

HOMELAND SECURITY INVESTIGATIONS

HSI



SECURING THE HOMELAND FROM TRANSNATIONAL
THREATS AND CRIMINAL ORGANIZATIONS

HOMELAND SECURITY INVESTIGATIONS

HSI

HSI INVESTIGATES, DISRUPTS, AND DISMANTLES TERRORIST, TRANSNATIONAL, AND OTHER CRIMINAL ORGANIZATIONS THAT THREATEN OR SEEK TO EXPLOIT THE CUSTOMS AND IMMIGRATION LAWS OF THE UNITED STATES.

WHO WE ARE

HSI IS THE PRINCIPAL INVESTIGATIVE ARM OF THE U.S. DEPARTMENT OF HOMELAND SECURITY, RESPONSIBLE FOR INVESTIGATING TRANSNATIONAL CRIME AND THREATS, SPECIFICALLY THOSE CRIMINAL ORGANIZATIONS THAT EXPLOIT THE GLOBAL INFRASTRUCTURE THROUGH WHICH INTERNATIONAL TRADE, TRAVEL, AND FINANCE MOVE.

OUR MISSION

HONOR | SERVICE | INTEGRITY

HOMELAND SECURITY INVESTIGATIONS

OUR APPROACH

HSI successfully conducts investigations into global criminal enterprises and terrorist networks that violate U.S. laws by utilizing the agency's:

- Unique and expansive criminal and administrative authorities;
- Strategic law enforcement and non-governmental partnerships;
- Robust international footprint and connectivity; and
- Cutting-edge technology and innovation, and sophisticated criminal analysis

OUR INVESTIGATIONS

HSI investigates the illegal cross border movement of people, goods, and money into and out of the United States. Across the country and around the world, HSI pursues cases into and initiatives to counter:

Narcotics Smuggling
Money Laundering
Child Exploitation
Transnational Gangs
Labor Exploitation
Human Smuggling
Human Trafficking
Weapons Trafficking

Identity & Benefit Fraud
Financial Fraud & Scams
Illegal Technology Procurement & Sanctions Violations
Terrorism & National Security Threats
Human Rights Violations & War Crimes
Cultural Property, Art, & Antiquities Smuggling
Intellectual Property Theft & Trade Fraud
Cybercrime



HOMELAND SECURITY INVESTIGATIONS

OUR WORKFORCE

HSI's workforce consists of more than 10,400 employees, including special agents, criminal analysts, mission support personnel, and contract staff assigned to offices throughout the United States and around the world.

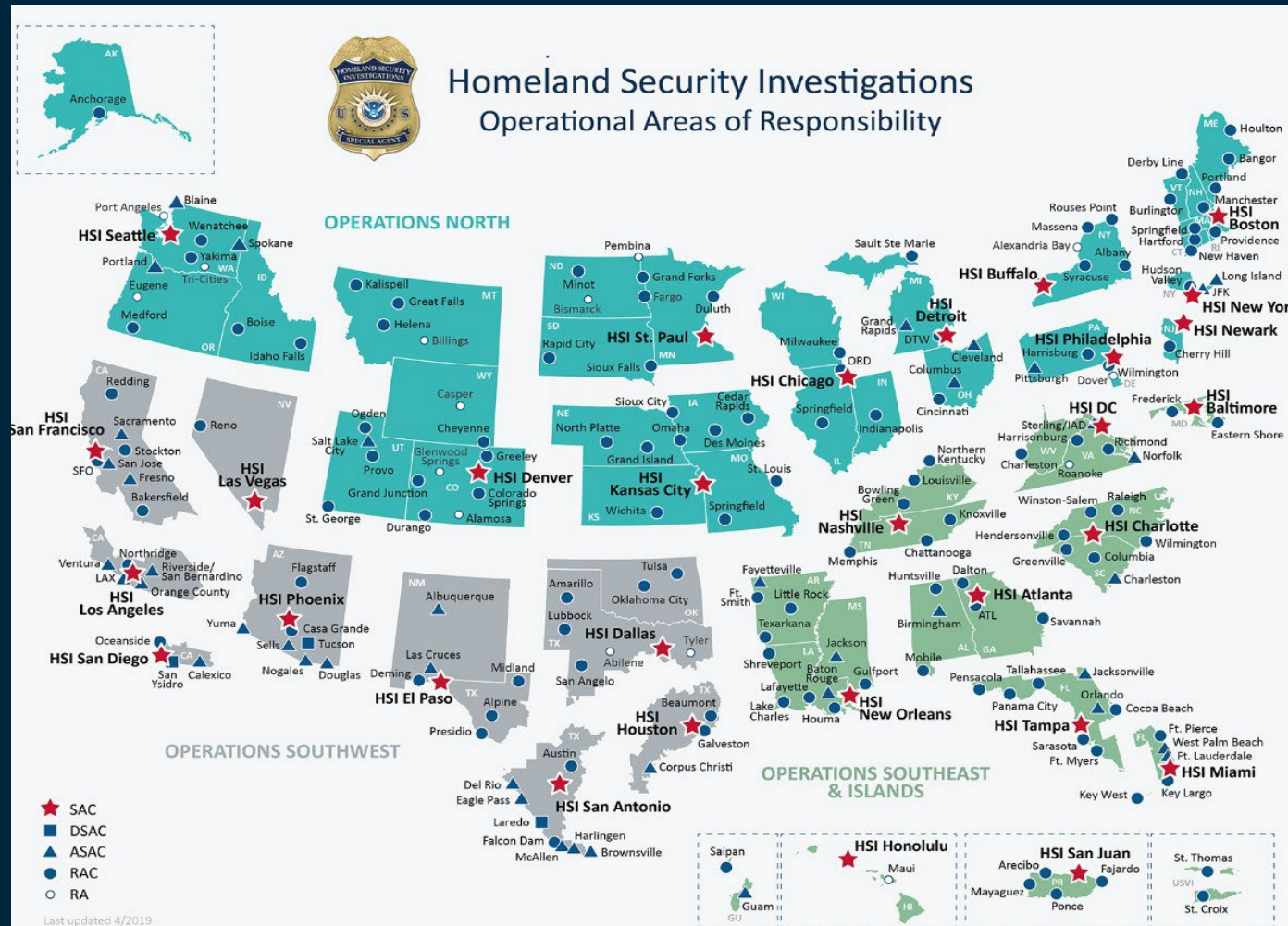
Most of HSI's 7,100+ special agents are assigned to one of HSI's Special Agent in Charge (SAC) offices or multiple sub-offices located in over 220 cities across the nation. HSI's domestic footprint is supplemented by over 2,800 task force officers representing key strategic federal, state, and local partners in the fight to combat transnational criminal organizations.

HSI's international force is DHS's largest investigative presence abroad, anchored by over 220 special agents assigned to U.S. embassies, consulates, and combatant commands around the globe. With over 80 international offices in more than 50 countries, HSI has one of the largest international footprints in U.S. law enforcement.



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DOMESTIC FIELD OFFICES



INTERNATIONAL OFFICES



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Pre-employment Physical Fitness Test (PFT-P)

The PFT-P consists of four individual timed events, performed correctly, in the order listed below, with no more than 5 minutes between exercises, and requires a minimum score for each:

- 1. 32 sit-ups in 1 minute or less.**
- 2. 220-yard sprint in 47.73 seconds or less.**
- 3. 22 push-ups in 1 minute or less.**
- 4. 1.5-mile run in 14 minutes 25 seconds or less.**



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FLETC

- The HSI Academy is responsible for providing basic and advanced training to HSI Special Agents in the most current and effective methods of conducting transnational criminal investigations.
 - The HSI Academy provides basic training in legal principles and investigative techniques through the HSI Special Agent Training (HSISAT) program that is completed by all HSI Special Agents.
 - Advanced training curriculum offered through the HSI Academy allows HSI Special Agents to hone their skills through specialized courses in multiple specific programmatic areas throughout their career.



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Initial Duty Location

- Applicants choose one location preference in USAJOBS.
- Locations are within all 30 Areas of Responsibility (AOR) nationwide.
- The duty location will be determined upon the final job offer (after passing the assessments and pre-employment and fitness clearances) based on the needs of the agency and availability of positions and funding.
- Requests to change SAC offices after an applicant has already been selected cannot be granted.
- Agents remain in the initial SAC office for at least 3 years, but may be reassigned within the AOR.



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A DAY IN THE LIFE OF A SPECIAL AGENT

- Early morning trash pulls
- Surveillance
- Signing up confidential informants
- Meetings and case presentations at the U.S. Attorney's Office
- Drafting affidavits for search or seizure warrants
- Interviewing victims, witnesses, and targets
- Analyzing database results, bank records, etc.
- Documenting work in reports of investigations
- Preparing to testify
- Trial preparation and trial
- Conducting enforcement actions including executing search warrants, making arrests, indictments, and convictions
- Preparing for media attention
- Every day differs and are often unpredictable



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Career Progression

- Full promotion potential to GS-13 – non-competitive
- Application, testing, and interview to promotional GS-14 Group Supervisor - competitive
- Application and interview to promotional GS-15 Assistant Special Agent in Charge - competitive
- Application and interview to promotional GS-15 Deputy Special Agent in Charge - competitive
- Senior Executive Service promotional opportunities - competitive



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Qualifications – Grade Level 7

Experience: One year of specialized experience at the GS-5 grade level or equivalent, related to the work of the position, such as:

- *Formal or on-the-job activities that support learning the principles, practices, procedures, objectives, and techniques of investigating*
- *Completing assignments, under supervision, that progressively develop skills to initiate, plan, and conduct investigations*
- *Observing and assisting in law enforcement and prosecutorial activities*
- *Assisting in preparation of documents related to various stages of the investigatory process*



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Qualifications – Grade Level 7 (continued)

OR

Undergraduate Education: *A bachelor's degree with Superior Academic Achievement. To qualify under Superior Academic Achievement, you must have completed the requirements for a bachelor's degree with a grade point average of 3.0 or higher on a 4.0 scale, class standing in the upper third of a graduating class or major subdivision, or membership in a national scholastic honor society.*

OR

Graduate Education: *Completion of at least one academic year of graduate-level education at an accredited college or university in a field of study which demonstrates the knowledge, skills, and abilities necessary to do the work of a GS-7 criminal investigator.*

OR

Combination of Education and Experience: *A combination of successfully completed post-high school education and experience. This will be calculated using your resume and unofficial transcripts or a list of courses/course hours submitted with your application.*



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Conditions of Employment

- U.S. citizen
- Selective service registration required for males
- Valid U.S. driver's license
- Successfully complete pre-employment requirements:
 - Background investigation
 - *which may include self funded travel to complete a polygraph*
 - Medical exam, Drug test, Interview, Physical Fitness Test
- No misdemeanor convictions for domestic violence
- Attend five-month training at FLETC in Glynco, GA
- Appointment must occur prior to 37th birthday*

**Certain exclusions apply for Preference Veterans and those currently in 6C covered Law Enforcement positions.*



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Requirements

- **One-Year probationary period**
- **Obtain and maintain a Top Secret Clearance**
- **Carry a firearm while performing duties**
- **Meet and maintain firearm proficiency**
- **Use of deadly force when necessary**
- **Reside within 50 miles of assigned duty station**
- **Willing to accept employment at the designated location**
- **Work in remote areas, at night, or in extreme weather conditions**



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5-Page Resume Limit

- Review the announcement and ensure your resume reflects the experience needed
- Include any relevant volunteer time
- Ensure dates of employment are clearly labeled
- Indicate hours worked each week, employer, position title, and series/grade for all prior federal positions; replace the latter with salary for all non-federal positions
- Show all experiences and accomplishments under the job in which you earned it
- Use plain language and avoid using acronyms
- Consider limiting training and certifications to those that are current, relevant and directly related to the position
- Prepare a separate list of professional and personal references to provide upon request



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QUESTIONS/COMMENTS

