

Police Officer (COVID-19)

DEPARTMENT OF HEALTH AND HUMAN SERVICES

National Institutes of Health

Open & closing dates

🕒 08/26/2020 to 08/31/2020

Service

Competitive

Pay scale & grade

GS 5 - 7

Salary

\$42,459 to \$68,368 per year

Appointment type

Permanent

Work schedule

Full-Time

Locations

15 vacancies in the following location:

Montgomery County, MD

Relocation expenses reimbursed

No

Telework eligible

No

This job is open to



The public

U.S. citizens, nationals or those who owe allegiance to the U.S.

Clarification from the agency

You must be a U.S. Citizen or U.S. National. Foreign nationals or legal permanent residents are not eligible for consideration.

Announcement number

NIH-ORS-DH-20-10882452

Control number

575434600

Duties

Summary

This position will support efforts related to the COVID-19 public health emergency. If you are a knowledgeable, talented, and motivated individual and have experience in the application of police methods and techniques, consider joining the Division of Police. The responsibility of the position is the investigation, apprehension, or detention of persons suspected of offenses against any criminal laws of the United States.

Responsibilities

If selected for the position, you will:

- Initiate and conduct thorough investigations of criminal acts and other offenses involving felonies and misdemeanors under Federal, State, local, and departmental statutes;
- Interview victims, suspects, and witnesses at crime scenes;
- Respond to alarms involving crimes in progress, and question individuals to determine the nature of the emergency;
- Conduct vehicle and foot patrols, investigate suspicious situations, and take appropriate action;
- Assist with the investigation of traffic accidents;
- Prepare testimony for presentation in court and follow through until final disposition;
- Assist injured victims, administer first aid, and call for medical assistance.

Travel Required

Occasional travel - You may be expected to travel for this position.

Supervisory status

No

Promotion Potential

7

Job family (Series)

0083 Police

<https://www.usajobs.gov/Search/Results?j=0083>

Requirements

Conditions Of Employment

- U.S. Citizenship requirement or proof of being a U.S. National must be met by closing date.
- Employment is subject to the successful completion of the pre-appointment process (medical/psychological examinations, background investigation, verification of qualifications/job requirements, completion of onboarding forms and required documents).
- Applicants must meet all qualification requirements by the closing date of this announcement.
- Males born after December 31, 1959 must be registered with the Selective Service.
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Applicants must possess and maintain a valid motor vehicle license or must be able to obtain a valid driver before a final offer of employment.

- Applicants must have the capacity to perform the essential functions of the position.
- Additionally, applicants must successfully complete all mandated Division of Police required training.
- This position is subject to the Lautenberg Amendment Gun Control Act of 1968, as amended, which prohibits access to firearms by people convicted of crimes involving domestic violence or any felonious act.
- Pre-employment drug testing is required.
- Shift work is required.
- This position works both inside and outside with possible exposure to inclement weather.
- This is an emergency employee position (Mission Essential).
- Required to travel 12 weeks for initial entrance level training at Federal Law Enforcement Training Center (FLETC). FLETC may be waived for eligible candidates. See additional information section.
- Physical Requirements - The Physical Efficiency Battery (PEB) is included as part of the applicant process and is a required element to qualify for employment. The PEB consist of a 1.5 mile run, sit and Reach, Bench Press, and Illinois Agility run.

Qualifications

For the GS-5 level: You must demonstrate in your resume at least one (1) year of specialized experience equivalent to at least the GS-04 level in the Federal service obtained in either the private or public sector, performing the following types of tasks: working as a security guard restricting access, verifying identification, and general crime prevention; assisting an officer on a police force; assisting in the techniques and procedures for the collection and preservation of evidence; assisting in the development of crime scene analysis techniques;

OR

You must have successfully completed a full 4-year course of study leading to a bachelor's degree in Police Science or a comparable degree program related to the work of the position;

OR

You must have a combination of post high school education and experience that meets 100% of the qualification requirements for this position.

For the GS-6 level: You must demonstrate in your resume at least one (1) year of specialized experience equivalent to at least the GS-05 level in the Federal service obtained in either the private or public sector, performing the following types of tasks: working as an officer on a police force; serving as a military police officer; performing criminal investigative duties for misdemeanors and felonies; performing law enforcement in parks, forests, or other natural resource or recreational environments.

For the GS-7 level: You must demonstrate in your resume at least one (1) year of specialized experience equivalent to at least the GS-06 level in the Federal service obtained in either the private or public sector, performing the following types of tasks: working as an officer on a police force; serving as a military police officer; performing criminal investigative duties; safeguarding dignitaries and other high-ranking officials; performing law enforcement in parks, forests, or other natural resource or recreational environment; and experience may include training new employees in proper procedures.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

Do not copy and paste the duties, specialized experience, or occupational assessment questionnaire from this announcement into your resume as that will not be considered a demonstration of your qualifications for this position.

Preview assessment questionnaire before you apply: <https://apply.usastaffing.gov/ViewQuestionnaire/10882452>
(<https://apply.usastaffing.gov/ViewQuestionnaire/10882452>)

Education

If you qualify based on education in lieu of specialized experience, you are strongly encouraged to submit a copy of your transcripts or a list of your courses including titles, credit hours completed and grades. Unofficial transcripts will be accepted in the application packages. Official transcripts will be required from all selectees prior to receiving an official offer. [Click here for information on Foreign Education](http://www.jobs.nih.gov/announcement-links/foreigned.htm) (<http://www.jobs.nih.gov/announcement-links/foreigned.htm>)

Additional information

If you are unable to apply online or need to fax a document you do not have in electronic form, view the following link for information regarding an [Alternate Application](https://help.usastaffing.gov/Apply/index.php?title=Alternate_Application_Information) (https://help.usastaffing.gov/Apply/index.php?title=Alternate_Application_Information)

- This position is designated as an "emergency essential" position and the selected candidate will be considered an "emergency essential" employee and will be required to be available, ready, willing, and able to report for duty under all circumstances (e.g., inclement weather, government closings and holidays, lapses in appropriations, non-emergency and emergency situations) for operation 24 hours a day and 365 days per year coverage.
- We are unable to pay relocation expenses.
- A one-year probationary period may be required upon selection/placement.
- NIH may repay certain outstanding Federally-insured student loans to facilitate the recruitment and retention of highly qualified people. Recipients will be determined on a case-by-case basis based on organizational need, specific case justification, and budget limitations.
- A newly appointed or reappointed employee may receive service credit for prior work experience or active duty uniformed service that otherwise would not be creditable for the purpose of determining his or her annual leave accrual rate. All creditable service must be directly related to the duties of the position being filled and decisions to allow for such credit must be finalized prior to the selectee's entrance on duty. Recipients will be determined on a case-by-case basis based on organizational need, specific case justification, and budget limitations.
- **FLETC training may be waived for candidates who are graduates of the FLETC Uniform Police Training Program (UPTP) or of a federal, state, or local accredited police training academy having the same or more training hours provided by the FLETC UPTP. The acceptance of the applicants UPTP, federal, state, or local law enforcement certification must be valid within two years of separation from the previous law enforcement agency and the applicant must be in good standing with their current or previous law enforcement agency.**
- This position requires (weekend hours, night shifts, regular or rotational shifts, holiday hours).
- For additional PEB information visit: <https://www.fletc.gov/physical-efficiency-battery-peb> (<https://www.fletc.gov/physical-efficiency-battery-peb>)..
- If selected, you will be covered by a bargaining unit (union).
- **This position is subject to a 10% retention incentive and uniform cleaning.**
- We may make additional selections for similar positions within the commuting area(s) of the locations listed through this vacancy announcement. By applying, you agree to have your application shared with any interested selecting official(s).
- The National Institutes of Health participates in the USCIS Electronic Employment Eligibility Verification Program ([E-Verify](http://www.dhs.gov/E-Verify) (<http://www.dhs.gov/E-Verify>)). E-Verify helps employers determine employment eligibility of new hires and the validity of their Social Security numbers.
- The NIH maintains a tobacco free work environment and campus.
- Must be able to perform the essential duties of the position, with or without reasonable accommodation.
- Visit our [Applicant FAQs page](https://hr.nih.gov/jobs/applicant-faqs) (<https://hr.nih.gov/jobs/applicant-faqs>)

for helpful information on the application process.

- Visit our [Total Compensation](https://hr.nih.gov/benefits/pay/total-compensation) (<https://hr.nih.gov/benefits/pay/total-compensation>) page for a detailed look into the benefits, awards, leave, retirement and other incentives employees may receive as part of a rewarding work environment.

How You Will Be Evaluated

Additional selections may be made for similar positions across the Department of Health and Human Services (HHS) within the local commuting area(s) of the location identified in this announcement. By applying, you agree to have your application shared with interested selecting official(s) at HHS. Clearance of CTAP/ICTAP will be applied for similar positions across HHS.

The position(s) advertised in this announcement are covered by a direct hire authority. Traditional rating and ranking of applicants, including category rating, does not apply to this vacancy. You will be initially evaluated against the basic qualifications only. Qualified applicants will be referred for consideration in accordance with the [Office of Personnel Management direct hire guidelines](https://www.opm.gov/policy-data-oversight/hiring-information/direct-hire-authority/#url=Overview) (<https://www.opm.gov/policy-data-oversight/hiring-information/direct-hire-authority/#url=Overview>). Veterans' Preference does not apply to positions covered by a direct hire authority.

To determine your qualifications and referral status, we may review your resume and supporting documentation and compare it against your responses to the vacancy questionnaire. Ensure you support your self-ratings by the information you provide in your application. We may verify or assess your qualifications at any time. Inflated or unsupported qualifications may affect your rating. Any misrepresentation or material omission of facts may be sufficient cause to end further consideration of your candidacy. Persons listed as having knowledge of your past accomplishments or experience in your application may be contacted for verification purposes at any time. Verification may, but need not, begin prior to receiving an offer.

To be considered well qualified for the purposes of the [Career Transition Assistance Program \(CTAP\)](https://hr.nih.gov/jobs/announcement-links/career-transition-assistance-program) (<https://hr.nih.gov/jobs/announcement-links/career-transition-assistance-program>) and the [Interagency Career Transition Assistance Program \(ICTAP\)](https://hr.nih.gov/jobs/announcement-links/interagency-career-transition-assistance-program) (<https://hr.nih.gov/jobs/announcement-links/interagency-career-transition-assistance-program>), you must be able to satisfactorily perform the duties of the position upon entry and substantively exceed the basic qualifications and meet all eligibility, physical, medical, suitability, and all other requirements.

Background checks and security clearance

Security clearance

[Other](https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)
(<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>)

Drug test required

Yes

Position sensitivity and risk

[Noncritical-Sensitive \(NCS\)/Moderate Risk](https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)
(<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>)

Trust determination process

[Suitability/Fitness](https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)
(<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>)

Required Documents

REQUIRED FOR ALL APPLICANTS

RESUME:

Your resume must thoroughly describe how your skills and experiences align to the criteria defined in the "Qualifications" section of this announcement and it must support your responses to the assessment questionnaire. We cannot assume you have performed the necessary experience required for this position regardless of your

employment history or academic career.

To ensure all of the essential information is in your resume, we encourage you to use the [USAJOBS online Resume Builder](https://www.usajobs.gov/Help/how-to/account/documents/resume/build/)

r. If you choose to use your own resume, you must ensure it contains all of the required information and you organize it so we can associate the following information for each experience/position:

1. Job title
2. Name of employer
3. Beginning and ending dates of employment (month/day/year format)
4. Hours worked per week. We will assume full-time unless otherwise stated. We will prorate part-time employment in crediting experience.
5. Detailed description of job duties, accomplishments, related skills, and responsibilities to include any supervisory/managerial responsibilities and number of staff supervised (if applicable)
6. Series and grade or equivalent (if a federal position)

If the position has an education requirement or you are qualifying on the basis of education, you must list your education history including the type of degree and your major of study. If the position requires a certain number of credit hours, you are strongly encouraged to list the relevant courses in your resume.

Do not include a photograph or video of yourself, or any sensitive information (age, date of birth, marital status, protected health information, religious affiliation, social security number, etc.) on your resume or cover letter. **We will not access web pages linked on your resume or cover letter to determine your qualifications.**

For resume writing guidance, please visit the following resources: [NIH Jobs website](https://jobs.nih.gov/jobsearch/FederalResume.htm) (<https://jobs.nih.gov/jobsearch/FederalResume.htm>), [USAJOBS Resource Center](https://www.usajobs.gov/Help/how-to/account/documents/resume/) (<https://www.usajobs.gov/Help/how-to/account/documents/resume/>), and the [USAJOBS Resume Writing Video Tutorial](https://www.youtube.com/watch?v=8YX7o1PB0Fk) (<https://www.youtube.com/watch?v=8YX7o1PB0Fk>)

ASSESSMENT QUESTIONNAIRE:

You must submit a completed assessment questionnaire.

Unless otherwise stated, we will only use the information above to determine your qualifications. Not providing the required information may result in a determination that you do not meet minimum requirements for the position (e.g., an ineligible rating) or a lower rating.

REQUIRED DOCUMENTATION FOR CAREER TRANSITION CLAIMS

Visit our websites to claim selection priority through the Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP):

- CTAP: <https://jobs.nih.gov/announcement-links/CTAP.htm> (<https://jobs.nih.gov/announcement-links/CTAP.htm>)
- ICTAP: <https://jobs.nih.gov/announcement-links/ictap.htm> (<https://jobs.nih.gov/announcement-links/ictap.htm>)

If you do not provide the required information, we will assume you are not eligible or you do not wish to be considered for any preference or eligibility.

Please do not submit any other supplementary documentation that is not requested of you. To protect your personal information, we will only send your resume and cover letter to the selecting official or hiring manager.

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 [schools accredited by accrediting institutions recognized by the U.S. Department of Education](http://www.ed.gov/admins/finaid/accred/) (<http://www.ed.gov/admins/finaid/accred/>).

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.

Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](https://www.usa.gov/benefits-for-federal-employees#item-36407) (<https://www.usa.gov/benefits-for-federal-employees#item-36407>)
- [Healthcare insurance](https://www.opm.gov/healthcare-insurance/) (<https://www.opm.gov/healthcare-insurance/>)
- [Pay and leave](https://www.usajobs.gov/Help/working-in-government/pay-and-leave/) (<https://www.usajobs.gov/Help/working-in-government/pay-and-leave/>)

<https://hr.nih.gov/benefits>

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How to Apply

To apply for this position, please read and follow all instructions in this announcement, complete the online application, and submit the documentation specified in the "Required Documents" section. Your complete application package must be submitted by 11:59 PM Eastern Time (ET) on 08/31/2020 to receive consideration.

1. **To begin, click Apply to access the online application.** You will need to be logged into your USAJOBS account to apply.
2. **Follow the prompts to select your resume and/or other supporting documents to be included with your application package.** See the "Required Documents" section for any additional forms and/or supplemental materials required.
3. **Read all Eligibility questions and respond accordingly to any Eligibility you wish to claim.** You will only be considered for those Eligibility questions (Status Applicant, Reinstatement, Schedule A, etc.) you respond in the affirmative to, regardless of what documentation you submit. We cannot assume you intended to respond differently to a question based on other information in your application package.
4. **Complete the assessment questionnaire.** Applicants are asked all questions regardless of their consideration preferences. We will only consider you for the grades, series, locations, specialties, and other considerations that you self-identify as being qualified for or interested in. Preview assessment questionnaire before you apply: <https://apply.usastaffing.gov/ViewQuestionnaire/10882452> (<https://apply.usastaffing.gov/ViewQuestionnaire/10882452>)
5. **Verify all required documentation is included in your application package,** review your responses to the assessment questionnaire for accuracy, and then submit your application.

In addition to the required documents, we encourage you to submit a cover letter, copy of your transcripts, and any applicable certifications or licenses. Even though this information is not required at the time of application, we may request this information later.

We cannot assume responsibility or grant extensions for personal issues (e.g., troubles navigating the application

process, loss of internet, not understanding a question) when applying to our announcements. For technical difficulties, contact HR Systems Support between 8:00 AM and 4:30 PM ET Monday through Friday at hrss@nih.gov (<mailto:mailto:hrss@nih.gov>).

If you need any other accommodation or assistance with applying, please contact Sean Stroud at strouds@mail.nih.gov. Requests for reasonable accommodations must be made before the announcement closing date.

[NIH's EEO and Diversity and Inclusion Policy Statement](https://www.edi.nih.gov/blog/news/nih-director-2017-eeo-and-diversity-and-inclusion-policy-statement)

(<https://www.edi.nih.gov/blog/news/nih-director-2017-eeo-and-diversity-and-inclusion-policy-statement>)

[Visit the NIH's Office of Equity, Diversity, and Inclusion site](https://www.edi.nih.gov/)

(<https://www.edi.nih.gov/>)

for information on NIH's EEO program, Reasonable accommodation procedures, laws, policy statements, and the operation of the EEO complaint process.

Agency contact information

 Sean Stroud

Phone

[301-451-6822](tel:301-451-6822)
(<tel:301-451-6822>)

Email

strouds@mail.nih.gov
(<mailto:strouds@mail.nih.gov>)

Address

National Institutes of Health
2115 East Jefferson Street
Rockville, MD 20851
US

[Learn more about this agency](#)

([#agency-modal-trigger](#))

The National Institutes of Health (NIH), a part of the U.S. Department of Health and Human Services, is the largest biomedical research funding organization in the world. NIH is made up of 27 Institutes and Centers, with a specific research agenda, often focusing on particular diseases or body systems. NIH employs approximately 18,000 employees in varied occupations, all supporting research efforts that improve health and save lives. For more information on NIH's mission and goals, and its 27 Institutes and Centers, visit the [NIH website](http://www.nih.gov/about/) (<http://www.nih.gov/about/>).

The positions are located in the National Institutes of Health, Office of the Director, Office of Research Services, Division of Police, Police Operations Branch in Bethesda, Maryland. For more information, please visit <http://www.ors.od.nih.gov/Pages/home.aspx>

Visit our careers page

Learn more about what it's like to work at National Institutes of Health, what the agency does, and about the types of careers this agency offers.

<https://hr.nih.gov/working-nih/work-life/>
(<https://hr.nih.gov/working-nih/work-life/>)

Next steps

Once you submit your application package, you will receive an acknowledgement email. You will be notified of the status of your applications via email. In addition, you can track the progress of your application package through your [USAJOBS account](https://www.usajobs.gov/) (<https://www.usajobs.gov/>).

At the discretion of the agency, you may be contacted via phone or email for an interview or to provide additional information up to several months from the closing date of the announcement. Please ensure you have provided accurate contact information. To remain in consideration, you must respond in a timely manner to our correspondence and requests for documentation or information throughout the hiring process.

Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](https://www.eeoc.gov/federal/fed_employees/index.cfm) (https://www.eeoc.gov/federal/fed_employees/index.cfm)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about [disability employment and reasonable accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/) (<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>) or [how to contact an agency](https://www.usajobs.gov/Help/how-to/application/agency/contact/). (<https://www.usajobs.gov/Help/how-to/application/agency/contact/>)

Legal and regulatory guidance

[Financial suitability](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>)

[Social security number request](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>)

[Privacy Act](#)

[\(https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/\)](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/)

[Selective Service](#)

[\(https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/\)](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/)

[Signature & False statements](#)

[\(https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/\)](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/)

[New employee probationary period](#)

[\(https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/\)](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/)