



U.S. Department of Justice
Executive Office for Immigration Review
Office of the General Counsel

5107 Leesburg Pike, Suite 2150
Falls Church, Virginia 22041

February 18, 2021

Via Email at foia@americanoversight.org

Austin R. Evers
American Oversight
1030 15th Street NW, Suite B255
Washington, DC 20005

Re: FOIA 2021-07047 Final Response

Dear Mr. Evers:

This letter constitutes our final response to your Freedom of Information Act (FOIA) request dated November 17, 2020 to the Executive Office for Immigration Review (EOIR) in which you seek:

1. Copies of any SF-50 forms for Tracy Short, reflecting any change in position or title, including when Mr. Short entered or left a position.
2. Records sufficient to identify any requests to OPM (including any approvals, rejections, or other responses from OPM) to appoint Mr. Short to a permanent competitive, non-political excepted service, or career SES position (including but not limited to any pre-appointment request checklist forms OPM 5000 or 5001, or other forms used for any such request, documentation submitted with any such request, and decisions conveyed in response to any such request).
3. Records sufficient to identify any requests to OPM (including any approvals, rejections, or other responses from OPM) under 5 CFR § 3318(a), (c)(1), for approval to pass over a preference eligible or object to an eligible for the position of EOIR Chief Immigration Judge (including but not limited to any forms SF-62 or other forms used for any such request, documentation submitted with any such request, and decisions conveyed in response to any such request).
4. Records sufficient to identify the number of applicants to the position of EOIR Chief Immigration Judge.
5. The resume or curriculum vitae (CV) submitted by Tracy Short in connection with any application or consideration for the position of EOIR Chief Immigration Judge.
6. Records reflecting all postings soliciting applications for the position of EOIR Chief Immigration Judge.

from January 1, 2020 through the date of search.

As you will recall, we issued a first response to you dated December 14, 2020 responding to paragraph 2 of your request.

With respect to paragraphs 1, 4, and 5 of your request, a search was conducted and records responsive to these portions of your request were located. We are granting partial access to the records.

Portions of the enclosed records have been redacted in accordance with FOIA Exemption 6, 5 U.S.C. § 552(b)(6), which concerns material the release of which would constitute a clearly unwarranted invasion of the personal privacy of third parties.

Additionally, portions of the enclosed records have been redacted in accordance with FOIA Exemption 7E, 5 U.S.C. § 552(b)(7)(E), which concerns records or information compiled for law enforcement purposes the release of which would disclose techniques and procedures for law enforcement investigations or prosecutions. FOIA Exemption 7E extends protection of information related to agency technology systems. *See Levinthal v. FEC*, 219 F.Supp.3d 1, 9 (D.D.C. 2016).

Upon review records responsive to paragraph 1 of your request, it was determined that these records originated from a different agency. Those records have been forwarded to the Department of Homeland Security for a release determination and direct response to you. To follow up on this portion of your request, please visit <https://www.dhs.gov/freedom-information-act-foia>.

With respect to paragraph 3 of your request, a search of our records did not locate any records responsive to this portion of your request.

With respect to paragraph 6 of your request, a search was conducted and one record responsive to your request was located. We are granting full access to the record.

For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirements of the FOIA. *See* 5 U.S.C. § 552(c) (2006 & Supp. IV 2010). This response is limited to those records that are subject to the requirements of the FOIA. This is a standard notification that is given to all our requesters and should not be taken as an indication that excluded records do, or do not, exist. *See* <http://www.justice.gov/oip/foiapost/2012foiapost9.html>.

You may contact the EOIR FOIA Public Liaison at (703) 605-1297 or EOIR.FOIArequests@usdoj.gov for any further assistance and to discuss any aspect of your request. Alternatively, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, Room 2510, 8601 Adelphi Road, College Park, Maryland 20740-6001; e-mail at ogis@nara.gov; telephone at (202) 741-5770; toll free at (877) 684-6448; or facsimile at (202) 741-5769.

If you are not satisfied with the Executive Office for Immigration Review's determination in response to this request, you may administratively appeal by writing to the Director, Office of Information Policy (OIP), United States Department of Justice, 441 G Street, NW, 6th Floor, Washington, D.C. 20530, or you may submit an appeal through OIP's FOIA STAR portal by creating an account following the instructions on OIP's website: <https://www.justice.gov/oip/submit-and-track-request-or-appeal>. Your appeal must be postmarked or electronically transmitted within 90 days of the date of this response to your request. If you submit your appeal by mail, both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal."

Sincerely,

SHELLEY O'HARA

Digitally signed by SHELLEY
O'HARA
Date: 2021.02.18 17:46:56 -05'00'

Shelley M. O'Hara
Attorney Advisor (FOIA)

USA Staffing®

StaffingClassificationReviewAdminReportsSearch

VACANCY 10602529

Vacancy (10602529)Amendment PackageAmendmentApplication Status CertificatesReview

Applicant Overview

Overview

Applicants (12)

Filter by Name/Email:Flagged/Reviewed:ASC:Clear

Search

Name	DOB	DOB (DD-MM-YYYY)		

TOUCHPOINT NOTIFICATIONS SENT

100%100%100%100%

APPLICATION RECEIVEDNOTICE OF RESULTSNOTICE OF REFERRALFINAL DISPOSITION

CLAIMED VETERAN'S PREFERENCE

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StaffingClassificationReviewAdminReportsSearch

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100%100%100%100%

APPLICATION RECEIVEDNOTICE OF RESULTSNOTICE OF REFERRALFINAL DISPOSITION

CLAIMED VETERAN'S PREFERENCE

TRACY SHORT

EXPERIENCE

Department of Homeland Security

- **Principal Legal Advisor, U.S. Immigration and Customs Enforcement (Mar. 2017-Present)**

Serve as the chief legal officer of U.S. Immigration and Customs Enforcement (ICE). Provide legal advice and counsel to the Acting Director and other members of ICE Leadership. Oversee legal services and litigation operations of the largest legal services program within the Department of Homeland Security, involving nearly 1,200 attorneys and more than 300 support staff in 25 field offices throughout the United States and at ICE Headquarters in Washington, DC. Member of the Senior Executive Service. Current security clearance: TS/SCI.

- **Senior Counselor to the Secretary of Homeland Security (Detailed Nov. 2017-Sept. 2018)**

Provided advice and counsel to the Secretary on matters of national security, border security, and immigration law and policy.

- **Senior Advisor to the ICE Acting Director (Jan. 2017-Mar. 2017)**

Provided advice and counsel to the Acting Director on matters of immigration law and policy.

United States House of Representatives, Committee on the Judiciary

- **Counsel for the Subcommittee on Immigration and Border Security (Sept. 2015-Jan. 2017)**

Provided legal advice and counsel to the Chairman of the Committee on the Judiciary and the Chairman of the Subcommittee on Immigration and Border Security on policy matters and legislative proposals related to immigration and border security; national security and alien terrorists; and visa security. Drafted proposed legislation. Prepared public statements by the Chairmen. Conducted oversight investigations of federal agencies and matters within the jurisdiction of the Committee and Subcommittee.

Department of Homeland Security, U.S. Immigration and Customs Enforcement

- **Deputy Chief Counsel, Atlanta Office of Chief Counsel (GS-15) (Jan. 2009-Sept. 2015)**

Managed client services and litigation operations in the Atlanta, Georgia ICE Office of Chief Counsel, in support of agency enforcement of federal immigration and customs laws. Personally directed litigation involving national security law, human rights violations, criminal aliens, and complex or novel issues of law. Instructor of trial advocacy and immigration practice at the ICE Academy. Supervised 15 attorneys and 8 support staff.

- **Acting Deputy Chief Counsel, Dallas Office of Chief Counsel (GS-15) (Feb. 2007-Jan. 2009)**

Managed client services and litigation operations in the Dallas, Texas ICE Office of Chief Counsel, in support of agency enforcement of federal immigration and customs laws. Supervised 10 attorneys and 5 support staff.

- **Special Assistant United States Attorney, N.D. Tex. (2005-2007); E.D. Tex. (2007-2008)**

Prosecuted criminal violations of the United States Code. Provided legal advice to the U.S. Attorney's Office and federal law enforcement agencies in matters related to criminal prosecutions involving aliens or violations of immigration law. Represented the United States in affirmative and defensive civil litigation involving ICE.

- **Senior Attorney, Dallas Office of Chief Counsel (GS-15) (2007-2008)**

Litigated complex cases involving national security law, human rights violations, significant fraud, and criminal aliens before the Executive Office for Immigration Review. Provided litigation support to the U.S. Attorney's Office in federal district court litigation involving immigration law. Served as team leader of the customs law enforcement unit.

- **Assistant Chief Counsel, Dallas Office of Chief Counsel (GS-14) (2003-2007)**

Litigated removal proceedings against aliens charged with violations of the Immigration and Nationality Act in adversarial administrative proceedings before the Executive Office for Immigration Review. Provided legal advice to ICE operational components.

United States Department of Justice, Immigration and Naturalization Service

- **Assistant District Counsel, Dallas Office of District Counsel (2001-2003)**

Litigated removal proceedings against aliens charged with violations of the Immigration and Nationality Act in adversarial administrative proceedings before the Executive Office for Immigration Review. Provided legal advice to INS operational components.

United States District Court for the Northern District of Texas—Dallas, Texas

- **Judicial Law Clerk for U.S. District Judge Robert B. Maloney (2000-2001)**

Conducted legal research and writing. Conferred with Judge Maloney on pending cases and recommended an appropriate course of action consistent with applicable law. Composed written opinions and orders of the court on behalf of Judge Maloney.

Louisiana Supreme Court—New Orleans, Louisiana

- **Judicial Law Clerk for Supreme Court Justice Chet D. Traylor (1999-2000)**

Conducted legal research and writing. Conferred with Justice Traylor on pending state criminal and civil appeals and recommended an appropriate course of action consistent with applicable law. Composed written opinions and orders of the court on behalf of Justice Traylor.

Louisiana Department of Justice, Office of the Attorney General—Lake Charles, Louisiana

- **Assistant Attorney General, Litigation Division (1998-1999)**

Represented and defended the State of Louisiana and its agencies in civil litigation filed in federal and state courts. Provided legal advice to agency clients. Areas of practice included medical malpractice, civil rights litigation, maritime law, and general liability. Engaged in legal research, pre-trial discovery, motions practice, settlement negotiations, and trial practice. Advocacy experience included first-chair jury trial counsel and appellate practice.

Indigent Defender Office for the Third Judicial District—Farmerville, Louisiana

- **Chief Counsel – Union Parish Indigent Defender Office (1997-1998)**

Served as the parish public defender. Represented and defended indigent persons charged with state felony and misdemeanor offenses. Advocacy experience included first-chair jury trial counsel and appellate practice. This was a contract position that allowed concurrent employment with the law firm of James M. Wilkerson, Attorney at Law.

James M. Wilkerson, Attorney at Law—Farmerville, Louisiana

- **Associate Attorney (1997-1998)**

Represented clients in civil law matters involving multiple practice areas, including personal injury law, medical malpractice, product liability, worker's compensation, Social Security disability, contract law, real estate transactions, and estate planning. Engaged in legal research, pre-trial discovery, motions practice, settlement negotiations, trial preparation, trial advocacy, and appellate practice.

Third Judicial District Court—Ruston and Farmerville, Louisiana

- **Judicial Law Clerk for District Judge James M. Dozier, Jr. (1995-1997)**

Conducted legal research and writing. Conferred with Judge Dozier on pending cases and recommended an appropriate course of action consistent with applicable law. Composed written opinions and orders of the court on behalf of Judge Dozier.

EDUCATION

Louisiana State University Law Center—Baton Rouge, Louisiana

Juris Doctor (1995)

Texas Christian University—Fort Worth, Texas

Bachelor of Arts: English and History (1990)

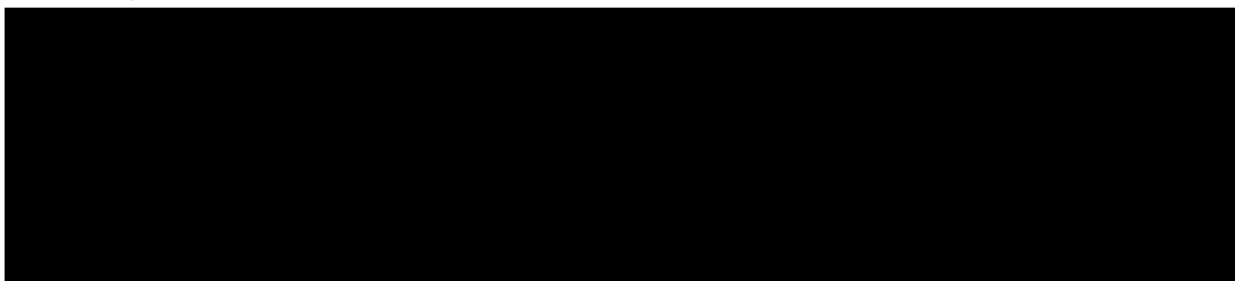
MEMBERSHIPS



Louisiana State Bar Association (1995)

Federal Bar: Western District of Louisiana, Northern District of Texas, Eastern District of Texas

AWARDS



Chief Immigration Judge

DEPARTMENT OF JUSTICE

Executive Office for Immigration Review

Overview

Open & closing dates

Opening and closing dates 10/03/2019 to 11/01/2019

Pay scale & grade

ES 00

Appointment type

Permanent

Service

Senior Executive

Salary

\$127,914 to \$192,300 per year

Work schedule

Full-Time

Locations

1 vacancy in the following location:

Falls Church, VA

Relocation expenses reimbursed

No

Telework eligible

No

This job is open to

Senior executives

Those who meet the five Executive Core Qualifications (ECQs).

Clarification from the agency

U.S. Citizens

Announcement number

ES-10602529-19-TW

Control number

547624600

Duties

Summary

This position is located in the Office of the Chief Immigration Judge, Executive Office for Immigration Review, U. S. Department of Justice. The Chief Immigration Judge is responsible for providing general supervision and direction of immigration judges and immigration court staff, as well as functioning as a key advisor to the EOIR Director on matters concerning the immigration courts.

Responsibilities

Duties include but are not limited to the following:

- Manages, coordinates, and supervises all immigration courts and staff.
- Designs and develops policies and procedures for the operation of the immigration courts; determines short and long range goals and objectives.
- Directs the implementation of efficient programmatic, performance, and communication goals; initiates and recommends adoption of new and alternative policies and procedures designed to improve operations.
- Determines and accounts for resource needs and allocates resources to accomplish mission.
- Manages and coordinates programmatic activities of immigration courts.
- May perform the duties of an immigration judge in areas such as removal proceedings; stays of removal, custody determinations, bond re-determinations and other adjudicatory functions.

Travel Required

50% or less - You may be expected to travel for this position.

Supervisory status

Yes

Promotion Potential

00

Job family (Series)

0905 Attorney

https://www.usajobs.gov/Search/Results?j_0905

Requirements

Conditions Of Employment

You must be a U.S. Citizen or National.

You must complete a background investigation, credit check, and drug test.

Selective Service Registration is required, as applicable.

Probationary period: May apply - For those entering the SES career service for the first time are subject to a one-year probationary period.

Will be required to file a Financial Disclosure.

Salary payments must be by direct deposit to a financial institution.

Managerial qualifications of those not a current or former SES employee must be approved by OPM before appointment.

Those who completed the Candidate Development Program (CDP) and have ECQ's certified by OPM must provide a copy with the application.

Qualifications

In order to qualify for the Chief Immigration Judge position, you must meet the following minimum qualifications:

Education: Applicants must possess a LL.B. or a J.D. degree.

-AND-

Licensure: Applicants must be an active member of the bar, duly licensed and authorized to practice law as an attorney under

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the laws of a U.S. state, territory, Puerto Rico or the District of Columbia (include the date of your admission to the bar).

-AND-

Experience: Applicants must be U.S. citizens and must have practiced as an attorney, post-bar admission, for a minimum of seven (7) years at the time the application is submitted with at least 1 year of experience at a level equivalent to the GS-15 in the Federal service.

Applicants must meet all qualifications and eligibility requirements by the closing date of the announcement.

IN DESCRIBING YOUR EXPERIENCE, PLEASE BE CLEAR AND SPECIFIC. WE MAY NOT MAKE ASSUMPTIONS REGARDING YOUR EXPERIENCE. If your resume does not support your questionnaire answers, we will not allow credit for your response(s).

For more information on the qualifications for this position, click [here \(http://www.opm.gov/qualifications/Standards/group_stos/gsaadmin.asp\)](http://www.opm.gov/qualifications/Standards/group_stos/gsaadmin.asp).

Executive Core Qualifications (ECQs):

ECQ 1- LEADING CHANGE. This core qualification encompasses the ability to develop and implement an organizational vision, which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity--to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.

Leadership Competencies: Creativity & Innovation, Continual Learning, External Awareness, Flexibility, Resilience, Service Motivation, Strategic Thinking, Vision

ECQ 2- LEADING PEOPLE. This core qualification involves the ability to design and implement strategies, which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.

Leadership Competencies: Conflict Management, Cultural Awareness, Integrity/Honesty, Team Building

ECQ 3 - RESULTS DRIVEN. This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.

Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility.

ECQ 4- BUSINESS ACUMEN. This core qualification involves the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.

Leadership Competencies: Financial Management, Technology Management, Human Resources Management

ECQ 5- BUILDING COALITIONS. This core qualification involves the ability to explain, advocate and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

Leadership Competencies: Influencing/Negotiating, Interpersonal Skills, Oral Communication, Partnering, Political Savvy, Written Communication.

Mandatory Technical Qualification Requirements:

In addition to the ECQs above, qualified candidates must possess the following technical qualifications. Possession of these technical qualifications must be clearly documented in your application package and should be addressed separately.

1. Comprehensive, professional knowledge of, and experience in immigration law and procedure, including regulatory, statutory, administrative and judicial case law, or the proven ability to become fully knowledgeable about a complex field of law and to apply that knowledge to specific cases. Temperament to serve as an immigration judge, experience handling complex legal issues, and knowledge of judicial practices and procedures.
2. Executive management and legal experience in court system management involving allocating, planning and directing of human and fiscal resources, supervision of staff, evaluation of program effectiveness and compliance with agency/organizational fair employment initiatives. Provides leadership to motivate and retain a productive, highly trained and

specialized corps of immigration judges, court staff, and national management staff.

3. Providing counsel or advice under challenging and sensitive domestic and international conditions, which may involve precedent and novel and complex foreign and domestic laws, covering a vast subject range that may substantially impact individuals and foreign governments and communicating counsel or advice to develop program and policy goals.

Education

ARE YOU USING EDUCATION TO QUALIFY? Education must be accredited by an accredited institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement). You **MUST** provide transcripts or other documentation to support your educational claims. Applicants can verify accreditation by clicking [here \(http://ope.ed.gov/accreditation/search.aspx\)](http://ope.ed.gov/accreditation/search.aspx). All education claimed by applicants will be verified by the appointing agency accordingly. (Note: If you are selected for this position based on education, an official transcript will be required, prior to your first day.) You must meet all qualification requirements by the closing date of this announcement.

Special Instructions for Foreign Education: If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show that the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in accredited U.S. education programs; or full credit has been given for the courses at a U.S. accredited college or university. For further information, click [here \(http://www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html\)](http://www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html).

Translated transcripts are required.

Additional information

Conditions of Employment: Only U.S. Citizens or Nationals are eligible for employment with the Executive Office for Immigration Review. Dual citizens of the U.S. and another country will be considered on a case-by-case basis. All DOJ applicants, both U.S. citizens and non-citizens, whose job location is with the U.S., must meet the residency requirement. For a total of three (not necessarily consecutive years) of the five years immediately prior to applying for a position, the applicant must have: 1) resided in the U.S., 2) worked for the U.S. overseas in a Federal or military capacity; or 3) been a dependent of a Federal or military employee serving overseas.

Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP): To be well qualified, you must satisfy all qualification requirements for the vacant position and (for scored examining) score 80 or better on established ranking criteria OR (for category rating criteria) rate equivalent to the Highly Qualified or better category using established category rating criteria and must submit proof of eligibility for the special selection priority. Additional information about CTAP/ICTAP eligibility can be found by clicking [here \(http://www.opm.gov/ctap/index.asp\)](http://www.opm.gov/ctap/index.asp).

EEO Statement (<https://www.usajobs.gov/Help/equal-employment-opportunity/>)

Reasonable Accommodation Statement (<https://www.usajobs.gov/Help/reasonable-accommodation/>)

Veteran's Preference: If you are entitled to veterans preference, you should indicate the type of veteran preference you are claiming on your resume. In order to verify your veteran preference entitlement, please submit a copy of the Member Copy 4 of your DD-214; official statement of service from your command if you are currently on active duty. If you are a disabled veteran, a Purple Heart recipient or claiming military spouse preference, you must submit a Standard Form 15, "Application for 10-Point Veterans Preference.

If you are unable to apply online or need to fax a document you do not have in electronic form, view the following link for information regarding an Alternate Application (http://help.usastaffing.gov/Apply/index.php?title=Alternate_Application_Information).

How You Will Be Evaluated

Once the application process is complete, a review of your resume and supporting documentation will be made and compared against your responses to the assessment questionnaire to determine if you are qualified for this job.

In order to be rated as meeting the minimum qualifications, we must be able to determine from your application package that you have the education and/or specialized or general experience that is required. Applicants who have qualifying experience performed on less than a full-time basis must specify the percentage and length of time spent in performance of such duties.

Background checks and security clearance

Security clearance

Top Secret (<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>)

Drug test required

Yes

Required Documents

To apply for this position, you must provide a complete Application Package by the closing date of this announcement, which includes:

1. Your Resume showing relevant experience; cover letter optional
2. A complete Assessment Questionnaire
3. For those entering SES career service for the first time **must** submit mandatory statements to address the Executive Core Qualifications (ECQ).
4. **All applicants are required to submit the Mandatory Technical Qualifications (MTQ) as well.**
5. Current SES **must** submit SF-50 and/or SES certificate to show current or prior service.

Note: Please ensure that your resume contains your full name, address, phone number, employment information such as: Employer name and location; From and to dates (or from date to present for current position), which include the month and year for each description of experience, with grade level held, if applicable, education, training etc.

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education (<http://www.ed.gov/admins/finaid/accred/>).

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](https://www.usa.gov/benefits-for-federal-employees#item-36407) (<https://www.usa.gov/benefits-for-federal-employees#item-36407>)
- [Healthcare insurance](https://www.opm.gov/healthcare-insurance/) (<https://www.opm.gov/healthcare-insurance/>)
- [Pay and leave](https://www.usajobs.gov/Help/working-in-government/pay-and-leave/) (<https://www.usajobs.gov/Help/working-in-government/pay-and-leave/>)

https://help.usajobs.gov/index.php/Pay_and_Benefits

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How to Apply

You must submit a complete application package by 11:59 PM (EST) on the closing date of the announcement.

* To begin, click Apply Online to create a USAJOBS account or log in to your existing account. Follow the prompts to select your USAJOBS resume and/or other supporting documents and complete the occupational questionnaire, which can be previewed here: <https://apply.usastaffing.gov/ViewQuestionnaire/10602529> (<https://apply.usastaffing.gov/ViewQuestionnaire/10602529>)

* Click the Submit My Answers button to submit your application package.

* It is your responsibility to ensure your responses and appropriate documentation is submitted prior to the closing date.

* To verify your application is complete, log into your [USAJOBS account](https://my.usajobs.gov/Account/Login) (<https://my.usajobs.gov/Account/Login>), select the Application Status link and then select the more information link for this position. The Details page will display the status of your application, the documentation received and processed, and any correspondence the agency has sent related to this application. Your uploaded documents may take several hours to clear the virus scan process.

* To return to an incomplete application, log into your USAJOBS account and click Update Application in the vacancy announcement. You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete.

Agency contact information

Tyler Walls Tyler Walls

Phone

816 426-5706 (tel:816 426-5706)

Email

Tylor.Walls@opm.gov (mailto:Tylor.Walls@opm.gov)

Address

Executive Office for Immigration Review
5107 Leesburg Pike
Ste. 1900
Falls Church, VA 22041
US

Learn more about this agency

https://www.usajobs.gov/GetJob/PrintPreview/547624600#agency_modal_trigger

If you are interested in a rewarding and challenging career, this is the position for you!

The Executive Office for Immigration Review (EOIR) seeks highly-qualified individuals to join our team of expert professionals in becoming a part of our challenging and rewarding Agency. The primary mission of the Executive Office for Immigration Review (EOIR) is to adjudicate immigration cases by fairly, expeditiously, and uniformly interpreting and administering the Nation's immigration laws. Under delegated authority from the Attorney General, EOIR conducts immigration court proceedings, appellate reviews, and administrative hearings. EOIR consists of three adjudicatory components: The Office of the Chief Immigration Judge, which is responsible for managing the Immigration Courts where Immigration Judges adjudicate individual cases; the Board of Immigration Appeals, which primarily conducts appellate reviews of these Immigration Judge decisions; and the Office of the Chief Administrative Hearing Officer, which adjudicates immigration-related employment cases.

Visit our careers page

Learn more about what it's like to work at Executive Office for Immigration Review, what the agency does, and about the types of careers this agency offers.

<http://www.justice.gov/eoir> (<http://www.justice.gov/eoir>)

Next steps

You will be notified of your application status during the hiring process, as applicable. You may check your application status by accessing the USAJOBS website and clicking "Application Status". The process may take up to 6 weeks.

The four points of notification are:

- Application Received or Application Incomplete
- Minimum Qualification Requirement Met/Not Met
- Eligible (Application Referred) or Eligible (Application Not referred)
- Selected or Not Selected

*Based upon your score, you may be referred to the hiring official. If your name is referred to the hiring official, you may be contacted directly by that office for a possible interview.

Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy And gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](https://www.eeoc.gov/federal/eeo_employees/index.cfm)
(https://www.eeoc.gov/federal/eeo_employees/index.cfm)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity

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announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about [disability employment and reasonable accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/) (<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>) or [how to contact an agency](https://www.usajobs.gov/Help/how-to/application/agency/contact/). (<https://www.usajobs.gov/Help/how-to/application/agency/contact/>)

Legal and regulatory guidance

Financial suitability

[\(https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/\)](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/)

Social security number request

[\(https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/\)](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/)

Privacy Act

[\(https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/\)](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/)

Signature & False statements

[\(https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/\)](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/)

Selective Service

[\(https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/\)](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/)

New employee probationary period

[\(https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/\)](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/)