



**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: Secondary/Supervisory (Law Enforcement)

Bureau: U.S. Fish and Wildlife Service - Bureauwide

Classification Title: Supervisory Criminal Investigator

Organization Title: Resident Agent In Charge

Position Number: 9132 Series and Grade: GS-1811-13

RECOMMENDATION FOR COVERAGE REVIEW: Secondary/Supervisory Law Enforcement coverage is recommended under both CSRS and FERS.

The position is that of a first line supervisor over all law enforcement personnel organizationally assigned. Conducts the full range of law enforcement activities, 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 for very short periods of time. Plans, directs, supervises, and carries out long-range, sensitive and intricate investigations and apprehension of persons suspected of offenses against the criminal laws of the United States. **This position is clearly in the law enforcement field and is in an organization having a law enforcement mission. The primary duties of this position are as a first-level supervisor of law enforcement officers in primary/rigorous positions.**

Toni Orth

TONI ORTH, DOI/FLERT Human Resources Specialist

7/18/06
Date

See Attached

KEVIN ADAMS, Chief, Office of Law Enforcement, FWS

05/20/2003
Date

Michael Gillmore

MICHAEL GILLMORE, DOI FF/LE Supervisory Program Analyst

07/19/06
Date

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

Nancy Smith

Deputy Assistant Secretary, Performance, Accountability and Human Resources

7/24/06
Date



**U.S. DEPARTMENT OF THE INTERIOR
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Category of Coverage: Secondary/Administrative (Law Enforcement)

Bureau: Fish and Wildlife Service – Bureau-wide

Classification Title: Supervisory Criminal Investigator

Organization Title: Resident Agent In Charge

Position Number: 9132 Series and Grade: GS-1811-13

RECOMMENDATION FOR COVERAGE REVIEW:

Secondary/Administrative Law Enforcement coverage is recommended under both CSRS and FERS.

This is an administrative position in an organization having a law enforcement mission. The incumbent is a Criminal Investigator assigned to the ARD-Law Enforcement, Atlanta, GA; however, his/her full time and efforts are devoted to nationwide special projects and assignments. He/she is assigned as a principal staff officer and advisor to the ARD-Law Enforcement in Region 4 and when necessary, to the Chief, Division of Law Enforcement in Washington, DC. The incumbent is responsible for nationwide coordination plans for the Division of Law Enforcement; and administers special studies and projects on policy or program issues. Coordinates and participates in highly sensitive and complex law enforcement activities with field entities to facilitate programs and operations and provides supervision during these operations. Performs the full range of law enforcement activities including investigation, surveillance, conducting raids, interviewing witnesses, interrogating suspects, seizures of contraband, equipment and vehicles, securing and serving search warrants, making arrests, developing evidence for orderly presentation to the United States Attorney and other legal officers, testifying in court, preparing detailed written reports, and conducting undercover operations. **This position is clearly in an established career path and experience as gained by substantial service in a primary law enforcement position in the Federal government or equivalent experience outside the Federal government is a MANDATORY PREREQUISITE for the incumbents of this position.**

See Attached
 Chief, National Wildlife Refuge System

05/23/03
 Date

Marcia L. Scifres
 MARCIA SCIFRES, DOI Fire & Law Enforcement Retirement Team Leader

12/17/2003
 Date

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

Carolyn Cohen
 Deputy Assistant Secretary, Human Resources and Workforce Diversity

1/20/04
 Date



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. Adams*

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.

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>								1. Agency Position No. 9132									
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Other <i>Explanation (Show any positions replaced)</i>		3. Service <input type="checkbox"/> Hdqtra <input type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.									
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											
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 checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 2--Noncritical Sensitive <input checked="" type="checkbox"/> 3--Critical <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code									
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade		Initials		Date			
a. Office of Personnel Management		Department of the Interior, FLERT Specialist <i>Tom O'Ph</i>				GS		.1811		13							
b. Department, Agency or Establishment		This PD has been approved as follows under 5 USC 5336(c) and 8412(d) <u>Firefighter</u> <input checked="" type="checkbox"/> <u>Law Enforcement</u> <u>Primary</u> <u>Secondary/Administrative</u> <input checked="" type="checkbox"/> <u>Sec/Supvy</u>															
c. Second Level Review		Approval Date <u>July 24, 2006</u>															
d. First Level Review		Supervisory Criminal Investigator				GS		.1811		13				08/02/2006			
e. Recommended by Supervisor or Initiating Office																	
16. Organizational Title of Position <i>(if different from official title)</i> Resident Agent in Charge						17. Name of Employee <i>(if vacant, specify)</i>											
18. Department, Agency, or Establishment Department of Interior						c. Third Subdivision											
a. First Subdivision U.S. Fish and Wildlife Service						d. Fourth Subdivision											
b. Second Subdivision Office of Law Enforcement						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 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						b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>											
Signature _____ Date _____						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.						22. Position Classification Standards Used in Classifying/Grading Position											
Typed Name and Title of Official Taking Action Joyce M. Hayes Human Resources Specialist						OPM. Grade Level Guide for Classifying Investigator Positions, GS-1810/1811, TS-8, 2/72; General Schedule Supervisory Guide, HRCD-5, 6/98											
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 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	
a. Employee <i>(optional)</i>																	
b. Supervisor																	
c. Classifier																	
24. Remarks																	
Risk Designation: High Risk Drug Testing: Yes																	
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>																	

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

2. Reason for Submission

Redescription New Hdqtrs Field
 Reestablishment Other

3. Service

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

Explanation (Show any positions replaced)

Standard Position description #9132
 Covered under 5 U.S.C. 8336(c)(1) in the secondary category provided incumbent transfers from covered position without*

7. Fair Labor Standards Act
 Exempt Nonexempt

8. Financial Statements Required
 Executive Personnel Financial Disclosure Employment and Financial Interest

9. Subject to IA Action
 Yes No

10. Position Status
 Competitive
 Excepted (Specify in Remarks)
 SES (Gen.) SES (CR)

11. Position Is 12. Sensitivity
 Supervisory 1-Non-Sensitive 3-Critical
 Managerial 2-Noncritical Sensitive 4-Special Sensitive
 Neither

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 Supervisory Special Agent	GS	1811 4842	13		
d. First Level Review	Supervisory Special Agent	GS	1812	13		
e. Recommended by Supervisor or Initiating Office	Supervisory Special Agent (Wildlife)	GS	1812	13		

16. Organizational Title of Position (if different from official title) *ju 9-20-08*

17. Name of Employee (if vacant, specify)

Resident Agent in Charge

18. Department, Agency, or Establishment

c. Third Subdivision

Department of the Interior

d. Fourth Subdivision

a. First Subdivision

U.S. Fish and Wildlife Service

e. Fifth Subdivision

b. Second Subdivision

Signature of Employee (optional)

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

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

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

Signature

Date

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.

22. Position Classification Standards Used in Classifying/Grading Position

1811
 Series determination 1812 Grade - 1812/1811 2/72 TS-8
 Supervisory Grade Evaluation Guide Part II

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.

Typed Name and Title of Official Taking Action

Signature

Date

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

Department of the Interior, FLERT Specialist
 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: *January 20, 2004*

24. Remarks Reference classification standard for Investigator positions, GS-1810/1811 for grade level determination

(Feb. 1972); pp.17-18. SPD initially dated 9/3/82. *a break in service of more than 3 days. OPM letter 3-18-82.

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

Standard Position Description #9132**Supervisory Special Agent (Wildlife), GS-1812-13**

The position of Senior Resident Agent is that of a first line supervisor over all law enforcement personnel organizationally assigned. It is designated critical sensitive. Typical, but not all inclusive types of duties, are listed below.

Major Duties 1609.

Conducts the full range of law enforcement activities, 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 for very short periods of time.

Plans, directs, supervises, and carries out 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 4.2D(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.

Supervises a staff that may be comprised of any combination of professionals, technicians, wage grade and clerical employees.

Initiates, conducts, coordinates and supervises extremely complex and usually sensitive investigations within broad parameters provided by agency policies.

Consults with and advises the Special Agent-in-Charge of sensitive matters encountered and/or undertaken.

Insures the continuity of involved, complex investigative case files.

Insures the best enforcement results within manpower and equipment resources available.

Insures that investigative reports of subordinates are timely, complete and accurate and distributed to appropriate authorities.

Provides training and guidance to subordinates in technical and administrative phases of their responsibilities.

Establishes performance objectives for subordinates and evaluates, with them, the effectiveness of their activities, identifying deficiencies and prescribing corrective measures.

Insures all subordinates understand administrative policy and requirements.

Actively supports and implements the equal opportunity program as specified in national and local affirmative action plans.

Identifies the need for and performs undercover and surveillance activities.

Travels frequently away from the regular duty station.

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.

As 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 I. Knowledge Required for the Position

Ability to supervise and train lower grade employees.

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

In-depth knowledge of administrative processes in order to conduct program planning, financial, budgetary, personnel and property management.

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 database information systems of other agencies.

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

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

Sufficient 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.

Sufficient 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.

Sufficient knowledge to identify related illegal matters associated with smuggling or immigration.

Working knowledge of self defense techniques.

Skill in operating motorized vehicles and boats.

Skill and ability to effectively utilize firearms.

FACTOR 2. Supervisory Controls

Incumbent is supervised by the Special Agent-in-Charge who outlines assignments in general terms, specifying end results. Incumbent is responsible for assessing workloads and determining the need for investigative requirements. The supervisor reviews completed work for overall effectiveness and compliance with Service policy.

FACTOR 3. Guidelines

Well defined 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 judgement 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 investigatory in conducting investigations characteristically having sensitive and controversial issues present. Cases are discussed with supervisory personnel only at critical points during an investigation or when critically sensitive issues are

discovered.

FACTOR 5. Scope and Effect

Investigations supervised and/or conducted by the incumbent 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 due to the necessity of ethical concerns to compete with illegal entities. 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 individuals supervised in the organization. Higher graded personnel within the organization are contacted. Peers or higher graded personnel in other Federal or State and local investigative agencies are contacted. 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. The general public is contacted in the course of work activities.

FACTOR 7. Purpose of Contacts

Contacts with individuals supervised are to provide supervision and guidance. Contacts with higher graded personnel within the agency are to advise of work activities and receive instructions. Contacts with other agency personnel are for coordination purposes or liaison activities as a representative of the Special Agent-in-Charge. 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 law 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.

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 to not to endanger self, fellow workers, or property with which entrusted.