UNITED STATES DISTRICT COURT
DISTRICT OF COLUMBIA PROBATION OFFICE

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TEMPORARY DUTY (TDY) ASSIGNMENT

Announcement Number: 26-DC-11

Position Title: UNITED STATES PROBATION OFFICER

TDY Location: Washington, DC

Position Information: Full-time, on-site
(More than one assignment may be available)

Area of Consideration: This temporary duty assignment is open to all current United States Probation Officers in the Federal Judiciary only with presentence investigation experience.

Purpose: To assist the district with presentence and investigation reports and to attend sentencing hearings on the completed reports.

Open Date: July 6, 2026

Closing Date: Open Until Filled

Duration of Assignment: No more than 60 days

How to Apply: To be considered for this temporary duty assignment, applicants are required to submit the following:

- A brief cover letter expressing your interest in the assignment and your experience preparing presentence investigation reports.
- A resume detailing all relevant experience, education, and skills.
- A letter from your Chief United States Probation Officer approving your participation in the temporary duty assignment.

Applications may be mailed/hand-delivered to:

United States Probation Office
Attn: Human Resources
333 Constitution Avenue, NW, Suite 2214
Washington, DC 20001-2866
Reference Announcement: 26-DC-11

or e-mailed to: jobs@dcp.uscourts.gov

For questions, please contact the Human Resources Department at 202-354-3200. For additional opportunities and information, please see our website: https://www.dcp.uscourts.gov/career-opportunities.

DUTIES AND RESPONSIBILITIES:

- Conduct investigations and prepare reports for the court with recommendations, which require interviewing offenders/defendants and their families, as well as collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statutes, *Federal Rules of Criminal Procedures*, and may include U.S. Sentencing Guidelines, Monographs, and relevant case law. Track legal developments and update staff and the court.
- Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Ensure compliance with *Mandatory Victims Restitution Act*.
- Analyze and respond to any objections. This may include resolving disputed issues and presenting unresolved issues to the court for resolution.
- Communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders'/defendants' behavior. Testify in court. Guide the work of staff providing administrative and technical assistance to officers. Knowledge of, and compliance with, the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- Other duties as assigned.

REQUIREMENTS:

- Knowledge of the roles and functions of the federal probation office. Knowledge of the roles, responsibilities, and relationships among the federal courts, U.S. Parole Commission, U.S. Marshals Service, Bureau of Prisons, U.S. Attorney's Office, Federal Public Defender's Office, and other organizations.
- Knowledge of federal law and the criminal justice system.
- Knowledge of investigative techniques and skill in investigating the backgrounds, activities, finances, and determining legitimacy of the income of defendants and person(s) under supervision. Knowledge of negotiation and motivation techniques.
- Knowledge of sentencing guidelines, statutes, Probation Monograph 107, and *Federal Rules of Criminal Procedure*. Knowledge of techniques in supervising defendants and person(s) under supervision. Skill in risk assessment and developing appropriate alternatives and sanctions.
- Skill in conducting legal research related to varied complex and difficult legal issues, related to sentencing and supervision. Skill in dealing with violent and/or difficult people. Skill in evaluating and applying sentencing guidelines. Ability to follow safety procedures. Ability to compile and summarize information (such as background checks and criminal histories) within established timeframes. Ability to discern deception and act accordingly.
- Skill in communicating (orally and in writing) and working with judges, attorneys, other law enforcement agencies, and correctional agencies. Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds, including law

enforcement and collateral agency personnel at different government levels, community service providers, defendants, and person(s) under supervision. Ability to interview and establish rapport with contacts at collateral agencies, defendants, person(s) under supervision, their families/support systems, and others for the purpose of supervision and investigation.

- Skill in the use of automated equipment, including mobile devices, word processing, spreadsheet, and database applications, and various other types of software. Ability to utilize computer software and automated systems to perform record checks, record urinalysis results, compile criminal history information, and similar activities. Skill in interpreting and analyzing data from a variety of investigative databases.
- Travel is required.

TRAVEL, LODGING, MEALS, AND INCIDENTALS:

In accordance with the Guide, Volume 19, Chapter 4, Section 420.40, TDY travel is pre-authorized official travel to a location outside a traveler's local commuting area. Expenses are reimbursable consistent with these regulations. The United States Probation Office for the District of Columbia will issue a travel authorization for the selected candidate(s) to include airfare, lodging, and meals and incidental expenses.

In accordance with the Guide, Volume 19, Chapter 4, Section 430, travelers may claim actual lodging expenses up to the published maximum allowable daily lodging rate for the TDY location where lodging is authorized. Generally, a traveler will be reimbursed lodging expenses for a non-workday (i.e., federal holiday, weekends) if: (1) the official travel status requires him or her stay to include a non-workday, and (2) the authorizing official determines that requiring the employee to remain at the TDY location is advantageous to the judiciary for efficiency or effectiveness reasons.

Daily meals and incidental allowances for extended TDY assignments vary over the term of the assignment, as a percentage of the application GSA M&IE rate for the given locality:

(a) For the first 30 days, 100% is reimbursable and
(b) For days 31 through 60, reimbursement is limited to 75%.

At a minimum, a traveler on extended TDY assignment must submit a voucher once every 30 calendar days for the travel-related expenses associated with the extended TDY assignment. Judiciary organizations, however, may require employees to submit vouchers more frequently. Airfare arrangements must be made through National Travel using the account of the United States Probation Office for the District of Columbia. In addition, the United States Probation Office for the District of Columbia will process the employee's travel voucher for reimbursement.

Revised 07/29/2026