






It's Time to Come Home Fact Sheet



Know a former CBP Officer or Border Patrol Agent who's left the organization? Tell them CBP is Hiring, share the following information with them, and let them know..... it's Time to Come Home!

Follow these 5 steps to come home to CBP

There are just 5 easy steps to coming back to CBP:

-  **Step 1:** Applicants should submit a memo and resume addressed to the Chief Patrol Agent (CPA) or Director of Field Operations (DFO) in the location where he or she would like to work. If the applicant needs help finding the CPA or DFO contact information, they can contact a local USBP or OFO recruiter or the Office of Human Resources Management's (HRM) National Frontline Recruitment Command.
-  **Step 2:** If the sector or field office has vacancies and selects the applicant, they'll forward the applicant's resume to HRM's Hiring Center for processing.
-  **Step 3:** The Hiring Center will conduct a review of the applicant's qualifications and if the applicant is qualified, the Hiring Center will send the applicant a tentative offer of employment.
-  **Step 4:** The Hiring Center will then initiate pre-employment requirements (background investigation, polygraph, medical, and drug test.) Individuals with a prior polygraph may be granted reciprocity. Individuals who need to attend the Border Patrol Academy will also need to take a Fitness Test.
-  **Step 5:** Applicants receive a final offer of employment. Welcome Home!



**U.S. Customs and
Border Protection**

Office of Human Resources Management

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Frequently Asked Questions

Q1. Is there a waiver for someone who has already taken the polygraph?

A1: CBP's Office of Professional Responsibility (OPR) may apply waivers/reciprocity in the following circumstances:

- Applicant has an active TS-SCI clearance and is working with these materials as a regular part of their duties.
 - * OPR-Personnel Security Division to verify clearance.
- Applicant has passed a full scope federally administered polygraph exam within the last two years that meets guidelines of the National Center for Credibility Assessment, to include a quality control review.
 - * OPR- Credibility Assessment Division (CAD) must be able to verify the exam was similar in nature to that required by CBP.
- Applicant has passed a full scope federally administered polygraph exam within the last five years that meets all guidelines set by the National Center for Credibility Assessment, to include a quality control review, and (1) the applicant was hired for the position for which they were polygraphed, (2) the applicant is currently working in the position for which they were polygraphed, and (3) the applicant has been continuously employed by the agency for which the polygraph was administered.
 - * CAD must be able to verify the exam was similar in nature to that required by CBP.

Q2: Is the person hired back at their same grade (assuming the sector or field office has the vacancy)?

A2: This is dependent on a few factors, including what position they held after they left CBP. They will likely be hired at a position of equal grade (or higher) than the position they left at CBP. It is possible that the position(s) they held since leaving CBP may qualify them for a higher grade than their former CBP position. For instance, if someone left a GL-7 Border Patrol Agent (BPA) position and that person is now a GS-12 Law Enforcement Officer with another agency, they may now qualify at a higher grade level based on the experience they have gained and articulated in their resume. Additionally, if they left the CBP position when the Full Performance Level (FPL) of the position was GS-11, they are only eligible to be re-assigned back to the CBP position if they have competed for and received a position with a FPL of GS-12 (in order to match the current FPL of the BPA and CBPO position).

Q3: Is there a time limit — if someone has been gone 7 years, do they have more steps?

A3: Yes, the timeframe can make a difference. All former BPAs reinstated will be required to attend the Border Patrol Academy Basic Training* unless one of the following conditions is met at time of entrance on duty:

- The former BPA or CBPO has been separated less than three years; or
- The former BPA has been separated more than three years but less than five, and is currently employed as a law enforcement officer with another federal law enforcement agency.

*Note: If the Academy is required, then a Fitness Test is also required.

Q4: Can I apply to multiple sectors or field offices?

A4: Yes, you may apply to multiple sectors, however once you've accepted a tentative selection offer, that will cancel out any other outstanding applications.

Q5: Should I still apply to the Job Opportunity Announcement (JOA), as well?

A5: You may also apply to the JOA, but it is not necessary.

For more information, please contact the Office of Human Resources Management's Hiring Center via email: cbphiring-applicantinquiry@cbp.dhs.gov or phone: 952-857-2932.