



**HUMAN RESOURCES**

**3.1 Employment**

**CRIMINAL INVESTIGATOR CONVERSION PROGRAM (CICP)**

**A. Proponent:** Human Resources Division and the Training Division

**B. Purpose:** To provide policy and procedure to be followed for a GS-082 Deputy United States Marshal (DUSM) to be converted to the GS-1811 Criminal Investigator (CIDUSM) position. This directive also describes a parallel process for current GS-1811's who were selected through the merit promotion process to ensure fairness. There are three parts and each part is addressed separately as follows:

**Part I:** System for non-competitive conversion of current and reinstatement GS-082 DUSMs to the GS-1811 CIDUSM position;

**Part II:** Parallel system for those who attained GS-1811 status through competitive merit promotion; and

**Part III:** Development program which includes pre and post-Criminal Investigator Training Program (CITP) development activities. Also see the related material in United States Marshals Service (USMS) *Deputy Development Program* directive.

**C. Authority:** 28 CFR 0.111, 0.138, and 0.153 vests in the Director of the USMS the authority to take final action in matters pertaining to the employment, direction and general administration (including appointment, assignment, training, promotion, demotion, compensation, leave, classification, temporary hiring of experts and consultants, separations and approval of staffing requirements) of personnel in general schedule grades GS-1 through GS-15 and in wage grade positions, but excluding United States Marshal (USM) and attorney positions unless otherwise delegated.

**D. Policy:**

1. All interested and eligible GS-082 DUSMs will have the opportunity to be non-competitively converted to the GS-1811 CIDUSM position.
2. All current GS-1811 CIDUSMs at the GS-7, 9 and 11 levels, who were previously selected for the GS-1811 through the competitive process, will be considered in a parallel system so that they will have equal consideration for progression with those under non-competitive conversion.
3. All program participants will be afforded training and developmental assignments to enhance their ability to perform CIDUSM duties and responsibilities.

**E. Objective:**

1. The program re-establishes the USMS GS-082 to GS-1811 career path.
2. The program provides for a highly flexible workforce capable of responding to the full range of mission requirements.
3. The program ensures that successful participants have the requisite knowledge, skill and ability to carry out the duties of a full performance CIDUSM.
4. The program also enhances the ability of the USMS to attract and retain a highly motivated, service-oriented workforce capable of meeting today's challenges and of becoming tomorrow's law enforcement leaders.

**F. Conversion Process**

**PART I: SYSTEM FOR NON-COMPETITIVE CONVERSION OF CURRENT AND REINSTATEMENT GS-082 DUSM TO THE GS-1811 CIDUSM POSITION**

**1. Eligibility**

- a. All GS-082 DUSMs, on board as of August 2006 including reinstatements, who have successfully completed DUSM training on or before October 30, 2006, will be eligible to participate in accordance with the procedures outlined in this directive.
- b. Conversion CITP class rosters will be formed based on DUSM graduation date. *(All participants, who have been reinstated as DUSMs will have the period of time away from the USMS added to their DUSM graduation date. This will result in a reconstructed DUSM graduation date for the purpose of attending CITP. Participants must have served for 3 years as a DUSM following DUSM graduation before they may be considered for CITP.)*
- c. In cases where there are insufficient CITP class seats for the same graduation date, the factors listed below will be used in the order listed to determine the roster.
  - 1) USMS entry on duty date
  - 2) Civil Service Computation Date
  - 3) Randomly generated number sequence in combination with social security number listed in reverse order
- d. In cases where there are not sufficient eligible candidates who have fulfilled the three (3) year requirement as a DUSM available to fill a CITP Conversion Class, DUSMs who have not met the three (3) year requirement may be permitted to attend that class. Selection of those DUSMs who have not met the three (3) year requirement will be made based upon the same criteria as outlined in section (F)(1)(c), above.

**2. Non-Competitive Conversion Sequence**

- a. Prior to attendance at the CITP, DUSMs will complete the required pre-CITP developmental activities set forth in Appendix I.
- b. DUSMs will attend CITP.
- c. The day following the successful completion of CITP, DUSMs who have met the three (3) year requirement, as outlined in (F)(1)(b), prior to attending the CITP Conversion Class will be converted non-competitively to the CIDUSM position at their current grade and in their current district. Those DUSMs who attended CITP Conversion Class before meeting the three (3) year requirement, as outlined in (F)(1)(d), above, will be converted non-competitively to the CIDUSM position on the day following the graduation date of the CITP class they would have attended after completion of their three (3) year requirement at their current grade and in their current district.

**3. Program Requirements**

- a. **On-line Data Verification:** DUSMs will be responsible to review and verify the accuracy of Marshals Service employment and training data. The verification process also allows the DUSM to indicate interest in becoming a CIDUSM through the non-competitive conversion process. Only persons indicating interest in participating in the program will be considered.
- b. **Pre-CITP:** A DUSM must successfully complete the Pre-CITP Criminal Investigator Development Plan including both the on-line writing program and the developmental

experiences listed in Part III. The completed plan must be submitted to the servicing Human Resource Specialist 30 days prior to the start of CITP by the CDUSM.

c. **Attendance at CITP**

- 1) A DUSM may attend CITP contingent upon availability of classes.
- 2) A DUSM is eligible to attend CITP not less than three years from the date of graduation from DUSM (or the date computed).

d. **FIT Requirement:** A DUSM will be required to have a current, passing FIT assessment to be eligible to attend CITP. A copy must be attached to the completed USM-279, CI Development Program form. Once at the Training Division, a candidate will be tested preceding CITP. A passing FIT assessment is required at the Training Division for continuance in CITP.

e. **Firearms Qualification:** A DUSM will be required to have a current, passing Firearms Qualification to be eligible to attend CITP. A copy of the completed Firearms Qualification form must be attached to the completed USM-279, CI Development Program form.

f. **Performance Rating:** A DUSM will be required to have a current performance rating of at least "Successful" to be eligible to attend CITP. A copy of the latest Performance Rating must be attached to the completed USM-279, CI Development Program form.

g. **Employee Relations/Internal Affairs Clearance:** A DUSM will be required to be cleared by Employee Relations and Internal Affairs to be eligible to attend CITP.

4. **Responsibilities:** DUSMs, Supervisory Deputy U.S. Marshals (SDUSMs), Chief Deputy U.S. Marshals (CDUSMs), U.S. Marshals (USM), the Human Resources Division and the Training Division have responsibilities under the CI Development Program:

a. **Deputy U.S. Marshals (GS-082)**

- 1) Complete the requirements of the USM-279, CI Development Program form
- 2) Complete on-line verification process
- 3) Pass FIT test in accordance with FIT standards
- 4) Pass Firearms Qualification
- 5) Have a current performance rating of at least "Successful"
- 6) Complete the pre-CITP development program and the post-CITP accelerated track of the Deputy Development Program

b. **Supervisory Deputy United States Marshals**

- 1) Verify the accuracy of the DUSM's completion of the developmental activity on the USM-279, CI Development Program form
- 2) Attempt at all times to provide consecutive development days instead of interrupting the assignment
- 3) To the maximum extent possible, obtain development opportunities for DUSMs and CDUSMs in other districts if it is not possible to receive the opportunity in district
- 4) Submit the USM-279, CI Development Program form for each eligible DUSM to Chief Deputy U.S. Marshal for certification

c. **Chief Deputy United States Marshals and United States Marshals**

- 1) Provide developmental opportunities to DUSMs so that they may complete the program requirements for the CI Development Program
- 2) Review and provide final certification that the DUSM has completed the CI Development Program Plan activities
- 3) Forward a signed USM-279, CI Development Program form to the appropriate HR Specialist to verify eligibility to attend CITP

d. **Human Resources Division**

- 1) Maintain register for all DUSMs eligible to attend CITP
- 2) Complete parallel review of current covered CIDUSMs to determine seniority for registration in OPREF, and eligibility, if any, for repromotion to highest grade previously held
- 3) Coordinate with Districts and the Training Division to ensure that those eligible to attend CITP are provided the opportunity

e. **Training Division**

- 1) Provide the opportunity for the DUSM to complete the required Writing Program as part of the pre-CITP CI Development Program
- 2) Monitor and update the CI Development Program and Deputy Development Program to ensure continuation, improvement and enhancement of the requisite knowledge, skills and abilities for CIDUSMs

5. **Special Circumstances**

- a. **Military Deployment:** If a DUSM is currently deployed, he or she will attend the next available CITP class upon return to duty at the USMS. Upon successful completion of CITP, the effective date of conversion to the 1811 series will be made retroactive to the original eligibility date. This will ensure adherence to the provisions of the Uniform Services Employment and Reemployment Rights Act (USERRA) and will ensure eligibility for promotion along with others who would have been in the original CITP class.
- b. **FIT Test Prior to CITP:** The DUSM must meet the minimum FIT standards 45 days prior to CITP. If the DUSM fails to meet the minimum FIT Standards, he or she will be able to retest not less than 45 days after the initial failure. If successful, he or she will go to the next available CITP class. If the DUSM fails to meet the minimum FIT Standards upon the second retest, he or she will go to the bottom of the conversion list for consideration.
- c. **Performance Improvement Plan (PIP):** If a DUSM is working under a PIP, he or she must successfully complete the requirements of the Improvement Plan and be rated as such. He or she will be eligible for the next available CITP class, but not earlier than the originally scheduled class.
- d. **Internal Investigation:** If a DUSM has an open/ongoing internal investigation, he or she will be eligible to attend the next available CITP class upon closure, but not earlier than the originally scheduled class.
- e. **Discipline:** Once a DUSM has completed any required reckoning period, he or she will be eligible to attend the next available CITP class, but not earlier than the originally scheduled class.
- f. **Personal Reasons for Not Attending CITP:** If a DUSM requests a deferral from

attending CITP based on personal reasons, he or she will need to present the situation to District management and obtain approval from the USM or the CDUSM for the deferral. He or she will be scheduled for the next available class when he or she is able to attend.

- g. **FIT Failure/Academic Failure/Firearms Failure While in CITP:** If a DUSM fails to meet the required FIT, Academic and/or Firearms standards while in CITP, he or she will be returned to the district as a GS-082 employee. He or she will be placed at the end of the list of conversion candidates. Upon proof of improvement in the failed area, and at the time his/her name is reached, he or she will be allowed to attend CITP one additional time under the conversion program.
- h. **Injury While in CITP:** If a DUSM is injured while in CITP, he or she will return to the district as a GS-082 employee. When the DUSM is medically cleared and passes the FIT Test, he or she will go to the next available CITP.
- i. **Personal Situation of a Catastrophic Nature While at CITP:** In the event of a personal catastrophic event while at CITP, as determined by the Training Division, the DUSM may be permitted to leave the Training Division. He or she will be rescheduled to attend the next available CITP when he or she is able to attend.
- j. **Relationship of the Office of Preference to CITP Graduates:** A newly converted CIDUSM may register in the Office of Preference (OPREF) following graduation. A newly converted CIDUSM must update OPREF to reflect his/her GS-1811 occupational series and to activate or inactivate any location preferences.

**6. Miscellaneous**

- a. **Funding for Guard Back Fill:** Districts that have a significant number of eligible DUSMs for a particular CITP class may request additional funding from FSD for the period of time the DUSMs are in CITP. This funding will be decided on a case by case basis by Financial Services Division.
- b. **Merit Promotion Examination Eligibility:** A DUSM, who may be eligible to compete for a GS-12 CIDUSM position during the period covered by the current Merit Promotion exam, will be afforded the opportunity to take the exam.

**PART II: Parallel System for Those Who Attained GS-1811 Status Through Competitive Merit Promotion**

**1. Program Requirements**

- a. As a new CITP class is concluded, a concurrent review will be conducted of current CIDUSMs who would have attended the class under non-competitive procedures based on their USMSI graduation date. As a result of this review, a CIDUSM's eligibility for the following will be determined:
  - 1) registration in the Office of Preference.
  - 2) repromotion to the highest grade formerly held as a DUSM. If repromoted under the parallel system, the CIDUSM must complete the Deputy Development Program. This will ensure that the CIDUSM obtains the training and development to ensure possession of the specialized qualifications to be repromoted to the higher grade.

**PART III: Criminal Investigator Development Program**

**1. Pre-CITP Program Requirements**

- a. The pre-CITP USM-279, *CI Development Program* form is linked at Appendix I.

- b. The completed pre-CITP USM-279, CI Development Program form must be submitted to the servicing Human Resource Specialist 30 days prior to the start of CITP by the CDUSM.
- c. Districts will provide pre-CITP development opportunities for current DUSMs at a minimum in the following development areas:

Development Areas	Pre-CITP Development Time (minimum)
Fugitive Investigations/Investigations	5 workday
Prisoner Handling	5 workday
Court Security	3 workday
Execute Court Orders (Criminal & Civil Process)	2 workday
Protective Assignments	2 workday
<b>On Line Writing Program:</b> Complete 30 days before CITP. Instructions for registration are available at the Human Resource Division website.	

**2. Post CITP Development Program**

- a. The Post-CITP Development Program is outlined in USMS directive, Deputy Development Program.
- b. DUSM and CIDUSM participants in the conversion program described in this policy directive are covered by the post CITP development requirements of USMS Deputy Development Program directive.

**G. Cancellation:** supersedes USMS Policy Directive 3.1, Employment: Criminal Investigator Conversion Program.

**H. Authorization and Date of Approval:**

**By Order of:**

**Effective Date:**

ISI  
John F. Clark  
Director  
U.S. Marshals Service

2/25/09

**Appendix I: Pre-CITP Criminal Investigator Development Program Form USM-279**

Note:

Minor changes - reflect the changes in the DUSM career path. Request made through email dated 09/29/09 from AD HRD - on file in folder.

Minor changes - due to formatting. Request made through email dated 2/27/09 from HRD - on file in folder.

(F)(1)(d) states, "...in A.3, above" and should be changed to (F)(1)(c), above

(F)(2)(c) states, "...as outlined in A.2," should be changed to (F)(1)(b)

## Employment

(F)(2)(c) states, "...as outlined in A.4, above" should be changed to (F)(1)(d), above

Under (F)(6)(a), change MBD to FSD per email request from ADO, 3/3/09

Cancelled/Archived Policy: [archive/Conversion 093009](#)