U.S. DEPARTMENT OF THE INTERIOR
Certification of Position Approval for Retirement Under 5 USC 8336(c) and 8412(d)

[X] Approved under the Civil Service Retirement System, 5 USC 8336(c)

[X] Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Secondary/Administrative (LE).

Bureau: Bureau of Land Management – Bureau wide.

Classification Title: Supervisory Criminal Investigator.

Organization Title: Special Agent-In-Charge.

Position Number: LE144 Series and Grade: GS-1811-14.

RECOMMENDATION FOR COVERAGE REVIEW:

Secondary administrative coverage under CSRS and FERS is recommended for this position. This is a Bureau Standard Position Description .

This position has administrative duties in an organization having a law enforcement mission. The primary purpose of the position is to provide oversight for a large and complex law enforcement program including investigative and patrol functions. Position requires extensive knowledge of specialized investigative and case management techniques and procedures of the laws of evidence and the functions and jurisdictions of other Federal, state and local agencies.

The position requires prior law enforcement experience and is clearly in an established law enforcement career path.

Lori Otto — 8/31/07
FLERT HR Specialist (PDs) — Date

[illegible] — 8/15/07
Bureau Program Designee — Date

Michael Gillmore — 9/10/07
Michael Gillmore, DOI Fire & Law Enforcement Retirement Team Lead — Date

APPROVAL: The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement and retroactive to the classification date of 08/09/07. Approval is by DOI Secretary's Designee:

Harvey Mills — 9/17/07
Deputy Assistant Secretary, Performance, Accountability and Human Resources — Date

(DOI Revised 01/99)

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No. LE144

2. Reason for Submission: [✓] Redescription [ ] New [ ] Reestablishment [ ] Other

3. Service: [ ] Hdqtrs [✓] Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

Explanation *(Show any positions replaced)*

Replaces multiple GS-13 level position descriptions currently in use.

7. Fair Labor Standards Act: [✓] Exempt [ ] Nonexempt

8. Financial Statements Required: [ ] Executive Personnel Financial Disclosure [✓] Employment and Financial Interest

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9. Subject to IA Action: [✓] Yes [ ] No

10. Position Status: [✓] Competitive [ ] Excepted *(Specify in Remarks)* [ ] SES (Gen.) [ ] SES (CR)

11. Position Is: [✓] Supervisory [ ] Managerial [ ] Neither

12. Sensitivity: [ ] 1--Non-Sensitive [✓] 3--Critical [ ] 2--Noncritical Sensitive [ ] 4--Special Sensitive

FPPS Code: 3

Public Trust: HR

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	Supervisory Criminal Investigator	GS	1811	14	KWT	8/9/07
d. First Level Review	Department of the Interior, FLERT Specialist					
e. Recommended by Supervisor or Initiating Office	This PD has been approved as follows under 5 USC 8336(c) and 8412(d) ___ Firefighter ✓ Law Enforcement ___ Primary ✓ Secondary/Administrative ___ Sec/Supvy Approval Date September 17, 2007					

16. Organizational Title of Position *(if different from official title)*
Special Agent-In-Charge

17. Name of Employee *(if vacant, specify)*

18. Department, Agency, or Establishment
Department of the Interior

a. First Subdivision
Bureau of Land Management

b. Second Subdivision
Office of Law Enforcement and Security

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee *(optional)*

20. **Supervisory Certification.** *I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.*

a. Typed Name and Title of Immediate Supervisor

Signature | Date

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature | Date

21. **Classification/Job Grading Certification.** *I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Typed Name and Title of Official Taking Action
Todd W. Ryan, HR Specialist (Classification)
Office of the Director of Human Capital

Signature | Date 8/9/07

22. Position Classification Standards Used in Classifying/Grading Position

Position Classification Standard (PCS) for General Investigating/Criminal Investigating Series, GS-1810/GS-1811, TS-8, Feb 1972. General Schedule Supervisory Guide (GSSG), HRCD-5 June 1998, April 1998.

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier										

24. Remarks

BUS: 8888 FPL: GS-14 This position is subject to Drug Testing.

25. Description of Major Duties and Responsibilities *(See Attached)*

DEPARTMENT OF THE INTERIOR
POSITION DESIGNATION RECORD

BUREAU/OFFICE: Bureau of Land Management PROGRAM: Type 1: Decision Maker - External
Type 2: Law Enforcement

POSITION TITLE: Washington Office Supervisory Criminal Investigator Office of Law Enforcement and Security Organizational Title: Special Agent-In-Charge

POSITION DESCRIPTION # : LE144 GS 1811 14

Is this a program management position with private sector impact? Yes

I. PROGRAM DESIGNATION: Substantial

Determined by Bureau/Agency head: _____ Major _____ Substantial _____ Moderate _____ Limited

Impact: Major

Scope: Multi-agency

II. POSITION PLACEMENT:

Risk Factors	Risk Points
a. Degree of Public Trust (7-1):	5
b. Fiduciary Responsibility (7-1):	4
c. Importance to Program (7-1):	5
d. Program Authority (7-1):	5
e. Supervision Received (7-1):	5
TOTAL POINTS:	24

Note: Place C after the risk level if this is a Computer/ADP position

III. (A) INITIAL POSITION RISK DESIGNATION: Adjustments for ADP: No MR
(High Risk, Moderate Risk or Low Risk)

Adjustments (Include national security and computer/AIS criteria):

Comments: Adjustments for uniqueness and uniformity by the Washington Office: Critical Sensitive (CS)
Adjustments for uniqueness and uniformity locally: High Risk (HR)
Adjustments for ADP: No Adjustment

DOI adjustment for Critical Sensitive. Armed law enforcement investigative officer.

(B) FINAL PLACEMENT: (Sensitivity SS/CS/NCS, and access level SCI/Top Secret/Secret or Risk level HR/MR/LR):

National Security Designation: CS

Public Trust (Risk) Designation: HR

Signature of Agency Designator

Todd W. Ryan , HR Specialist (Classification)

Printed Name of Agency Designator

8/9/07

Date

(303)236-6669

Telephone Number

FPPS Code: 3

Single Scope Background Investigation (SSBI)

5 year Periodic Reinvestigation (PRI) required.

Procedures governing eligibility for access to Top Secret (TS) information.

DI 1959

7/27/04 #3631

Replaces 10/3/00 #3325

INTRODUCTION

This Bureau of Land Management (BLM) national standard position is located in the Office of Law Enforcement and Security. The incumbent is the top-ranking law enforcement officer working as the Special Agent in Charge (SAC) within the Department of the Interior (DOI) for the Bureau of Land Management (BLM) within the Office of Law Enforcement and Security at the State Office level. The incumbent conducts law enforcement activities with many assignments occurring in other locations within the United States.

The incumbent is responsible for the oversight of a large[1] and complex[2] law enforcement program that includes the investigative and the patrol function. Responsibilities include managing, planning, developing, evaluating, implementing, and directing all matters pertaining to the Office of Law Enforcement and Security, which includes the Bureau's programs of investigations, law enforcement, security, resource protection operations, drug enforcement, ranger activities, and unauthorized use. Incumbent serves as the state expert and principal advisor on for all law enforcement managed programs and activities.

The incumbent is also responsible for the planning, regulatory investigations and law enforcement efforts, which are characterized by substantial resource impacts. Investigation and enforcement activities are directed towards program and criminal activities of a sensitive and complex nature often having international and national implications and/or significance.

Prior law enforcement experience, as gained by substantial service in a primary law enforcement position or equivalent experience outside the Federal Government is a mandatory prerequisite for incumbents of this position.

MAJOR DUTIES

Program Management (50%)

The incumbent is singularly responsible for the implementation and management of the State law enforcement program, established and maintained through personnel interaction and effective coordination of investigative matters with affected elected and appointed officials of the United States Government and its States.

The incumbent is solely responsible for the quantity and quality of all investigative work products. In that regard the SAC oversees and reviews the priorities of investigative assignments within the State, and the efficiency and effectiveness of investigative operations conducted by Special Agents(s) in the development of work priorities and work assignments; ensures quality control of work products; and resolves those issues and dilemmas obstructing the successful completion of the State investigative functions that are referred.

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[1] Large means at least 3 special agents one of which is a senior special agent and a large, complex law enforcement (LE) ranger program. A large, complex LE ranger program is characterized by a District, Field Office or zoned organization structure and at least two large (three or more LE rangers) and complex ranger programs at detached locations that present unique law enforcement issues.

[2] Indicators of complexity are a large and complex LE Ranger Program (see footnote 1) and a large criminal investigations units with three or more criminal investigators where at least one is a Senior Special Agent.

The incumbent is responsible for the oversight of a large1 complex law enforcement program that includes the investigative and the patrol function.

The incumbent provides counsel to the Director, Office of Law Enforcement and Security, and other senior BLM officials, which includes the State Directors and Field Office Managers on matters perceived within the incumbent's area of jurisdiction, as having an adverse impact on Agency or Departmental program integrity through criminal misconduct, mismanagement, waste, and abusive practices, and recommends specific program functions for detection audits. Also, provides counsel and assistance to the Department of Interior's Regional Solicitor in matters of non-criminal or administrative/civil nature. The incumbent acts in an oversight role to line managers supervising law enforcement personnel.

Notifies, by written and oral communication the Director, Office of Law Enforcement and Security and other agency/department officials the status of fraud and other serious criminal activity, problems, waste and abuse disclosed by investigations, the status of major investigations; and other matters of interest.

Cooperates with appropriate Agency and Departmental elements and participates fully in the development of an Equal Employment Opportunity Affirmative Action Plan and efforts regarding staffing, motivation and training.

Supervision (30%)

The incumbent supervises the work of three or more journeyman investigators where one or more is a Senior Special Agent, a State Staff Ranger, and one or more Investigative Assistants, and provides oversight to the State's large complex law enforcement Ranger program, including NLCS programs. Develops and periodically reviews critical job elements as the Reviewing Official for performance appraisals of the State Staff Ranger, Special Agents, and support staff. Where authorized the incumbent will also develop and periodically review critical job elements as the Reviewing Official for performance appraisals for the Assistant Special Agent-in-Charge and Senior Special Agents. Interviews and selects candidates for investigative and administrative positions with the State; makes recommendations for promotions and assignments of State personnel; hears and resolves complaints from employees; and accepts recommendations regarding developmental and training needs of State law enforcement personnel.

Operations (20%)

The incumbent is responsible for the complexity of investigative operations and work projects, planning of work assignments to insure state goals and objectives are met. Is authorized to commit manpower and resources of the Bureau of Land Management within the area of responsibility regarding all law enforcement operations. In this regard, the incumbent interacts on a continuing basis with officials of the U.S. Department of Justice, United States Attorneys, U.S. Department of Treasury, Special Agents-in-Charge of Federal Bureau of Investigation Field Offices, Office of the Inspector General, General Accounting Office, Congressional Staff, State Attorneys General, elected County Sheriffs and Chiefs of Police.

The incumbent manages the commitment of all manpower and resources for investigations of marked difficulty and responsibility, which are of international and national significance having high political sensitivity and public visibility. The incumbent develops general investigative strategies and tactics and organizes multi-discipline investigative teams of federal, state and local law enforcement personnel, supported by senior officials of supporting agencies. Subsequently, the SAC ensures these investigations are handled with the utmost professionalism and integrity since principal suspects may be officials of governmental units or officers or employees of private enterprise.

Approves or disapproves Reports of Investigation with self analyses of investigative findings and evidence reflected in these reports. Approves or disapproves referrals of investigative findings to the Department of Justice and insures effective interaction with the Department of Justice and United States Attorneys in the prosecution of investigations. Reviews the disposition of investigative case assignments and the efficiency of Agent support and communication with federal prosecutors assigned to investigative cases.

Makes recommendations concerning changes in Bureau and Departmental procedure, practices and/or regulations victimized by criminal misconduct or unauthorized activity that have been identified by state/regional investigative operations.

SPECIAL REQUIREMENTS

Incumbent must safely utilize firearms, non-lethal weapons, and defensive tactics in the conduct of daily activities. Operates motor vehicles or special purpose law enforcement vehicles of various types including four-wheel drives, all terrain vehicles, motorcycles, and small watercraft. Must have and maintain a valid motor vehicle operator's license.

This position is a drug-testing designated position.

Incumbent must meet the medical and physical standards for this position.

Incumbent must have successfully completed a Criminal Investigator School (with emphasis on natural resources law enforcement) at the Federal Law Enforcement Training Center (or equivalent). Incumbent must successfully complete 40 hours of in-service training annually.

Incumbent must maintain a delegation of law enforcement authority.

FACTORS

Factor 1, Knowledge Required by the Position

Extensive professional knowledge, gained as a law enforcement officer and/or criminal investigator of investigative and case management techniques and procedures of the laws of evidence and the functions and jurisdictions of other Federal, state and local agencies.

Expert knowledge of specialized investigative techniques and equipment, i.e., informant use and development, undercover and surveillance work and the ability to deal with emergency situations.

The incumbent must have the requisite skills, knowledge and ability to evaluate, administrate, and guide subordinate supervisors, criminal investigators, and support personnel and to analyze extremely complex nationwide programs and their linkages and impact on Federal, state, and local governments. Thorough knowledge of managerial requirements and techniques sufficient to build and manage a workforce based on organizational goals, budget considerations, and staffing needs.

Effective communication skills in both oral and written forms, demonstrated by the ability to relay facts and circumstances in a fashion understandable to others at high-level agency meetings and conferences and during reports of investigation in court or at other legal proceedings.

Advanced managerial, organizational, and leadership ability in the accomplishment of goals and objectives maintaining an awareness of the delicate nature of Federal, state, and intergovernmental relationships sufficient to guide a complex, geographically dispersed organization with subordinate supervisors, criminal investigators, and staff in such an environment.

Thorough knowledge of the scope, application and interpretation of the specific laws and regulations related to the investigative jurisdiction of DOI and BLM including Title 18, Untied States Code.

Knowledge of DOI and BLM programs, activities and systems is required sufficient to appropriately integrate the various law enforcement programs with other resource programs.

Factor 2, Supervisory Controls

The incumbent is directly responsible to the Director, Office of Law Enforcement and Security who provides administrative supervision and special assignments. The incumbent operates with substantial technical independence, including selecting the means by which assigned responsibilities are accomplished, and latitude to apply mature judgment, original thought and willingness to make decisions.

The work is reviewed in terms of soundness of overall approach, effectiveness in producing results, and adherence to requirements. The work is not normally reviewed for the methods used.

Factor 3, Guidelines

Guidelines for the incumbent are broad policy directives of the Bureau of Land Management; Department of Interior, existing legislation, laws and statutes; and the general expressions and directives of the Congress, the President, and other agencies of the Federal Government insofar as they affect the function of the Bureau's Law Enforcement Program. Guidelines are also

provided in discussions between the incumbent, headquarters elements and officials of the agency regarding the investigative program objectives and general policies of the agency when considering and forwarding reports of investigation, appraisals and recommendations made there under.

The managed programs i.e., investigations, law enforcement, security, resource protection operations, drug enforcement, ranger activities, and unauthorized use in related fields but each has unique rules, regulations, and policies from multiple jurisdictions. Also, these programs must dovetail with state specific and unique resource management goals and objectives. This requires considerable initiative and resourcefulness in deviating from established methods to adapt to state specific or local issues and programs; customize research to state and local trends and patterns; and, develop new methods and criteria or new policies and practices appropriate to the state, jurisdiction, circumstance, or location.

Factor 4, Complexity

The incumbent is recognized as a managerial and technical expert in the field of criminal investigations. Assignments require a demonstrated managerial and administrative ability, extensive and varied investigative background experience, awareness of the many diversified jurisdictional requirements, as well as the inter-relationships of acts and evidence.

Assignments may involve the management of investigations of organizations, complex in structure, with several primary and/or subsidiary activities, some or all of which are connected with or bordering on the fringes of organized crime. This will necessitate the incumbent's assessment of evidence received from other investigators nationwide and recognizing the suspect's pattern and method of operation in order to anticipate the suspect's actions. This entails instructing supervisory criminal investigators and/or groups of investigators that are assisting in the investigation.

Since investigative work is fluid in nature, the incumbent is subject to changing work situations, e.g., frequent and substantial changes in the work volume and complexity of investigations, the kinds and substance of work. Since the actions of individual groups under investigation often cannot be controlled, it is frequently necessary to make changes in operational plans, priorities and allocation of resources; moreover, the time of these changes cannot be predicted and those changes which affect the allocation of resources cannot be accurately estimated.

From original investigative assignments emanate many separate investigations that are also very complex due to the interrelated activities of the organizations and suspects involved. These investigations are often extremely sensitive in nature due to the identity and prominence of the suspects, as well as the identity of the victims involved. They would receive widespread coverage in major news media and premature news coverage could severely compromise the investigators.

Extensive jurisdictional problems are involved on the Federal as well as state, county, and local level, which necessitate complex planning and coordination.

In undercover and surveillance operations the incumbent directs a leader or coordinator in situations involving extremely complex, critical, or dangerous components sometimes ranging from an extended period of time and involving several investigators from various law enforcement agencies.

Factor 5, Scope and Effect

Work involves planning and conducting multi-agency, multi-judicial district and occasionally international investigations with legal or illegal organizations or multi-layered real or fictitious organizations, multi-subjects, involving highly complex or unique criminal schemes, evidentiary or legal problems.

Development of Bureau goals and objectives in furtherance of the law enforcement mission is the responsibility of the incumbent. On occasion, modification and adoption of such goals will be endorsed by the Director, Office Law Enforcement and Security to insure consistent policy with other state programs. Methods, techniques and approaches to resolve law enforcement organizational dilemmas are often sought from the incumbent for the Bureau State Leadership Teams, and occasionally have significant impact on the law enforcement function of the Bureau of Land Management. Such contributions by the incumbent often result in nationwide directives for other BLM law enforcement programs.

The indictments, pleas, settlement agreements, sentences, and/or convictions resulting from the investigations act as deterrents to future crimes; protect society and natural resources, or recover financial loss.

Factor 6, Personal Contacts
Factor 7, Purpose of Contacts

As a senior representative to the Director, Office of Law Enforcement and Security, the incumbent is often called upon to represent the Director at meetings, conferences, and other functions attended by high level officials, elected and appointed officials of federal and state government; Congressional members. The incumbent represents the Director at State and Field Management meetings. The incumbent further represents the Bureau of Land Management in constant interaction with the criminal justice system of the United States.

The incumbent is responsible to the Director, Office of Law Enforcement and Security for the professional reputation and image of the state law enforcement program. In this regard his/her personal contacts with the state leadership team, other federal agencies; private industry; State and local government; and importantly, the general public, must aspire to the highest level of professional conduct.

Most contacts are to plan, coordinate, or advise on work efforts or to resolve operating problems by influencing or persuading individuals or groups who are working toward mutual goals and who have basically cooperative attitudes. However, a significant number are to influence, persuade, interrogate, or control people or groups. The people contacted may be fearful, skeptical, uncooperative, or dangerous. Therefore, the employee must be skillful in approaching

the individual or group in order to obtain the desired effect, such as gaining compliance with established policies and regulations by persuasion or negotiation, or gaining information by establishing rapport with a suspicious informant. Some contacts are to justify, defend, negotiate, or settle matters involving significant or controversial issues. The work involves active participation in conferences, meetings, hearings, or presentations.

Factor 8, Physical Demands

The work is primarily office oriented in nature, but requires frequent travel to any part of the United States for meetings, law enforcement operations, investigations or other program activities. He/she may be required to put in long hours beyond the normal tour of duty.

Many of operations and investigations occur in remote areas of the Public Lands in the western States. These remote areas are in high mountains, some over 10,000 feet altitude, desert and wooded areas, canyons, and other types of rough terrain. The incumbent will travel by aircraft, motor vehicle, all terrain vehicle, horseback, and on foot to remote locations. He/she may be required to remain in these remote areas for long periods to complete the activity/investigation. The work requires considerable strenuous physical exertion, e.g., long periods of standing, crawling, walking and running over rough, uneven, rocky surfaces and through wooded or brush areas, performing these activities day or night. The incumbent may be required to respond immediately from a sedentary activity to an extremely arduous activity

The incumbent must be able to safely utilize firearms, less-lethal weapons, and defensive tactics in the conduct of daily activities, and must be prepared at all times, to defend him/her-self and others against physical and armed attack, including the use of physical violence or deadly force.

The duties of this position are so rigorous that a physical examination is required to ensure that the employee assigned can perform the duties without physical injury to self or others.

Factor 9, Work Environment

Work is performed both in an office setting and outdoors with exposure to hazardous and environmentally adverse conditions. Many investigations occur in isolated areas of the public lands. The remote areas are in, high mountains as well as desert areas, canyons, and other types of rough terrain. This type of work involves potentially high risks with personal exposure to dangerous situations, including possible physical attack or other uncontrollable conditions. The incumbent is regularly exposed to temperature and weather extremes, and will travel on foot or by specialty vehicles, e.g., four-wheel drive, motorcycles, and all-terrain vehicles, aircraft, or horseback to these remote locations to gather evidence and to arrest violators.

Additional Significant Factors

Incumbent is subject to unscheduled duty in excess of a 40-hour workweek and will be covered under Law Enforcement Availability Pay.

Incumbent may be assigned additional duties and responsibilities as deemed appropriate by the

Office of Law Enforcement and Security.

Incumbent may be subjected to reassignment in connection with officially assigned duties.