



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

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

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

Category of Coverage: Primary-Rigorous (LE)

Bureau: Bureau of Land Management – Bureau wide

Classification Title: Lead Criminal Investigator

Organization Title: Lead Special Agent

Position Number: LE142 Series and Grade: GS-1811-13

RECOMMENDATION FOR COVERAGE REVIEW:

Primary-Rigorous coverage under CSRS and FERS is recommended for this position. This is a Bureau Standard Position Description

The primary purpose of the position is to serve as a working team leader, providing leadership to a small group of two or more additional Criminal Investigators. Spends paramount percentage of time performing a full range of difficult and complex law enforcement and investigative and investigative activities. Position requires comprehensive knowledge of the laws, rules and regulations that govern the protection of public lands as well as knowledge of advanced criminal investigative principles and techniques. **The duties of this position are so rigorous that employment opportunities are limited to young and physically vigorous individuals who must meet established physical qualification requirements.**

Louie Ottob

FLERT HR Specialist (PDs)

8/31/07
Date

F. P. [Signature]

Bureau Program Designee

8/17/07
Date

Michael Gillmore
Michael Gillmore, DOI Fire & Law Enforcement Retirement Team Lead

9/10/07
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:

Nancy Hill
Deputy Assistant Secretary, Performance, Accountability and Human Resources

9/17/07
Date

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>							1. Agency Position No. LE142		
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
Explanation <i>(Show any positions replaced)</i>		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13. Competitive Level Code	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity FPPS Code: 3 <input type="checkbox"/> 1-Non-Sensitive <input checked="" type="checkbox"/> 3-Critical Public Trust: HR <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		14. Agency Use	
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management								Initials	
b. Department, Agency or Establishment								Date	
c. Second Level Review		Lead Criminal Investigator		GS		1811		13	
d. First Level Review		Department of the Interior, FLERT Specialist							
e. Recommended by Supervisor or Initiating Office		Firefighter		Law Enforcement					
16. Organizational Title of Position <i>(If different from official title)</i>		Lead Special Agent		Approval Date September 17, 2007		Name of Employee <i>(if vacant, specify)</i>			
18. Department, Agency, or Establishment Department of the Interior				c. Third Subdivision					
a. First Subdivision Bureau of Land Management				d. Fourth Subdivision					
b. Second Subdivision Office of Law Enforcement and Security				e. Fifth Subdivision					
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee <i>(optional)</i>					
20. Supervisory Certification. <i>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</i>				<i>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.</i>					
a. Typed Name and Title of Immediate Supervisor				b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>					
Signature _____ Date _____				Signature _____ Date _____					
21. Classification/Job Grading Certification. <i>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.</i>				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 Leader Grade Evaluation Guide Jun 1998, HRCD 5.					
Typed Name and Title of Official Taking Action Todd W. Ryan, HR Specialist (Classification) Office of the Director of Human Capital				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.					
Signature _____ Date 8/19/07									
23. Position Review		Initials		Date		Initials		Date	
a. Employee <i>(optional)</i>									
b. Supervisor									
c. Classifier									
24. Remarks PRIMARY COVERAGE REQUIREMENT BUS: 7777 FPL: GS-13 This position is subject to Drug Testing.									
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>									

**DEPARTMENT OF THE INTERIOR
POSITION DESIGNATION RECORD**

BUREAU/OFFICE: Bureau of Land Management PROGRAM: Type 1: Decision Maker - External
 Washington Office Office of Law Enforcement and Security Type 2: Law Enforcement
 POSITION TITLE: Lead Criminal Investigator Organizational Title: Lead Special Agent

POSITION DESCRIPTION # : LE142 GS 1811 13

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

I. PROGRAM DESIGNATION: Substantial

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

Scope: Multi-agency

II. POSITION PLACEMENT:

Risk Factors	<u>Risk Points</u>
a. Degree of Public Trust (7-1):	4
b. Fiduciary Responsibility (7-1):	2
c. Importance to Program (7-1):	4
d. Program Authority (7-1):	4
e. Supervision Received (7-1):	4

TOTAL POINTS: 18

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

FPPS Code: 3
 Single Scope Background Investigation (SSBI)
 5 year Periodic Reinvestigation (PRI) required.


 Signature of Agency Designator
 Todd W. Ryan, HR Specialist (Classification)

Printed Name of Agency Designator
 8/9/07

Date
 (303)236-6669

Telephone Number

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

DI 1959

7/27/04 #3631

Replaces 10/3/00 #3325

INTRODUCTION

This nationally standard position is located within the Office of Law Enforcement and Security, Bureau of Land Management (BLM), within the assigned jurisdiction and serves as a Lead Criminal Investigator (Lead Special Agent). The incumbent serves as team leader, providing technical, procedural and policy guidance, operational support and leadership to a small group of two or more other Criminal Investigators.

Each member of the team has interstate responsibility to investigate known or suspected violations of Federal laws and regulations relating to the management, use and development of the public lands and their resources. The scope of this position is the full range of complex investigations, individually or as team leader, into violations of Federal laws, including but not limited to, those related to hazardous material violations, Federally-owned minerals (i.e., fraud/theft); controlled substance violations; theft, sale, and destruction of archaeological and paleontological resources; assault, threat, or intimidation of Bureau employees; theft of timber; arson and wildfire trespass; violations of closures to protect public lands; and damage, theft, or vandalism of Government property. The major emphasis of this position is the investigation of all potential or suspected violations of Federal environmental protection statutes as related to the public land.

MAJOR DUTIES¹

1. TEAM LEADER DUTIES 25%

As Team Leader the incumbent assists the supervisor in planning, directing and implementing the investigations, law enforcement, security, resource protection operations, drug enforcement, and unauthorized use. programs and provides technical guidance and advice to team members on a day-to-day basis.

Assigns Work

Coordinates team functions to ensure program functions are accomplished in accordance with agency goals and objectives, ensuring that the organization's strategic plan, mission, vision and values are communicated to the team and integrated into the team's strategies, goals, objectives, work plans and work products and services.

Communicates to team members the assignment, project, problem to be solved, actionable events, milestones, and/or program issues under review, and deadlines and time frames for completion.

Identifies, distributes and balances workload and tasks among employees in accordance with established work flow, skill level and/or occupational specialization; making

¹ The duties are described in two broad categories – 1) team leader and 2) technical duties.

adjustments to accomplish the workload in accordance with established priorities to ensure timely accomplishment of assigned team tasks.

Selects team members for specific assignments or projects based on technical assessment of individual skills, talents and workload.

Evaluates and Reports on Work

Ensures that assigned work is accomplished. Reports on the status and progress of work, and reviews completed work to ensure that the methods, deadlines and quality have been met. Serves as a technical advisor and reviewer.

Assists in evaluating employee performance.

Report to the supervisor periodically on team and individual work accomplishments, problems, progress in mastering tasks and work processes, and individual and team training needs.

Team Building

Train or arrange for the training of team members for specific administrative or technical training necessary for mission accomplishment.

Lead the team in assessing its strengths and weaknesses and provide leadership to the team in exploring alternatives and determining what improvements can be made (e.g., in work methods, processes and procedures).

Other

Responsible for team support and maintenance of a safety program that ensures persons are adequately trained, all aspects of program activities are analyzed and procedures developed to assure that an acceptable level of safe operations is achieved and quality performance is recognized.

Resolve simple, informal complaints of employees and refer others, such as formal grievances and appeals, to the supervisor or an appropriate management official.

Represent the team in dealings with the supervisor or manager for the purpose of obtaining resources (e.g., computer hardware and software, use of overtime or compensatory time), and securing needed information or decisions from the supervisor on major work problems and issues that arise.

Represent the team consensus and convey the team's findings and recommendations in meetings and dealings with other team leaders, program officials, the public and other

customers on issues related to or that have an impact on the team's objectives, work products and/or tasks;

2. TECHNICAL DUTIES 75%

Enforcement/Investigation/Apprehension

Performs difficult and complex law enforcement activities through planning, directing, and independently conducting investigations of persons and/or parties, who are suspected of offenses of the criminal laws of the United States, specifically the U.S. statutes pertaining to the protection of public lands administered by the BLM, Bureau directives, Title 43 and other applicable Code of Federal Regulations (CFR), and other regulations that are issued pursuant thereto.

Conducts the full range of difficult and complex law enforcement activities that involve the sensitive and discrete handling of cases. Individually, or as a team leader, determines and directs the most effective manner for developing and carrying out an investigation. The incumbent will interview witnesses; interrogate suspects; search for physical evidence and clues; conduct seizures of contraband, equipment and vehicles; secure and serve warrants, making arrests; inspect records and documents; develop evidence for orderly presentation to the Office of the United States Attorney or other legal officers; testify in court; and prepare detailed reports. Recruits, develops and directs informants. Operates undercover, pursuing roles necessary to obtain evidence and related intelligence data. Conducts complex operations that must be pursued with integrity and efficiency. Develops intelligence and is active in investigations related to domestic terrorism and other extremist organizations that affect public resource management. Conducts both moving and stationary surveillance operations with the use of technical investigative equipment.

Exercise a high degree of initiative and resourcefulness in developing fragmentary evidence, or evidence that leaves much more to be sought in supporting legal charges as alleged. The incumbent must discern the magnitude of the case and adequately collect, segregate and develop facts that will lead to prosecutions. The investigations must continually be evaluated and a determination as to when to initiate major action. These actions include purchase of evidence, conducting searches and seizures, expand or curtail cases, and apprehend and arrest persons suspected of violating the provisions of the law.

Responsible for long term investigations and maintaining liaison with Federal, State and local enforcement authorities, and with other organizations inside and outside the Bureau for purposes of obtaining, securing or exchanging factual information and testimony. Is an active member of regional and agency task forces promoting cooperation and coordination between Federal, State and local law enforcement organizations.

Consults with Assistant United States Attorneys regarding development of investigations, evidence and all aspects of preparation for trial. Testifies at Federal and State criminal and

civil proceedings. Participates as an instructor in training seminars for state and local officials and Bureau personnel. As requested, makes public appearances before professional, civic and academic groups or organizations.

General investigation responsibilities included the following: controlled substance violations, theft, sale and destruction of cultural resources; theft and fraud related to Federal oil and gas leasing/development/sales; hazardous material violations, assault, threat or intimidation; development of prospecting for leasable minerals without permit, license, or lease, theft or fraud associated with salable minerals such as building stone, sand and gravel, any violation of surface mining regulations; wildland fire arson and trespass; livestock and occupancy trespass; violations of the Wild Horse & Burro Act; timber theft; and theft or damage to rare or endangers animals and/or plants.

The incumbent is frequently required to travel from assigned duty station to various areas inside and outside their jurisdictional boundaries including internationally. The position requires skills and abilities in oral and written communication, operation of various types of motorized vehicles, and effective use of firearms.

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

- Comprehensive and professional knowledge of the laws, rules, and regulations which govern the protection of public lands under the jurisdiction of the Bureau of Land Management, and their applicability on a national basis. Comprehensive and practical knowledge of administrative functions in order to integrate necessary law enforcement procedures and activities into the Bureau's overall multiple-use resource management program. Working knowledge of advanced criminal investigative principles and

techniques, such as interviewing, interrogating, searching for evidence and analyzing documented data for conciseness and conclusiveness in order to establish the interrelationship of facts and/or evidence during the course of an investigations to include link analysis. Knowledge is also required of the applicable Federal, State and local laws.

- Knowledge of the various methods, procedures, and techniques applicable to complex investigations and other law enforcement activities required in the protection of natural resources on public lands. The applicable methods, procedures, and techniques selected require a high degree of judgment that recognizes sensitivity to the violations, as alleged, discretion in the manner that evidence and facts are developed, and an awareness of all ramifications of a criminal investigation. The incumbent must have the ability to establish the interrelationship of facts and evidence and to present findings in reports that are clear, concise, accurate, and timely submitted for appropriate review and action.
- Comprehensive knowledge of current and present court decisions, criminal rules of evidence, constitutional law, and court procedures to be followed in criminal matters, formal hearings and administrative matters in order to apply court and constitutional requirements during the conduct of an investigation and to effectively testify on behalf of the Government.
- Thorough knowledge of the procedures which regulate trade in artifacts, fossils, animals, wildlife, plant species, oil and gas, and other resources protected or administered by the BLM. This includes understanding of business practices that is applied in making determinations as to whether illegal means are used to mask violations of laws designed to protect public lands and resources.
- Investigations represent complex case management, requiring the incumbent to apply an analytical ability in determining the relationship between unrelated information and pertinent information of violations of Federal law.

- Must possess sensitivity to international protocol and an ability to interact effectively with the general public and with other Federal, State, and local law enforcement authorities to maximize prevention and detection of violations.

Factor 2, Supervisory Controls

Incumbent is under the administrative supervision of the Special Agent in Charge (SAC) who provides guidance in overall policies and desired results. The SAC outlines assignments in terms of broad issues, precedents, and parameters of governing policies. The incumbent is recognized as an expert in the procedures and techniques of investigations, and therefore, is expected to exercise latitude in investigatory approaches. The incumbent is also expected to exercise independence in the planning and conduct of investigations and to exercise judgment in determining whether evidence and facts collected are sufficient to support the allegations leading to prosecution. The work is reviewed in progress through consultations and examination of reports and other investigative documentation for completeness, relevance, and accomplishment of the given assignment in accordance with the Bureau's established policies. The incumbent must be aware of case implications that involve State and local law enforcement officials and coordinate the efforts to assure successful planning and timing of activities. In setting up a joint investigation involving Federal, State and local law enforcement agencies, the incumbent is responsible for the planning and timing, and coordinating resources and manpower.

Factor 3, Guidelines

Guidelines are available in the form of departmental and bureau law enforcement General Orders and Handbooks, statutory provisions of applicable legislation, policies specified in correspondence, formal training, and interchange of practices and information with other law enforcement personnel inside and outside the Bureau of Land Management and other Department of the Interior law enforcement entities.

A high degree of originality is required because investigations involve inquiry into activity occurring in unlikely locations and often without precedent in established case law, procedure or policy requiring incumbent to frequently exercise judgment quickly without reference to written guidelines and without benefit of consultation with supervisor or others.

Factor 4, Complexity

The incumbent is required to apply a very high degree of expertise in the conduct of investigations which involve complex violations of Federal law, such as commercial enterprises, interstate and foreign transportation of timber, archaeological and paleontological resources, protected animal and plant life, oil and gas, and other resources under the jurisdiction of the BLM where evidence compiled in other investigations must be assimilated and coordinated with other Federal, State, county and local agencies. Investigations assigned are sensitive in nature, and they are usually involved with legitimate and illegitimate business activities where great discretion must be taken to avoid entrapment of suspects and to protect the integrity of the

investigation. Cases assigned may frequently involve jurisdictional problems, particularly in situations where violations in interstate commerce may, at the point of origin, impact Federal, State, local laws. Additionally, investigations may involve cases on which the person(s) cited as culpable may be of an organization comprised of separate manufacturers, distributors, retailers and wholesalers of illegally acquired resources. These types of cases may frequently require surveillance undercover that is characteristic of a high degree of risk when posing as a member with false identification, personal history and other credentials.

The incumbent is required to coordinate, and actively participate in the enforcement of federal controlled substance statutes as they apply to BLM land. These actions include the surveillance of clandestine methamphetamine operations and marijuana gardens, executing warrants in furtherance of these investigations, and participating in undercover operations in order to apprehend persons utilizing BLM lands and/or facilities to manufacture, sell and/or buy controlled substances. The incumbent is further required to analyze all of the information developed during the drug investigation to enable the prosecution of all parties directly involved, or those who may be part of a larger conspiracy. These types of investigations present a very high degree of risk to the incumbent's life or well being, as people involved in the illegal drug trade are often armed with firearms and known to violently resist arrest.

The combination of environmental or social conditions, changing court decision, public use characteristics and attitude, and the growth of criminal activities on public lands require the investigator to adapt traditional techniques and develop new methods to meet long term management challenges and remain proactive. The incumbent is often required to conduct several separate investigations simultaneously.

The incumbent is required to protect and safeguard Government property and equipment that is assigned. Full performance of duties requires substantial amounts of irregular, unscheduled, law enforcement activity.

Factor 5, Scope and Effect

The purpose of the investigations is to assure the protection of public lands under the jurisdiction of the BLM through compliance with legislation, statutes, rules and regulations that are applicable to persons suspected of offenses against the United States. The investigations pertain to complex problems of the general public's use of the land, along with the commercial enterprises as allowed by law. The scope of the investigations impacts all importations, exportations, and interstate commerce of artifacts fossils, plants, animals, and wildlife as provided for in various legislation, laws, and international treaties and conventions.

Factor 6, Personal Contacts

Personal contacts are with personnel in Federal, State and local investigative agencies, as well as with importers, exporters, carriers of interstate commerce, wholesalers, retailers, distributors, brokers, representatives of Indian councils, and the general public. Contacts are also with

officials of the Office of the Solicitor, Department of the Interior and the Office of the U.S. Attorney, Department of Justice, State Attorney Generals, and numerous State, county and local prosecutorial offices.

Factor 7, Purpose of Contacts

Contacts with other investigative personnel are for the purpose of obtaining and/or exchanging information pertaining to law enforcement matters. Contacts with officials of foreign, federal, state, and tribal governments are for purposes of assuring that enforcement practices and activities are applied or conducted within the parameters of treaties and conventions. Contacts with members of the general public are for purposes of interrogation, compiling evidence, securing testimony, and obtaining or exchanging information pertaining to enforcement authorities applicable to the Bureau of Land Management. Contacts with the Department's Office of the Solicitor, the Office of the U.S. Attorney, and other state, county and local prosecutorial offices for purposes of presenting completed reports of investigations that merit prosecution.

Field contacts of suspects are often convicted felons and frequently are fearful, uncooperative, evasive, uncommunicative, hostile or dangerous requiring the incumbent to be extremely skillful in the manner with which the incumbent approaches individuals and groups, and very selective in the methods and techniques used to collect and evaluate information and interrogate suspects. In some instances the entire atmosphere in which the incumbent must work presents elements of physical danger.

Factor 8, Physical Demands

The majority of work is field oriented in nature and requires frequent travel to any part of the United States for meetings, law enforcement operations, investigations or other program activities. The incumbent may be required to put in long hours beyond the normal tour of duty.

Many of these 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 may 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 incumbent can perform the duties without physical injury to self or others. Incumbent must meet the arduous physical and medical standards identified in BLM law enforcement policy.

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 subjected to extended temporary duty locations in connection with officially assigned duties.