensic Documents Branch of the U.S. Army Criminal Investigation Laboratory (USACIL), Forest Park, Georgia 30297-5205
Position Status: This is a Permanent position. -- Full Time
Number of Vacancy: 1

Duties: Serves as Chief, Forensic Document (FD) Branch & senior Forensic Document Examiner (topic expert) for the U. S. Army Crime Lab (USACIL) in its mission to provide worldwide forensic support to DoD law enforcement, intelligence, SJA units, and other federal agencies. Creates technical writing input for USACIL, USACIDC, the Army & DoD, to revise regulations & policies concerning FD. Manages FD Branch administrative support & evidence examination operations to maintain USACIL ISO accreditation. Assigns examinations to Branch experts and sets work priorities. Coordinates with courts, investigative agencies, etc., regarding support and schedule priorities. Oversees new equipment procurement and professional training of Branch experts to maintain state-of-the-art capabilities. Develops FD examination protocols, reviews examination reports, proficiency test results, and monitors FD expert testimony quality to meet Lab quality management requirements and FD discipline standards.

About the Position: FURTHER CERTIFICATION from this announcement may take place up to 180 days from the issuance date of the initial Referral List.

Applicants that falsify their resume may be fined, imprisoned, barred from applying for Federal employment, and/or removed from Federal employment.

Who May Apply: (Click on Who May Apply)

- - Required to sign a DA Form 5019-R (Condition of Employment for Certain Positions Identified as Critical Under the Drug Abuse Testing Program) and must pass urinalysis testing prior to appointment and periodically thereafter.
- Interagency Career Transition Assistance Plan (ICTAP) eligibles.
- All U. S. citizens.

Qualifications: Click on link below to view qualification standard.

[General Schedule](#)

- Specialized Experience: One year of experience directly related to the occupation and equivalent to at least the next lower grade level of GS-13.

1) Experience as a Forensic Document Examination expert conducting examinations of evidence in an accredited forensic laboratory and providing expert testimony for examination results, when required. Personal initial FD professional training involved successful completion of a formal, structured training program, attended full-time in residence for a minimum of 24-months.

2) Experience with administrative and technical support activities directly involved in a Forensic Document section in a forensic laboratory, including knowledge and experience complying with forensic laboratory ISO accreditation requirements.

3) Experience actively participating in professional organizations of the Forensic Document examination field, to include conducting research, giving presentations, and publishing research results in forensic document and/or other forensic journals and publications. Must be personally certified, or meet all requirements for personal certification, by the American Board of Forensic Document Examiners (ABFDE).

4) Experience coordinating with investigators, attorneys and experts in other forensic laboratory disciplines, about case work, evidence, and expert testimony in legal and administrative hearings; also experienced providing training and guidance concerning Forensic Document Examination support to these groups and others.

Position is designated critical-sensitive which requires a Top Secret Clearance.

This position is covered by the Alcohol and Drug Abuse Prevention and Control Program.

The incumbent is required to sign a DA Form 5019-R (Condition of Employment for Certain Positions Identified as Critical Under the Drug Abuse Testing Program) and must pass urinalysis testing as required prior to appointment and periodically thereafter.

- GS-12 and above: One year of experience directly related to the occupation and equivalent to at least the next lower grade level. There is no substitution of education for experience at this level.
- The experience described in your resume will be evaluated and screened for the Office of Personnel Management's basic qualification requirements, and the skills needed to perform the duties of this position as described in this vacancy announcement. Resumes are rated using Category Rating procedures. If you meet the minimum qualification requirements, based on your possession of job-related skills, your resume will be placed in one of three categories: Best Qualified, Highly Qualified, or Qualified. Within these categories, applicants eligible for veteran's preference will receive selection priority over non-veterans.

Other Information:(Click on Other Information)

- To successfully claim veteran's preference, your resume/supplemental data must clearly show your entitlement. Please review the information listed under the Other Requirements link on this announcement or review our on-line Job Application Kit.
- Management may select at any of the grade levels announced.
- Noncompetitive promotion potential to target grade.

- Selection is subject to restrictions resulting from Department of Defense referral system for displaced employees.
- The Department of Defense (DoD) policy on employment of annuitants will be used in determining eligibility of annuitants. The DoD policy is available on <http://www.cpms.osd.mil/ASSETS/E8AB932EA1E44617BAC7222922E42A62/DoDI140025-V300.pdf>
- Salary includes applicable locality pay or Local Market Supplement.
- In accordance with section 9902(h) of title 5, United States Code, annuitants reemployed in the Department of Defense shall receive full annuity and salary upon appointment. They shall not be eligible for retirement contributions, participation in the Thrift Savings Plan, or a supplemental or redetermined annuity for the reemployment period. Discontinued service retirement annuitants (i.e., retired under section 8336(d)(1) or 8414(b)(1)(A) of title 5, United States Code) appointed to the Department of Defense may elect to be subject to retirement provisions of the new appointment as appropriate. (See DoD Instruction 1400.25, Volume 300, at <http://www.dtic.mil/whs/directives.>)
- Temporary Duty (TDY) travel is 15 percent.

Other Advantages: The Department of Army offers excellent benefits programs, some of which may include: comprehensive health and life insurance; competitive salaries; generous retirement programs; paid holidays, sick leave, and vacation time; flexible work environment and alternate work schedules; paid employment related to training and education; possible student loan repayment; payment of licenses, certification, and academic degrees as applicable; and bonuses, incentives, and awards as appropriate for the job.

Other Requirements:(Click on Other Requirements)

- Must be able to obtain and maintain a Top Secret security clearance.
- A medical examination is required.
- Must comply with Drug Abuse Testing Program requirements.
- You will be required to provide proof of U.S. Citizenship.
- If selected, official college or university transcript must be submitted.
- One-year supervisory probationary period required.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.

How to Apply: (Click on How to Apply)

- Self-nomination must be submitted by the closing date. Applicants wishing to withdraw from consideration may contact the Central Resume Processing Center at (410) 306- 0137 or applicanthehelp@conus.army.mil.
- Resume must be on file in our centralized database.
- Announcements close at 12:00am (midnight) Eastern Time.

<p>If your resume is currently in our central database, you may click here to Self Nominate</p>

Click here to use the [Army Resume Builder](#) to create your resume. Follow the instructions in this vacancy announcement to apply for the job.

Point of Contact: Central Resume Processing Center, 410-306-0137,
applicanthelp@conus.army.mil

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