DEPARTMENT OF THE TREASURY
FINANCIAL CRIMES ENFORCEMENT NETWORK

# PUBLIC NOTICE

***Become part of the team that safeguards the financial system from the abuses of financial crime. At the Financial Crimes Enforcement Network, we are at the forefront in preventing and detecting terrorist financing, money laundering, and other financial crime. Serve at the nation's financial intelligence unit and protect the United States financial system from criminals and terrorist financiers*.**

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| **PUBLIC NOTICE NUMBER** | **:** | FINCP/08-78332EBB |
| **OPENING DATE** | **:** | February 11, 2008 |
| **CLOSING DATE** | **:** | March 12, 2008 |
| **POSITION TITLE, SERIES & GRADE** | **:** | Deputy Assistant Director for International Liaison, GS-301-15 |
| **PROMOTION POTENTIAL** | **:** | Full performance level is GS-15 |
| **NUMBER OF VACANCIES** | **:** | One |
| **POSITION INFORMATION** | **:** | Full time / Permanent |
| **SALARY RANGE** | **:** | $115,317.00 – $149,000.00 per annum |
| **ORGANIZATION** | **:** | Department of the Treasury<br>Financial Crimes Enforcement Network (FinCEN)<br>Analysis and Liaison Division<br>Office of International Programs |
| **DUTY STATION** | : | Vienna, Virginia |
| **APPLICATIONS ACCEPTED FROM** | : | All qualified applicants (All sources). |

**Please note that: YOU <u>MUST</u> <u>SPECIFICALLY</u> <u>AND SEPERATELY</u> ADDRESS:**

**(A) <u>EACH</u>** of the **<u>EVALUATION CRITERIA</u>** described in Section II of the announcement.

**(B) Any <u>SELECTIVE FACTOR</u>** (If indicated in Section I )

**IF THESE ARE NOT ADDRESSED YOUR APPLICATION WILL BE INCOMPLETE AND <u>YOU WILL NOT BE CONSIDERED</u>.**

## SUMMARY OF DUTIES:

This position is in the Office of International Programs of the Analysis & Liaison Division of the Financial Crimes Enforcement Network. The incumbent serves in the capacity of Deputy Assistant Director for International Liaison and directs staff in conducting activities to foster an international network of financial intelligence units. This involves working on an interagency basis to implement national anti-money laundering initiatives, promote international anti-money laundering standards, and coordinate training and assistance to countries seeking to combat against financial crimes by putting in place anti-money laundering regulatory regimes and establishing financial intelligence units. Manages outreach initiatives involving important foreign partners involved with fighting financial crime, as well as key international organizations responsible for multilateral anti-money laundering/financial crime programs, including the Egmont Group, the Financial Action Task Force (FATF) and other FATF-style regional bodies, the U. N. Office of Drugs and Crime, the International Monetary Fund (IMF) and World Bank, the G7, and the Council of Europe. The incumbent provides a full array of supervisory oversight for a sizeable staff of specialists. Additionally, the incumbent participates significantly with the Assistant Director, Office of International Programs in the development of policies, plans, and program operations across the range of Office functions.

## BENEFITS

FinCEN offers flexible work schedules, a comprehensive leave program, 10 paid holidays, financial assistance to employees who use public transportation to commute, in-house training, reimbursement for approved outside training, telework opportunities, and eligibility for performance awards. FinCEN also offers attractive health, life, and long-term care insurance programs, and the employee's health insurance contributions are out of pre-tax dollars. Newer employees are covered by a three-tier retirement plan that includes a pre-tax retirement contribution program with matching funds or, as applicable, continuance in the Civil Service Retirement System. The office is located in a modern commercial building with a health unit and a fitness center (employees pay fitness center fee). The Vienna office has free parking and shuttle service to and from the Dunn Loring Metro station. All employees are assigned individual state-of-the-art computers.

## SECTION I: MINIMUM QUALIFICATIONS REQUIREMENTS TO BE CONSIDERED FOR THIS POSITION:

**Specialized Experience:** Applicants must have one year of experience at or equivalent to the GS-14 level that is relevant to managing or supervising a program involving international liaison, training and assistance, including the development of policies, plans, and/or operational strategies.

**Supervisory Requirements:** This is a supervisory position. Applicants must have demonstrated in their work experience or training that they possess, or have the potential to develop, the quality of successful supervision.

**U.S. Citizenship:** Applicants **MUST** be citizens of the United States and, if selected, present proof.

**Selective Service Registration:** If selected, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so.

## SECTION II: APPLICANTS WHO MEET MINIMUM QUALIFICATIONS REQUIREMENTS WILL BE RATED UNDER THE FOLLOWING "EVALUATION CRITERIA":

1. Knowledge relevant to the development, coordination, implementation and/or administration of programs involving an international framework of liaison, capacity building, information sharing, and technical assistance. **(Applicants must describe their experience that provided such knowledge.)**

2. Experience related to the development of policies, plans and operational strategies concerning international program activities.. **(Applicants must describe their experience related to the development of policies, plans, and operational strategies for international program activities.)**

3. Ability for managing the development of written products relevant to implementing international program activities, including such products as program guidelines, reports, and analyses of, and recommendations in response to, regulatory, legislative, program or policy proposals. (**Applicants must describe their related experience.)**

4. Ability to represent FinCEN in meetings and conferences to convey FinCEN's and the Treasury Department's interests, establishing cooperative working arrangements, and negotiating outcomes involving international organizations concerned with similar missions and programs. **(Applicants must describe the experience in such representational activities.)**

5. Ability to provide a wide range of management oversight and guidance through administrative and technical supervision to a staff of specialists serving as liaisons to other countries, and to coordinate FinCEN's technical assistance and work with other financial intelligence units, including planning and assigning work, identifying and assigning priorities, mentoring in the development of acceptable products, evaluating performance, promoting team building, constructively resolving disputes, and taking appropriate personnel actions. **(Applicants must describe their experience relevant to supervising, guiding or leading senior staff in related activities.)**

6. Knowledge or experience which demonstrates the ability to: (1) effectively implement federal equal employment opportunity policies, principles, and objectives; and (2) promote cultural and diversity awareness in the workplace. **(Please address your work-related experience, training, and personal experiences in regards to this factor.)**

**DO NOT** use one narrative statement to address all of the evaluation criteria. Each criteria **MUST** be addressed separately and reflect your specific experience/education that you feel equips you with the knowledge, skills, and abilities to perform the duties of the position for which you are applying.

**Note:** For applicants rated under this announcement, one rating process will be applied to both status and non-status candidates.

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**Basis of Rating:**

- Applicants will first be reviewed to determine if they meet the minimum qualification requirements in Section I.
- Those who do will be evaluated as to how well they meet the evaluation criteria in Section II.
- Qualified candidates will be assigned a score ranging from 70 to 100, and, as applicable, will be assigned additional points for veterans' preference.
- Applicants **MUST** provide detailed information related to the evaluation criteria in their application package in the form of clear, concise examples showing level of accomplishment and degree of responsibility.
- Applicants **MUST address each of the evaluation criteria** separately and attach it to their application/resume.

**APPLICATIONS THAT DO NOT SPECIFICALLY ADDRESS EACH OF THE EVALUATION CRITERIA WILL BE CONSIDERED AS INCOMPLETE AND WILL NOT RECEIVE FURTHER CONSIDERATION.**

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## SECTION III: CONDITIONS OF EMPLOYMENT FOR THIS VACANCY:

**Security Clearance:** This position has been designated national security Level IV, Special Sensitive. Applicants must possess a favorably adjudicated Single Scope Background Investigation (SSBI), and have been awarded a Top Secret clearance or be willing to undergo a Single Scope Background Investigation SSBI, and the SSBI must be favorably adjudicated. In addition, this position requires the applicant to be eligible to obtain access to sensitive compartmented information (SCI). Failure to successfully meet these requirements will be grounds for termination. Although individuals may be appointed prior to completion or updating of a full personal history SSBI, and certification of SCI eligibility, continued employment with FinCEN is contingent upon satisfactory completion of the SSBI, and certification of SCI, the results of which fully meet the FinCEN's special employment criteria. All employees are subject to satisfactory completion of periodic reinvestigation and a continuing life style in conformity with applicable national and FinCEN directives. Any unfavorable information developed during an investigation or other official inquiry may result in termination of employment in accordance with established security policy and procedures.

**Personal Identity Verification Credential:** In accordance with Homeland Security Presidential Directive 12 (HSPD-12), the selectee(s) must be eligible to receive a Personal Identity Verification (PIV) credential. If selected, you must:

1. Present two forms of identification, of which at least one must be a valid Federal or State government issued picture ID. For a list of acceptable identification, visit http://uscis.gov/graphics/formsfee/forms/files/i-9.pdf;

2. Receive a favorable background check which includes a successfully adjudicated FBI criminal history record check (fingerprint check) and a National Agency Check with Inquiries (NACI) or equivalent background investigation; and

3. Maintain eligibility for a PIV credential during your employment with the Department of the Treasury, Financial Crimes Enforcement Network as described above.

Failure to comply with the PIV credential process and if unable to verify the applicant's identity, may result in the loss of consideration for employment.

**Drug Screening:** This position is a Testing Designated Position. Satisfactory completion of the drug test is a condition of employment in this position and incumbents of this position will be, thereafter, subject to Random Drug Screening.

**Probationary Periods:** Employees who have not already completed one will need to successfully complete a one-year probationary period. Certain appointments may require the completion of an additional probationary period. Separate and apart from the general probationary period, individuals selected for supervisory positions will need to complete a one-year supervisory probation period, including appropriate supervisory training courses.

**Statement of Employment and Financial Interest** may be required.

**Direct Deposit:** Employees are required to participate in Electronic Funds Transfer for salary payments.

**Relocation Expenses:** Will not be paid.

**Before being hired, you will be required to sign and certify the accuracy of the information in your application. If you make a false statement in any part of your application, you may not be hired or you may be removed after you begin work.**

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## APPLICATION INFORMATION

## SECTION IV: REQUIRED APPLICATION MATERIALS

**Current employees of the Financial Crimes Enforcement Network (FinCEN) MUST include:**

- Either the OF 612 "Optional Application for Federal Employment", resume, or other written application format; and
- Separately address each of the evaluation criteria.

**All other applicants MUST include:**

- Either the OF 612 "Optional Application for Federal Employment", resume, or other written application format; and
- Separately address each of the evaluation criteria; and
- Attach a copy of their most recent SF-50, Notification of Personnel Action, or equivalent proof of current or prior competitive status, if you are a current or former Federal employee; and
- If you are a Veteran, submit a copy of your DD-214.

**Please download, complete, and submit the following optional forms**:

- SF-181, Race & National Origin Identification form, Rev 5-82. This form is located at www.opm.gov/forms - then open Standard Forms and select SF-181.
- SF-256, Self Identification of Handicap form, Rev 8/87. This form is located at www.opm.gov/forms - then open Standard Forms and select SF-256.

While completion of these forms is not mandatory, this information aids us in measuring the effectiveness of our outreach efforts.

To obtain a copy of the "Optional Application for Federal Employment - OF 612", log on to http://www.opm.gov/forms/pdf_fill/of612.pdf .

**See Section V for the specific information that MUST be included in your OF-612, resume, or other written application format. While we do not require a standard application form, we MUST have certain information to evaluate your qualifications and determine if you meet legal requirements for Federal employment. For detailed information refer to the "How to Apply" section on the OF-612. This is available at http://www.opm.gov/forms/pdf_fill/of612.pdf .**

Applicants who do not submit the required items will not be considered. It is the applicant's responsibility to provide documentation/proof of claimed qualification, education, veteran's preference, status (SF-50) and/or verification of eligibility for non-competitive appointment. Applicants will not be contacted for additional information if their applications are incomplete or inadequate.

## SECTION V: INFORMATION THAT MUST BE INCLUDED IN YOUR OF-612, RESUME, OR OTHER WRITTEN APPLICATION FORMAT (Refer to the "How to Apply" section on the OF-612. This is available at http://www.opm.gov/forms/pdf_fill/of612.pdf.

Job for which applying: Public Notice Number, title and the grade(s) for which you are applying.

Personal Information:
- Full name, mailing address (with zip code) and day/evening telephone numbers (with area code).
- Social Security Number.
- Country of citizenship.
- If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.

Education:
- High School name, city, state, and zip code, date of diploma or GED.
- Colleges and/or universities attended, city, state and zip code.
- Major field(s) of study.
- Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

Work Experience: for each paid or non-paid position held related to the job for which you are applying (do not attach job descriptions):
- Job Title (include series and grade if Federal job).
- Duties and accomplishments.
- Number of hours worked per week.
- Employer's name and address.
- Supervisor's name and telephone number.
- Starting and ending date of employment (month and year).
- Salary.
- Indicate if your current supervisor may be contacted.

Other Qualifications:
- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer software/hardware, typing speed, etc.)
- Job-related certificates and licenses.
- Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.).

**Applicants MUST provide the information required in the announcement, including sufficient information for evaluation of their qualifications and for determining whether they have had one year of relevant experience at the next lower grade to the grade for which applying. Please do not submit your application package in a notebook or binder or in disk format; include extraneous information; or enclose documents related to the above unless specifically requested.**

## SECTION VI: SUBMITTING APPLICATION MATERIALS:

Application materials should be mailed to:

**Financial Crimes Enforcement Network**
**Human Resources**
**Public Notice: FINCP/08-78332EBB**
**P.O. Box 39**
**Vienna, VA 22183-0039**

You may FAX your application including any required supplemental documentation (e.g., Evaluation Criteria, SF-50, DD-214, etc.) to (703) 905-5161. It must be received by midnight Eastern Standard Time (EST) on the closing date of this announcement, and you must indicate the announcement number for which you are applying. Feed all documents into your fax machine top first so that we receive them right-side up.

It is the responsibility of the applicant to ensure that all materials are received by FinCEN on time and that the materials submitted are properly received and readable. Your application will be considered incomplete and you will be found ineligible, if you fail to submit the required documentation as specified in the announcement or if the required documents for a complete application package are illegible.

**HOW TO APPLY:**
All application materials **MUST** be either postmarked (or if faxed, received) by the closing date of this Public Notice. Failure to provide timely, complete information will result in the applicant not receiving consideration for this position. Please do not submit original documents you may need in the future.

**For additional information, please call Charlene Freeman (703) 905-3904. TDD (703) 905-3839.**

**NOTES:**

- All application materials **MUST** be sent to the mailing address shown above or faxed to (703) 905-5161.
- All materials and the envelope **MUST** include the public notice number.
- Email documents will not be accepted.
- Applications are not to be mailed in U.S. Government "For Official Use Only" postage and fees paid envelopes. Individuals submitting materials using U.S. Government, "Official Use Only" postage and fees paid envelopes will not be considered for the vacancy.
- Applications will become part of the public notice case file and will not be returned to the applicant.
- Acknowledgment of receipt of the application will be sent to all applicants.

## SECTION VII: MATERIAL REQUIRED TO SUPPORT CONSIDERATION FOR VETERAN'S PREFERENCE OR NON-COMPETITIVE APPOINTMENT ELIGIBILITY.

Notate your application and include the required documentation if you are applying and eligible for a non-competitive appointment such as a 30% or More Disabled Veteran Appointment, Veterans' Readjustment Appointment, Severely Physically Handicapped Schedule A Appointment, or an appointment based on service as a former Peace Corps employee, etc.

If you are claiming Veterans' Preference, submit evidence of eligibility, such as, DD-214, Certificate of Release, Discharge from Active Duty, or Standard Form 15, Application for 10-Point Veterans' Preference, and the proof requested on the form.

## SECTION VIII: OTHER INFORMATION

### INFORMATION FOR APPLICANTS DISPLACED FROM POSITIONS WITH THE FEDERAL CIVILIAN SERVICE:

Career Transition Assistance Program (CTAP)/Interagency Career Transition Assistance Program (ICTAP) eligibles must also submit the following (**all four are required**):

1. An SF-50, Notification of Personnel Action, or other official documentation, which shows that you were declared displaced or surplus while serving as a career or career conditional competitive service employee, in tenure group 1 or 2, OR are a current or former Executive Branch agency employee in the excepted service serving on an appointment without time limit, at grades levels GS-15 or equivalent and below, and who has been conferred non-competitive appointment eligibility and special selection priority by statute for positions in the competitive service;

2. An SF-50, Notification of Personnel Action, or other official documentation which shows the position you may be or are being separated from has the same or higher promotion potential as that of the vacancy;
3. CTAP eligibles: a copy of your Reduction in Force (RIF) separation notice, notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area, Certificate of Expected Separation or other official notice indicating you are in a surplus organization or occupation or eligible for discontinued service retirement.

   ICTAP eligibles: a copy of your RIF separation notice, notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area, documentation showing you were separated as a result of a RIF or declining a directed reassignment or transfer of function outside the local commuting area, or a letter from OPM or your agency documenting other priority consideration status as described in 5 CFR 330.708(a)(2); and
4. A copy of a current (or last) performance rating of record of at least fully successful or equivalent (required unless you are an ICTAP eligible due to compensable injury or disability retirement).

In order for CTAP and ICTAP candidates to be determined well qualified, they must receive a minimum score of 85 on their responses to the evaluation criterion.

## REASONABLE ACCOMMODATION:

The Financial Crimes Enforcement Network provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

## THE FINANCIAL CRIMES ENFORCEMENT NETWORK (FINCEN) IS AN EQUAL OPPORTUNITY EMPLOYER:

All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor. To file a complaint of discrimination, contact FinCEN, Office of Outreach and Workplace Solutions on (703) 905-3990 or TDD (703) 905-3838.