

**National Background Investigations Bureau (NBIB)  
Joint Duty/Detail Announcement**

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<b>Directorate:</b>	NBIB, Field Operations, International Activity
<b>Position Title:</b>	Investigator, Special Agent
<b>Grade(s) Considered:</b>	GS-09/11/12 - (or equivalent)
<b>Duty Location:</b>	Multiple locations available – (20x) up to 20 - Multiple Locations Overseas
<b>Clearance:</b>	Top Secret Eligible
<b>Who May Apply:</b>	This job is open to Current DoD Permanent Federal Civilian Employees, military, military reservists (internal or external candidate).
<b>Detail Start Date:</b>	EOD is negotiated by the Gaining Directorate Senior Executive and the Home Agency.
<b>Work Schedule</b>	Alternate work schedules are available. Tour of Duty: M-F 40 -50 hours/week.
<b>Relocation expenses</b>	Not authorized.
<b>Application Deadline:</b>	OPEN UNTIL FILLED

The NBIB, Operations, International Activity is seeking an accredited Investigator, Special Agent with Counterintelligence (CI) and/or accredited federal law enforcement credentials to conduct background investigations and support the administration and management of personnel security operations overseas for a **12-month reimbursable detail with a possible extension up to 2 additional years.** NBIB has a niche mission rarely found anywhere else - as the primary service provider of government-wide background investigations for the Federal Government - currently serving over 100 agencies.

**The primary purpose of this position:**

The NBIB has a mandate to support the national security apparatus of the United States federal as the primary service provider of government-wide background investigations for 95% of all federal government civilians, military personnel and industry partners- currently serving over 100 agencies. The mission of the International Activity is to provide full range of investigative functions supporting complex workloads overseas for NBIB Operations. This position will serve as an Investigator, Special Agent responsible for providing high quality, efficient and effective background investigations that facilitates the evaluation of an individual's trustworthiness for access to classified information, placement in a sensitive position, retention in the military services, or placement in federal employment. Investigative assignments involve independently conducting investigations of a sensitive nature that are complex and compliant with government wide policy/procedures and investigative standards while delivering high quality and timely reports needed to achieve a trusted effective workforce.

**Major Duties and Responsibilities:**

Assignments involve planning and conducting investigations, developing and following leads, resolving conflicts that arise, coordinating work with others, as necessary and resolving problems of an unusually sensitive or controversial nature. The position requires efficient planning of work, travel, and use of virtual engagement services, when qualifying. Investigator (Special Agents) are expected to use initiative and resourcefulness in developing issue information and developing information from a variety of sources to resolve conflicts as they are encountered. The investigator performs a full range of investigative functions on assigned cases from planning through reporting the results of the investigation. The incumbent must be highly motivated and resourceful in advancing investigative throughput while achieving objectives in the areas of quality, timeliness, customer service and team work.

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1. Conducts and facilitates background investigations, many of which are sensitive or controversial, where allegations, hearsay information or other vague or intangible information or an adverse nature exists
2. Makes decisions and recommendations when making individual or collective inferences from interviews and records checks as to whether a need exists to prove/disprove unfavorable allegations, hearsay information, or explore mitigating circumstances surrounding adverse information
3. Resolves, validates, or disproves conflicting or derogatory information; exchanging information, coordinate investigative efforts, and maintain effective liaison between NBIB and other agencies
4. Engages in dialogue with managers and representatives at various U.S. Government organizations, law enforcement agencies, and private industry partners in order to develop and maintain effective and cooperative working relationships
5. Maintains liaison with colleagues, representatives of military installations, military commands, intelligence organizations, and other Federal agencies, including investigative/law enforcement offices
6. Develops innovative strategies, approaches, or methods to serve as precedents or models for effective means of conducting investigations overseas and makes recommendations for changes
7. Provides advice on work methods, practices, procedures and problem solving techniques
8. Promotes a spirit of teamwork. Participates in international training efforts and actively seeks out those requiring guidance and assistance
9. Conducts overseas Video Conferencing (VTC) supporting investigations. Facilitates the scheduling of overseas VTCs and ensures interoperability between participants

**Qualifications Required:**

1. Current Top Secret with Sensitive Compartmented Information (SCI) eligibility
2. B.A. or B.S. degree or equivalent experience in a related field
3. Minimum 6 years of experience in CI and LE matters as they pertain to counterespionage and law enforcement. Graduate of accredited federal law enforcement academy /Awarded badge and credentials (B&C's) from DoD Military Component CI/Law Enforcement academy
4. Demonstrated understanding of DoD, Military Department, Joint Staff, CCMD, and sub-unified Command organizations
5. Demonstrated ability to interact with senior officials from U.S. and military civilian law enforcement, intelligence, and security agencies on difficult issues and foster a collaborative relationship with partners across an organization or agencies
6. Excellent use of tact when expressing ideas and recommendations to senior leaders, customers, peers, team members, and other stakeholders
7. Demonstrated ability to effectively communicate (both verbal and written) complex information in a clear, concise manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives
8. Impeccable writing skills and demonstrated ability to technically edit reports and deliverables
9. Detail-oriented, organized, and able to track multiple deadlines and milestones
10. Possess legal and personal qualifications to operate passenger-type automotive vehicles
11. Successful completion of NBIB Orientation

**Desired Requirements**

Work experience at more than one federal agency.

**Travel Required**

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Must have the ability to travel intertheater (operations between two or more geographic areas) up to 25 - 30% of the time.

**How to Apply:**

If you wish to apply for this opportunity, email the items below to [leonard.jones@opm.gov](mailto:leonard.jones@opm.gov) and enter the following as the SUBJ: **Joint Duty – Position Name/DATE**.

1. COVER LETTER OR SHORT NARRATIVE: Applicants must submit a cover letter or short narrative as a supplement to the resume to elaborate on their qualifications and previous work performed.
2. RESUME: Applicants are encouraged to carefully review the vacancy announcement, particularly the major duties and responsibilities, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity. Limited to (five UNCLASS pages).
3. PERFORMANCE EVALUATIONS: Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations. (NOTE: Previous evaluation must be fully successful or higher)
4. CURRENT SF-50: Federal Government employees must provide a redacted (SSAN removed) SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
5. LETTER OF RELEASE/ENDORSEMENT: Applicant must obtain nomination/endorsement from second-level supervisor. Please contact your agency's Human Resource Office for internal nomination procedures. (NOTE: Applicants must provide a signed endorsement letter prior to the scheduling of an interview.)

**NOTE:** The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. Applicants will be contacted if they are selected for an interview.

Please contact Leonard Jones at (202) 606-0358 or via email [leonard.jones@opm.gov](mailto:leonard.jones@opm.gov) if you have any questions.