



Program Manager

GS-0340-14

Criminal Division

U.S. Department of Justice

Announcement # 12-CR-AFM-JC-DEU-004

Job Location:	Washington, DC	Application Deadline:	12/19/2011
Salary Range:	\$105,211-\$136,771 USD	Work Schedule:	Full Time
Time Limit:	Permanent – No Time Limit	Promotion Potential:	GS-14
Vacancies:	1	Who May Apply:	U.S. Citizens

JOB SUMMARY:

The Department of Justice (DOJ) mission to enforce the law, and to defend the interests of the United States and its citizens in accordance with the law, is carried out by approximately 104,000 talented and diverse men and women, working in 40 separate component organizations and in numerous and varied law enforcement, legal, and administrative mission-critical occupations. DOJ leads the Nation in ensuring the protection of all Americans while preserving their constitutional freedoms. With such an important mission to achieve, it is critical for DOJ to recruit a highly-skilled workforce. Become a member of our team, where you can achieve your career goals and apply your skills and talents to our important mission.

Consider joining the DOJ Criminal Division. One of seven litigating Divisions in the Department, the Criminal Division investigates and prosecutes complex criminal matters and assists the 93 United States Attorney Offices in investigations, trials, and appeals. In addition to its direct litigation responsibilities, the Division formulates and implements criminal enforcement policy and provides advice and assistance in sensitive areas of law enforcement; advises the Attorney General, Congress, the Office of Management and Budget and the White House on matters of criminal law; provides legal advice and assistance to federal prosecutors and investigative agencies; and provides leadership for coordinating international as well as federal, state, and local law enforcement matters.

This position is located in the Department of Justice, Criminal Division, Asset Forfeiture and Money Laundering Section (AFMLS). The AFMLS leads the Department's efforts to take the profit out of crime. The multi-dimensional responsibilities of AFMLS include anti-money laundering enforcement, forfeiture, law development, training, and technical assistance, all done in close cooperation with partners in the United States and abroad. AFMLS also provides oversight, management, and policy development for the DOJ Assets Forfeiture Fund, including returning money to victims and funding to federal, state, and local law enforcement. This position serves as the Program Manager of the Equitable Sharing Program. The Equitable Sharing Program further enhances AFMLS law enforcement objective by fostering cooperation among federal, state, and local law enforcement agencies. Federal law authorizes the Attorney General to share federally forfeited property with participating state and local law enforcement agencies.

DUTIES:

The Program Manager for the Equitable Sharing Program is responsible for the following:

- Provides strategic and tactical advice to AFMLS management and other forfeiture program officials concerning proper program planning, effective decision-making and internal controls related to the Equitable Sharing Program;
- Plans, directs and manages the policies, processes, procedures, and controls relating to all facets of the Equitable Sharing Program, to include implementation across multiple Departments and agencies participating in the Asset Forfeiture Program;
- As the primary management official, coordinates matters between AFMLS, state and local law enforcement partners, and other federal entities in the area of Equitable Sharing;
- Provides direction and technical oversight of AFMLS Agreements, Certifications, and Audit Unit, equitable sharing related permissible use issues, and eligible law enforcement determinations. Establishes compliance policy and procedures, monitoring program, and implements follow-up action on non-compliance findings.

QUALIFICATIONS:

To qualify for the Program Manager, GS-14 position: You must have at least one year of specialized experience at, or equivalent to, the GS-13 Federal grade level.

Qualifying experience at this level includes:

- Experience serving as an authoritative source of consultation in a major organizational program;
- Planning, directing, and managing policies, processes and procedures for an organizational program or component;
- Experience meeting and dealing with high ranking officials in order to advise on matters affecting major programs or organizations.

KEY REQUIREMENTS:

- You must be a U.S. Citizen or National.
- Resume and supporting documents (See How To Apply section).
- You may be subjected to undergo a urinalysis for a drug test.
- You must undergo a pre-employment security investigation.
- You must meet all qualification requirements upon the closing date of this announcement.
- Males born after 12/31/59 must be registered for, or exempt from, the Selective Service. See www.sss.gov.

HOW YOU WILL BE EVALUATED:

You will be evaluated using Category Rating Procedures. The categories are as follows: Qualified, Highly Qualified, and Best Qualified.

Phase 1: Your application will be evaluated under DOJ's Category Rating and Selection Procedures. Your resume and supporting documentation will be used to determine whether you meet the basic qualifications for the position listed on this announcement. Please note: Basic qualifications will be determined based on a comparison of your resume against the quality and extent of experience or related education as reflected in the position requirements.

Phase 2: If you are found to be basically qualified for this position in Phase 1, you will receive an e-mail from HR informing you that you must provide a narrative response to each of the Quality Ranking Factors (QRFs) associated with this position. An evaluation of your narrative responses to the QRFs will be conducted to assess your technical qualifications and competencies as they relate to this position. Using Category Rating procedures, we will determine the "Best Qualified" candidates, who will then be referred for selection.

Note: Candidates within the best qualified category who are eligible for veteran preference will receive selection priority over non-veteran preference eligibles.

HOW TO APPLY:

To apply for this position, you must provide a complete application package which includes:

1. Your **Résumé** - Applicants will be evaluated based on a comparison of the position requirements against the quality and extent of experience or related education as reflected in their resume. Applicants are encouraged to ensure work experiences clearly show the possession of knowledge of the subject matter pertinent to the position and the technical skills to successfully perform the duties of the position.
2. Other **supporting documents:**
 - a. Veterans Preference Documentation, if applicable.

PLEASE SUBMIT ALL APPLICATION MATERIALS VIA EMAIL to Criminal.Crmjobs@usdoj.gov. The subject line should include the vacancy announcement number: 12-CR-AFM-JC-DEU-.

The complete Application Package must be RECEIVED by 11:59 PM (Eastern Time) on the closing date of this announcement. If you do not have internet access, you are strongly encouraged to visit your local library, state employment commission, or a commercial establishment that provides internet access. If you are unable to apply online, you may call our Human Resources main telephone number at (202) 514-2811 to obtain assistance in submitting your application materials.

OTHER INFORMATION:

- Interagency Career Transition Assistance Plan (ICTAP). The ICTAP provides eligible displaced Federal competitive service employees with selection priority over candidates from other agencies for competitive service vacancies. If your agency has notified you in writing that you are a displaced employee eligible for ICTAP consideration, you may receive selection priority over other applicants who are not employees of the Department of Justice if: 1) this vacancy is within your ICTAP eligibility; 2) you apply under the instructions in this announcement; and 3) you are found well-qualified for this vacancy. To be well qualified, you must satisfy all qualification requirements for the vacant position and rate equivalent to the Highly Qualified or better category using established category rating criteria. You must provide proof of eligibility with your application to receive selection priority. Such proof may include a copy of your written notification of ICTAP eligibility or a copy of your separation personnel action form. Additional information about ICTAP eligibility is at: <http://www.opm.gov/ctap/index.asp>
- The Career Transition Assistance Plan (CTAP) provides eligible surplus and displaced competitive service employees in the Department of Justice with selection priority over other candidates for competitive service vacancies. If your Department of Justice component has notified you in writing that you are a surplus or displaced employee eligible for CTAP consideration, you may receive selection priority if: 1) this vacancy is within your CTAP eligibility, 2) you apply under the instructions in this announcement, and 3) you are found well-qualified for this vacancy. To be well qualified, you must satisfy all qualification requirements for the vacant position and rate equivalent to the Highly Qualified or better category using established category rating criteria. You must provide a copy of your written notification of CTAP eligibility with your application. Additional information about CTAP eligibility is at: <http://www.opm.gov/ctap/index.asp>
- Veteran Preference: If you are entitled to veteran preference, you should indicate the type of veteran preference you are claiming on your résumé.
 - In order to verify your veteran preference entitlement, please submit a copy of the Member Copy 4 of your DD-214 (Certificate of Release or Discharge from Active Duty); official statement of service from your command if you are currently on active duty; or other official documentation (e.g., documentation of receipt of a campaign badge or expeditionary medal) that shows your military service was performed under honorable conditions.
 - In addition, if you are a disabled veteran, a Purple Heart recipient, or widow/widower of a veteran, the spouse of a disabled veteran or the natural mother of a disabled or deceased veteran, you must submit a Standard Form (SF) 15, "Application for 10-Point Veteran Preference," and the other required documentation identified on the reverse side of the SF-15 to support your preference claim.
 - Although veteran preference points are not assigned under the category rating procedures described under "How You Will Be Evaluated," veteran preference eligibles are listed ahead of non-veterans within each category for which they are qualified. In addition, qualified veterans with a compensable service-connected disability of 10% or more are placed at the top of the highest quality category (i.e. Best Qualified)
<http://www.fedshirevets.gov/job/vetpref/index.aspx>

Conditions of Employment:

1. Entrance on duty is contingent upon completion of a pre-employment security investigation.
2. **DIRECT DEPOSIT:** All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.
3. All male applicants born after December 31, 1959, must have registered for the selective service (see <http://www.sss.gov>). If selected for this position, the applicant must sign a statement certifying his registration, or the applicant must demonstrate exempt status under the Selective Service Law.

Benefits:

The Federal government offers a number of exceptional benefits to its employees. This link provides an overview of the benefits currently offered to Federal employees. <http://www.usajobs.gov/EI/benefits.asp>

WHAT TO EXPECT NEXT:

We will notify you of your status as a candidate after each step of the recruitment process (receipt of application, determination of basic qualifications, establishment and release of the best qualified/final selection list to the selecting official, and final selection). After extending a tentative job offer and receiving acceptance by the selectee, we will conduct an employment suitability/security background investigation to confirm that the selectee meets all requirements to fill the position. We expect to make a final job offer once all such reviews have been completed.

CONTACT INFORMATION:

Jennifer Chapman
HR Specialist

(202) 514-2811
Criminal.Crmjobs@usdoj.gov

EEO Policy Statement: <http://www.usajobs.gov/eeo>

Reasonable Accommodation Policy Statement: <http://www.usajobs.gov/raps>

Veterans Information: <http://www.usajobs.gov/vi>

Legal and Regulatory Guidance: <http://www.usajobs.gov/lrg>