

CBP Officer Frequently Asked Questions (FAQ) Qualifications and Other Requirements

QUALIFICATIONS

Q: How do I qualify for a GS-5 grade level position?

A: Applicants must have at least three (3) years of full-time general experience that demonstrates the ability to meet and deal with people and the ability to learn and apply a body of facts. Examples of such duties include explaining administrative requirements and procedures to others and screening forms to ensure that they are completed properly in accordance with requirements. Positions involving lead and supervisory duties or operating a business will also have provided the required knowledge, skills, and abilities. **The performance of predominately typing, filing, copying, messenger duties, or other purely mechanistic tasks, is not creditable as general experience, nor is experience in trades, crafts, or equipment operator work.**

Q: How do I qualify for a GS-7 grade level position?

A: Applicants must have one (1) year of full-time specialized experience that entailed performance of substantive duties in inspections work at borders, seaports, airports or other ports of entry and/or work involving preliminary screening of persons for entry and immigration status, or compliance/regulatory work. Inspections experience must have demonstrated the ability to apply specialized knowledge of the laws, regulations, and procedures for importing and exporting merchandise to and from the United States and/or law enforcement work at the local, State or Federal levels, which included dealing with persons suspected of entering the United States illegally. Compliance/regulatory work experience must have demonstrated the ability to collect, develop, and evaluate facts, evidence, and pertinent data in assessing compliance with or violations of laws, rules or regulations. Specialized experience is generally gained in the performance of the duties of the following kinds of positions in the private/public sectors: inspector, auditor, analyst, examiner, administrator, and investigator as well as some technicians and assistants.

Q: Can I qualify using my education?

A: Yes. Four (4) years of study in any field leading to a bachelor's degree in an accredited college or university is fully qualifying for the GS-5 level. For the GS-7 level, one (1) full academic year of graduate education, or a master's or higher degree is qualifying, or meeting the provisions of Superior Academic Achievement (SAA). See www.opm.gov/qualifications/SEC-II/s2-e5.asp#e4f for information on SAA.

Education obtained from a foreign university or college is not creditable unless evaluated by a member of the National Association of Credential Evaluation Services. See www.naces.org/members.htm for a list of organizations that provide this evaluation service. Education must be deemed equivalent to that gained in conventional U.S. higher education programs.

Q: Can I combine my experience and education?

A: Yes. If you do not qualify based on experience or education alone, you may be able to qualify based on a combination of your experience and education.

Follow the directions below in order to convert each to a percentage, and then add the percentages together to see if they total 100 percent. To determine your percentage of qualifying experience, you must divide your total number of months of qualifying experience by the required number of months of experience.

The GS-5 level requires 36 months, and the GS-7 level requires 12 months of full-time qualifying experience. To calculate your percentage of undergraduate education, divide your number of undergraduate semester hours by 120 or the number of quarter hours by 180. For GS-7, divide the number of graduate semester hours by 18, graduate quarter hours by 27, or by the school's definition of one year of graduate study. Finally, add your percentages of education and experience. The two

percentages must total at least 100 percent for you to qualify under the combination of experience and education.

Q: What should I include on my resume?

A: Your resume must describe your job-related qualifications is required and must be in English. It must contain your full name, address, phone number, and a detailed description of your duties and the dates you performed them (MM/DD/YY), as well as your work schedule and salary. To ensure your resume demonstrates that you meet the minimum qualifications, please refer to the document: CBP Officer Resume Aid and Reference Sheet.

OTHER REQUIREMENTS

Q: Do I need to be a U.S. citizen?

A: Yes. You must be a U.S. citizen.

Q: Is there an age requirement for this position?

A: Yes. The CBP Officer has a maximum entry age. Candidates must be referred for selection before reaching their 37th birthday in accordance with Public Law 110-161. The age restriction does not apply if you are a veteran preference eligible. If you are serving or have served in a federal civilian law enforcement position covered by Title 5 U.S.C. 8336(c) or Title 5 U.S.C. 8412(d) you may have sufficient service to meet the requirement. Transportation Security Administration (TSA) screeners' experience and military enlisted service do not meet this requirement. There are no other exceptions to Public Law 110-161 allowed.

Q: Is there a residency requirement?

A: Yes. CBP has a residency requirement that applies to all applicants other than current CBP employees. If you are not a current CBP employee, CBP requires that for the three (3) years prior to filing an application for employment, individuals must meet one or more of the following primary residence criteria:

1. Applicant physically resided in the United States or its protectorates or territories (excluding short trips abroad, such as vacations); or
2. Applicant worked for the U.S. Government as an employee overseas in a Federal or military capacity; or
3. Applicant was a dependent of a U.S. Federal or military employee serving overseas.

Exceptions may be granted to applicants if they can provide complete stateside coverage information required to make a suitability/security determination. Examples of state-side coverage information include: the state-side address of the company headquarters where the applicant's personnel file is located, the state-side address of the Professor in charge of the applicant's "Study Abroad" program, the church records for the applicant's overseas church missions, and/or the state-side addresses of anyone who worked or studied with the applicant while overseas. If selected for a position, applicants must provide this information when filing their application for employment.

Additionally, applicants must meet the residency requirement at the time they enter on duty.

Q: Do I need to have a driver's license for this position?

A: Yes. Applicants must possess a valid state driver's license at the time of appointment.