

RA Vacancies as of May 2018

Boston Field Office: 1 Vacancies

1 – GS-0511-7/9, FPL 12: Auditor

Chicago Field Office: 1 Vacancies

1 – GS-0301-9, FPL 9: Staff Assistant

Detroit Field Office: 2 Vacancies

2 – GS-0511-7/9, FPL 12: Auditor

Houston Field Office: 2 Vacancies

1 – GS-0511-7/9, FPL 12: Auditor

El Paso Satellite Office

1 – GS-0511-7/9, FPL 12: Auditor

Long Beach Field Office: 3 Vacancies

3 – GS-0511-7/9, FPL 12: Auditor

New York Field Office: 4 Vacancies

3 – GS-0511-7/9, FPL 12: Auditor

JFK Airport Satellite Office

1 – GS-0511-7/9, FPL 12: Auditor

Philadelphia Field Office: 2 Vacancies

2 – GS-0511-7/9, FPL 12: Auditor

Washington, DC Headquarters: 2 Vacancies

2 – GS-0511-7/9, FPL 12: Auditor

Grand Total of Vacancies: 17



U.S. Customs and Border Protection

Office of Trade Regulatory Audit *Helping ensure importer compliance*

FACT SHEET



WELCOME TO REGULATORY AUDIT

Regulatory Audit (RA) is part of the Office of Trade (OT) in United States (U.S.) Customs and Border Protection (CBP), Department of Homeland Security (DHS).

CBP works to ensure a fair and competitive trade environment where the benefits of trade compliance exceed the costly consequences of violating U.S. trade laws. A proactive, aggressive, and dynamic trade enforcement and facilitation system protects the American consumer and supports the benefits of international trade.

The OT Trade Vision is to protect the American public through the integrated enforcement of trade laws while promoting economic prosperity through a predictable and transparent business-to-government experience.

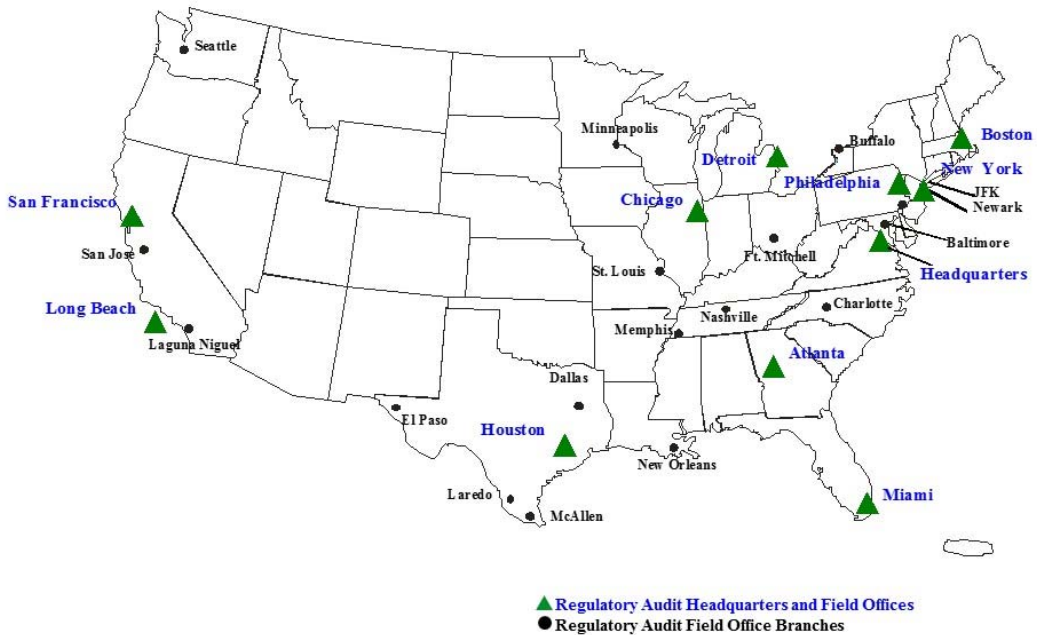
RA has over 300 auditors in offices throughout the U.S. who conduct audits as well as provide other professional services, including serving as subject matter experts in key areas (e.g., Free Trade Agreements, Antidumping, Intellectual Property Rights, etc.).

RA's mission is to conduct post-entry audits of importers and other private parties that interact with CBP and to provide other professional services in order to:

- Ensure compliance with laws and regulations and protect U.S. revenue
- Facilitate legitimate trade through partnerships and informed compliance activities
- Protect domestic industries from unfair trade practices
- Support enforcement cases and court actions
- Protect U.S. consumers from unsafe goods



Regulatory Audit Locations





U.S. Customs and Border Protection

Office of Trade
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FACT SHEET

CBP Auditor (GS-0511)



Duties: The auditor plans, conducts, and reports on a variety of complex audit assignments involving reviews of accounting systems pertaining to various business operations, which includes import operations.

Additionally, the auditor:

- Secures cooperation needed to coordinate, conduct, and complete assignments
- Reviews financial and importing, and other records
- Determines compliance with CBP regulations
- Prepares portions of audit reports which includes developing findings, citing applicable regulations, identifying problematic situations, and making recommendations

Required Skill Sets:

- Ability to clearly and effectively communicate ideas, orally and in writing, to support audit conclusions
- Knowledge of accounting and auditing concepts, practices, and techniques in order to audit multinational corporations
- Ability to research and assemble information, develop findings, and prepare reports
- Ability to research and interpret CBP laws and regulations
- Have a high degree of proficiency in automation skills. This presumes a fluency in the major business and professional software packages including word processing, spreadsheet, and database applications
- Exercise a high degree of autonomy and decision-making and make appropriate recommendations to the team leader to identify options or quantify potential violations
- Prepares audit documentation to ensure it meets professional audit standards and internal policies

Additional Information:

- Must have a degree with 24 semester hours of Accounting
- Must pass a background investigation and drug test
- Must be a U.S. citizen and meet CBP residency requirements
- Must have and maintain a valid state driver's license
- Overnight travel is required
- Mandatory training
 - In the first year, at a minimum, three weeks continuous training requiring
 - 80 hours cumulative training every two years that may or may not require
- Benefits:
 - Insurance
 - Thrift Savings Plan
 - Personal Leave and Paid Federal Holidays
 - Retirement Plan
 - Transportation Subsidies
 - For more information, go to www.dhs.gov/careers and select "Benefits"



travel
travel

How to Apply: Resumes and applications are accepted through USA Jobs: <https://www.usajobs.gov>

Statement of Service Requirements

- Letter needs to be on letterhead of the appropriate military branch of service
- Military service dates, including the expected discharge or release date
- Character of service

Other Useful Information

- Base to which assigned
- Name and Rank of service member
- SSN/pay grade
- DOB
- Decorations, Medals, Badges, Citations and Campaigns
- Contact info for Commander or Commander's representative



U.S. Customs and
Border Protection

STATEMENT OF SERVICE SAMPLE



DEPARTMENT OF THE NAVY

20 Nov 2015

From: Commanding Officer, LIST BASE HERE
To: Office of Human Resources

Subj: STATEMENT OF SERVICE FOR LIST NAME AND RANK HERE

1. This is to certify that LIST NAME AND RANK HERE is currently assigned LIST BASE HERE

2. The following information is provided:

- a. NAME OF SERVICEMEMBER: xxxxxxxxxxxx
- b. SSN/PAYGRADE: XXX-XX-XXXX/E6
- c. DATE OF BIRTH: xx/xx/xxxx
- d. BRANCH OF SERVICE: UNITED STATES NAVY
- c. ACTIVE DUTY SERVICE DATE: 18 JUL 1996
- d. EXPECTED DISCHARGE OR RELEASE DATE: 31 JUL 2016
- e. EXPECTED CHARACTER OF DISCHARGE: HONORABLE

3. Decorations, Medals, Badges, Citations and Campaign Ribbons Awarded or Authorized (All periods of service):
GOOD CONDUCT MEDAL, NAVY COMMENDATION MEDAL(2), NAVY ACHIEVEMENT MEDAL(S), ARMED FORCES EXPEDITIONARY MEDAL, GLOBAR WAR ON TERRORISM MEDAL, GLOBAR WAR EXPEDITIONARY MEDAL, RECRUITING SERVICE RIBBON AND MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL.

4. The above information is certified to be true. If there is any questions or concern please contact Commander or Commander's designated representative and contact info at xxxxxxxxxxxx.navy.mil or 952-857-xxxx.

Signed by commander or
commander's designated
representative

By direction



***Sample Schedule A Letter for Licensed Medical Practitioners
(The letter must be printed on “medical professional’s” letterhead and
must include a signature or it is invalid.)***

DATE:

FROM:

TO (Agency):

This letter serves as certification that (name of patient/applicant) is an individual with an intellectual disability, severe physical disability or psychiatric disability, and can be considered for employment under the Schedule A hiring authority 5 CFR 213,3102(u). Thank you for your interest in considering this individual for employment. I may be contacted at (authorized representative):

(Printed Name)

(Signature)

Organization Address, city, state/Phone