



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 (Law Enforcement)

Bureau: Fish and Wildlife Service, Division of Law Enforcement

Classification Title: Criminal Investigator (Airplane Pilot)

Organization Title: _____

Position Number: 9121 Series and Grade: GS-1811-12

RECOMMENDATION FOR COVERAGE REVIEW:

Primary Law Enforcement coverage is recommended under both CSRS and FERS. Special retirement coverage under both CSRS and FERS is requested.

The primary purpose of this position is to serve as a Criminal Investigator performing law enforcement duties of investigation, apprehension, and detention of individuals suspected or convicted of offenses against the criminal laws of the United States, specifically the U.S. Statues pertaining to the protection of fish, wildlife, plants, Service directives, Title 50, Code of Federal Regulations, and other regulations that are issued pursuant thereto. Conducts the full range of law enforcement activities involving fish and wildlife resources; i.e., surveillance; participating in raids; interviewing witnesses; interrogating suspects; searching for physical evidence and clues; conducting seizures of contraband, equipment and vehicles; securing and serving warrants, making arrests; inspecting records and documents; developing evidence for orderly presentation to the U.S. Attorney or other legal officers; testifying in court; preparing detailed reports; and successfully carrying out undercover operations. Provides aircraft support as pilot in command of single or multi-engine fixed-wing aircraft. **The duties of this position are so rigorous that employment opportunities are limited to young and physically vigorous individuals who must meet and maintain established physical qualification requirements.**

See Attached

Chief, Office of Law Enforcement

05/20/2003

Date

Marcia L. Scifres

DOI Fire & Law Enforcement Team Lead, Marcia L. Scifres

12/17/2003

Date

APPROVAL The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement **retroactive to 10/01/2002**. Approval is by DOI Secretary's Designee:

Carolyn Cohen

Deputy Assistant Secretary, Human Resources and Workforce Diversity

1/20/04

Date

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
9121

2. Reason for Submission
 Reestablishment
 Reestablishment
 New
 Other
 Exclusion (Show any positions replaced)
 Standard position description #9121 replaces pd # _____

3. Service
 Dept'l
 Field

4. Employing Office Location

5. Duty Station

6. CSC Certification No.

7. Fair Labor Standards Act
 Exempt
 Nonexempt

8. Employment/Financial Stmt Required
 Yes
 No

9. Subject to IA Action
 Yes
 No

10. Position Status
 Competitive
 Excepted (Specify)

11. Position is
 Supervisory
 Managerial
 Neither

12. Sensitivity
 Critical
 Noncritical
 Non-sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission	Covered under 5 U.S.C. §8336(1) in the primary category (OP: letter dated 3-18-83)					
b. Department, Agency, or Establishment						
c. Bureau **	Criminal Investigator (Pilot) (Pilot) 9-20-02	GS	1811	12		
d. Field Office	Special Agent (Airplane Pilot)	GS	1812	12		
e. Recommended by Supervisor or Initiating Office	Special Agent (Pilot)	GS	1812	12		

18. Department, Agency, or Establishment
 Department of Interior
 U.S. Fish and Wildlife Service
 Division of Law Enforcement

c. Third Subdivision
Region
 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 Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.

22. Standards Used in Classifying/Grading Position
 Series 1812-1811
 Grade - 1810/1811 2/72 TS-3 (TS-36)
 Cross reference 2182, 12/67 (TS-71) & 460 1/60

Typed Name and Title of Official Taking Action
 Signature: _____ Date: _____

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 Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission.

23. Position Review	Initials	Date	Department of the Interior, FLEET Specialist
a. Employee (optional)			This PD has been approved as follows under 5 USC 8336(c) and 8412(d)
b. Supervisor			Firefighter Law Enforcement Primary Secondary/Administrative Sec/Supvy
c. Classifier	OK	10/16/09	Approval Date: January 20, 2004

24. Remarks
 Classifier's Note: Reference classification standard for Investigator positions, GS-1810/1811 for grade level determination (Feb. 1972); pp. 17-18.

** SPD #9121 initially dated 9/3/82, as Special Agent (Pilot), GS-1812-12.
 10/16/09: Application of new OPM standard for Administrative Work in the Inspection, Investigation, Enforcement, and Compliance Group, GS-1800, dated 03/09.
 No impact on the Position's current title, series and grade. CKing, R9 HR Spec

25. Description of Major Duties and Responsibilities (see attached)

Standard Position Description

SPECIAL AGENT, (PILOT), GS-1812-12

The Special Agent conducts the full range of complex investigations required by laws administered by the Fish and Wildlife Service for fish and wildlife resource conservation. The incumbent leads task forces and routinely conducts complex investigations that involve extremely sensitive issues; prominent figures and organizations; seemingly conflicting testimony and evidence; the use of advanced investigative techniques; and the jurisdictions of several local, county, state, and Federal agencies.

Major Duties: 60%

Conducts the full range of law enforcement activities involving fish and wildlife resources; i.e., surveillance, participation in raids, interviewing witnesses, interrogating suspects, searching for physical evidence and clues, seizures of contraband, equipment and vehicles, securing and serving search warrants, making arrests, inspecting records and documents, developing evidence for orderly presentation to the United States Attorney and other legal officers, testifying in court, preparing detailed written reports, and carrying out undercover operations.

Plans, directs, and conducts long range, sensitive and intricate investigations and apprehension of persons suspected of offenses against the criminal laws of the United States, specifically the provisions of fish and wildlife laws cited in 4 AM 4.2 D(3) and any regulation of the Secretary of the Interior in Title 50 of the Code of Federal Regulations that is issued pursuant, and other pertinent laws and regulations.

Initiates, conducts and coordinates extremely complex and unusually sensitive investigations within broad parameters provided by the supervisor.

Notifies supervisory personnel of sensitive matters encountered and/or undertaken.

Authors and maintains continuity of involved, complex investigative case files.

Provides guidance to other lower grade agents and outlines specific actions to be taken by other experienced investigators assisting with a particular investigation.

Participates as a representative of Law Enforcement at interagency conferences to coordinate operations in accordance with interdepartmental memorandums of understanding.

Identifies the need for and performs undercover and surveillance activities.

Frequently travels.

Performs substantial amounts of irregular, unscheduled, administratively uncontrollable overtime.

Responds to Service and wildlife law enforcement needs occasioned by proximity and as directed.

Possesses a valid State driver's permit at all times.

Protects and safeguards Government property and equipment with which charged.

Operates motorized vehicles and boats.

Provides aircraft support as pilot in command of single or multi-engine fixed-wing aircraft.

40% } Advises an optimum utilization of aircraft in accomplishing the law enforcement mission. Assists in the development of aircraft utilization schedule.

Conducts missions under appropriate FAA low flight waiver permit and Service hazardous duty guidelines to provide surveillance and surveillance support.

As a condition of employment, the incumbent is required to undergo, and successfully pass, periodic physical examinations, participate in physical training, and maintain a physical condition that permits duties to be performed efficiently and safely.

Factor 1 Knowledge Required:

Comprehensive understanding of the statues, treaties, conventions and regulations that regulate fish and wildlife trade on a national/international basis.

In-depth knowledge of foreign governments' processes and procedures which regulate trade in fish and wildlife species and products.

Knowledge and ability to utilize the full range of demanding investigative techniques such as electronic monitoring of conversations, interrogation of reluctant witnesses, and querying of data base information systems of other agencies.

Ability to determine independently if evidence can meet the various standards for introduction in Federal prosecutive actions.

Knowledge of international business practices to determine when legal means are used to mask violations of fish and wildlife laws.

Analytical ability to determine the relationship between seemingly unrelated information in order to establish conspiratorial violations of Federal law.

Skill and ability to communicate complex facts in an orderly manner both orally and in writing.

Knowledge of points of law in order to effectively interact with legal representatives of alleged violators.

Sensitivity to international protocol.

Comprehensive knowledge of illicit fish and wildlife trade/traffic routes.

Knowledge to identify related illegal matters associated with smuggling or immigration.

Working knowledge of self defense techniques.

Skill and ability to effectively utilize firearms and to operate motorized vehicles and boats.

Knowledge of fish and wildlife biology.

Skill and ability to maintain flight proficiency and conduct operations in a professional manner.

Comprehensive knowledge of Federal, State and local regulations pertaining to flight operations.

Knowledge, skill and ability to comply with all Departmental and Service requirements for flight operations.

Knowledge of low level flight techniques peculiar to the law enforcement mission.

Factor 2 Supervisory Controls:

The supervisor outlines assignments in general terms, specifying end results. Incumbent is responsible for assessing workloads planning cases independently, and determining the need for investigative requirements. Very limited instructions are provided for technical aspects of the work. Arrangements for assistance and assignments involving other major jurisdictions are made through the supervisor. The supervisor reviews completed work for overall effectiveness and compliance with Service policy.

Factor 3 Guidelines:

Guidelines are available in the form of the Service Administrative Manual, the Law Enforcement Manual, the statutory provisions of applicable legislation, policies specified in correspondence, formal training and interchange with other enforcement personnel. Incumbent uses judgment to make frequent and considerable interpretation and adaptation of guidelines and to reach decisions in areas not covered by guidelines.

Factor 4 Complexity:

Incumbent must utilize the full substantive knowledge of an experienced investigator in conducting investigations characteristically having very sensitive and controversial issues present. Cases are discussed with supervisory personnel only at critical points during an investigation or when critically sensitive issues are involved.

Factor 5 Scope and Effect:

Investigations are concerned with major violations of law which have a debilitating effect on the nation's and the world's fish and wildlife resources. Economic implications are present. (for example, where legitimate businesses or industries are based on trade in fish and wildlife products.) Work affects the present and future ability of international fish and wildlife resources to withstand commercial exploitation.

Factor 6 Personal Contacts:

Personal contacts are principally with personnel in Federal or State and local investigative agencies. Contacts with lower graded personnel in the Service are to provide guidance and coordinate investigative activities. Various officials of the Office of the Solicitor, Department of the Interior, and the Office of the U.S. Attorney, Department of Justice, are consulted as appropriate in conducting civil and criminal investigations. The general public is contacted in the course of work activities.

Factor 7 Purpose of Contacts:

Contacts with other investigative personnel are for the purpose of obtaining/exchanging information. Contacts with the Office of the Solicitor and the U.S. Attorney are for presenting completed investigations for prosecution. Contacts with the general public are to ascertain compliance with laws and regulations.

Factor 8 Physical Demands:

Work requires considerable physical exertion including long periods of standing, walking over rough terrain, recurring bending, lifting, reaching or similar activities. The work requires average agility and dexterity.

Added stress is experienced during frequent periods of hazardous duty flight time when extreme and adverse weather conditions are encountered.

Factor 9 Work Environment:

Work includes both office and outdoor settings. There is regular and recurring exposure to moderate risks and discomforts such as adverse weather conditions, high/low temperatures, dusty/noisy environments, etc. Assignments include surveillance work in aircraft, boats and automobiles. The incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers, or property with which entrusted.



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240

ADDRESS ONLY THE DIRECTOR
FISH AND WILDLIFE SERVICE

MAY 20 2003

In Reply Refer To:
FWS/CLE/PER 4-02

Memorandum

To: Marcia Scifres, Firefighter and Law Enforcement Officer Retirement Team

From: Chief, Office of Law Enforcement *K. Blum*

Subject: Review of FWS Position Description Changes from Special Agent to Criminal Investigator

On October 1, 2002, the Fish and Wildlife Service changed the position descriptions for all Special Agents from GS-1812 to Criminal Investigator GS-1811. The statement of duties that follows applies to the positions:

The primary investigative duties of the Criminal Investigator GS-1811 positions at the GS-5,7,9,11,12,13 levels occupy the substantial portion of the incumbent's work time and are assigned on a regular/recurring basis. At these grade levels, 100% of the agent's time would be spent conducting investigations; preparing cases for presentation to legal officers; and participating in the full range of law enforcement activities, including surveillance, raids, interviewing witnesses, interrogating suspects, searching for physical evidence, securing and serving search warrants, testifying in court, reviewing case activity, administering the law enforcement program within an assigned jurisdiction, etc. For the Special Agent/Pilot positions, approximately 60% of an incumbent's time would be spent on these investigative duties, with the remaining 40% devoted to aircraft operation duties.

Thank you for your continuing efforts to complete the reviews of the special retirement packages for our law enforcement officers. If you have any questions or require additional information, please contact me at 202-208-3809.



United States
**Office of
Personnel Management**

Washington, D.C. 20415

In Reply, Refer To
CCN:EK:mh

Your Reference:

Mr. Morris A. Simms
Director of Personnel
U.S. Department of the Interior
Fish & Wildlife Service
18th & E Streets, N.W.
Washington, D.C. 20240

MAR 18 1983

Dear Mr. Simms:

This is in further reply to your letter concerning coverage under 5 U.S.C. 8336 (c)(1) for your Special Agent positions.

Based upon the evidence submitted, the following positions are covered in the primary category under section 8336(c):

<u>Position</u>	<u>Series & Grade</u>	<u>P.D. Number</u>
Special Agent	GS-1812-5	9050
	GS-1812-7	9070
	GS-1812-9	9090
	GS-1812-11	9110
	GS-1812-12	9120
Special Agent (Pilot)	GS-1812-12	9121
Special Agent (Wildlife)	GS-1812-12	19-300-10
Special Agent (Wildlife)	GS-1812-11	19-231-11
Special Agent (Fish & Wildlife)	GS-1812-12	19-232-15
Special Agent (Wildlife)	GS-1812-11	39-723-64
Special Agent (Wildlife) (Pilot)	GS-1812-12	49-022-2
Special Agent (Wildlife) (Pilot)	GS-1812-12	49-811-2
Special Agent (Wildlife)	GS-1812-11	49-812-1
Special Agent (Wildlife)	GS-1812-11	49-833-1
Special Agent (Wildlife)	GS-1812-11	49-832-1
Special Agent (Wildlife)	GS-1812-11	49-842-1
Senior Special Agent	GS-1812-12	49-930-7
Special Agent (Wildlife)	GS-1812-13	93-472

The positions listed below are covered under 5 U.S.C. 8336(c)(1) in the secondary category provided the incumbent transfers thereto from a covered position without a break in service of more than 3 days:

<u>Position</u>	<u>Series & Grade</u>	<u>P.D. Number</u>
Supervisory Special Agent	GS-1812-13	9132
Supervisory Special Agent	GS-1812-13	9133 -
Supervisory Special Agent	GM-1812-14 -	9143
Special Agent (Wildlife)	GS-1812-14	59-300-15*
Special Agent	GM-1812-14 -	49-900-11*
Supervisory Special Agent (Wildlife)	GS-1812-12 -	19-340-1

<u>Position</u>	<u>Series & Grade</u>	<u>P.D. Number</u>
Supervisory Special Agent (Wildlife)	GS-1812-12	39-720-60
Supervisory Special Agent (Wildlife)	GS-1812-14	39-700-100
Supervisory Special Agent (Wildlife)	GS-1812-12	49-820-1
Supervisory Special Agent (Wildlife)	GS-1812-12	49-830-1
Supervisory Special Agent (Wildlife) (Airplane Pilot)	GS-1812-12	49-840-1
Supervisory Special Agent (Wildlife)	GS-1812-12	49-930-1

*Position description numbers 59-300-15 and 49-900-11 are creditable in the secondary/administrative category, within the intent of the law.

Sincerely yours,



Eileen Kirwan
Special Inquiry Section
Retirement Claims Division