



# UNITED STATES DEPARTMENT OF THE INTERIOR

Office of the Secretary  
Firefighter/Law Enforcement Retirement Team  
300 E. Mallard Drive, Suite 170  
Boise, ID 83706

Memorandum

December 1, 2008

To: LaShauna Jones, Human Resources Specialist  
U. S. Fish & Wildlife Service

From: Toni Orth, Human Resources Specialist *Toni Orth*  
DOI Services for OWCP, Accountability, and Retirement

Subject: DOI Special Retirement Position Description Coverage

The following position has been approved for special retirement coverage. Attached are copies of the position description and DOI certification of approval.

**S0000A3/S0000B3/S000003** Park Ranger (LE/Refuge) **GL-0025-05/07/09**

The entire annotated PD (with the annotated OF-8 and DOI approval sheet) should be distributed as the official position description. **Since service in this position affects benefit entitlements, the PD and the DOI approval sheet must be filed on the RIGHT SIDE of the employee's Official Personnel Folder (OPF).** **Note:** If this PD is amended, e.g., statement of differences at the next lower grade, etc., the PD amendment and the original PD **must** be submitted to our office for review. If this PD is rewritten or if the duties, title, series, grade, position number, or classification date change, the PD must be submitted to our office for a new DOI decision.

This position description is covered as **Primary/Rigorous**; therefore, the maximum entry age (MEA) applies when filling with appointment subject to retirement, and the vacancy announcement must contain this restrictions. In addition, if the appointment will place the incumbent under FERS/CSRS retirement, the retirement code **must** be the FF/LEO retirement code ("6," "E," or "M") and the employee and the employing office **must** pay the extra retirement contributions.

The servicing personnel office is responsible for determining whether the incumbent is eligible for Law Enforcement pay.

If you have any questions, please contact me at (208) 334-1554.

Attachment(s)



**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: U.S. Fish and Wildlife Service - Bureau-wide

Classification Title: Park Ranger (LE/Refuge)

Organization Title: \_\_\_\_\_

Position Number: S000003 / S0000A3 / S0000B3 Series and Grade: GS-0025-05/07/09

**RECOMMENDATION FOR COVERAGE:** Primary/Rigorous Law Enforcement coverage is recommended under both CSRS and FERS.

The primary purpose of this position is the enforcement of Federal laws and regulations relating to criminal activities and misdemeanors such as arson, illegal hunting and fishing, disturbance of fish and wildlife, firearms violations, timber theft, hazardous material violations or dumping, vandalism, theft or disturbance of archaeological resources, illegal take or attempt to take plants and animals, traffic violations, marijuana cultivation, possession or sale of illegal drugs, crimes against persons or property, and trespassing on Service lands. The duties of this position are so rigorous that employment is limited to young and physically vigorous individuals who must meet established age and physical qualification requirements.

*Toni Orth*

TONI ORTH, DOI/FLERT Human Resources Specialist

11/6/08  
Date

*James W. Kuntz*

~~GEOFF HASKETT~~, Chief, National Wildlife Refuge System, FWS

11/10/08  
Date

*James Kuntz Acting*

*Michael Gillmore*

MICHAEL GILLMORE, DOI/FLERT Supervisory Program Analyst

11/10/08  
Date

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

*Nancy Rute*

Deputy Assistant Secretary, Human Capital, Performance, and Partnerships

11/20/08  
Date

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

1. Agency Position No.  
S0000A3

2. Reason for Submission  
 Redescription  New  Hdqtrs  Field  
 Reestablishment  Other  
 Explanation (Show any positions replaced)

3. Service  
 Hdqtrs  Field

4. Employing Office Location  
various

5. Duty Station  
various

Updated PD  
Approved for Servicewide Use

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  
 Supervisory  
 Managerial  
 Neither

12. Sensitivity  
 1--Non-Sensitive  3--Critical  
 2--Noncritical Sensitive  4--Special Sensitive

13. Competitive Level Code

14. Agency Use  
 BUS: 8888-7777

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	Park Ranger (LE/Refuge)	GL	0025	05		
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

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  
Region: \_\_\_\_\_

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

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  
 PCS for Park Ranger Srs, GS-0025, TS-75, 11/85; GEG for Police and Sec Guard Pos in Srs, GS-0083/GS-0085, TS-87, 4/88

Typed Name and Title of Official Taking Action  
S /Lashauna Jones/

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 10/2/08

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)								
b. Supervisor								
c. Classifier	CK	7/20/10						

Department of the Interior, FLEET 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: November 20, 2008

24. Remarks  
 7/20/10: Block 14 corrected to reflect appropriate BUS code. CKing  
 FPL: GL-09; Ref S00003 and SOD S0000B3, GS-7

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

**Park Ranger (LE/Refuge)**  
GL-0025-05

**Introduction**

In this entry-level position, the incumbent is trained and developed to become a commissioned Federal law enforcement officer on a U.S. Fish and Wildlife Service (FWS or the Service) field station. In this developmental position (FPL: GL-0025-09), the incumbent begins to develop the basic knowledge and skills to perform Refuge law enforcement work and related law enforcement program management duties that contribute to the Service's management of natural resources. The primary purpose of this position is the enforcement of Federal laws and regulations relating to criminal activities and misdemeanors such as arson, illegal hunting and fishing, disturbance of fish and wildlife, firearms violations, timber theft, hazardous material violations or dumping, vandalism, theft or disturbance of archaeological resources, illegal take or attempt to take plants and animals, traffic violations, marijuana cultivation, possession or sale of illegal drugs, crimes against persons or property, and trespassing on Service lands.

**Duties and Responsibilities**

1. Refuge Law Enforcement (55-95%)
  - a. Through formal classroom instruction and on-the-job training (such as observing or completing basic operational assignments), the incumbent develops a greater knowledge and skill to perform more advanced assignments such as:
    - i. Issuing warnings or citations to, or arrests and detains, violators of Federal, State, and local laws, rules, and regulations;
    - ii. Detecting and investigating criminal activity pertaining to Service lands and responsibilities of a limited scope, including trespass and/or destruction of property;
    - iii. Tags, catalogs, and controls access to evidence, ensures evidence remains free of contamination, maintains the chain of custody; and either contacts the owner for evidence pick-up after the case is completed or properly disposes of it, based on the nature of the evidence.
    - iv. Enforces State game and fish laws.
  - b. Checks the records of suspects and offenders for prior violations through Federal and State databases.
  - c. Assists in the preparation of investigative case files by documenting findings and facts, obtaining witness statements and copies of official records, and including pertinent evidence, correspondence, maps, historical information, exhibits, and photographs.
  - d. Inspects special use permits or least restrictions for compliance.

- e. Deters illegal or potentially harmful activities by educating visitors on the repercussions of their actions, being present throughout the Refuge.
  - f. Meet with visitors of the Refuge to educate them on the Service's mission and policies, and the laws and regulations applicable to natural resource conservation and preservation.
  - g. Occasionally provides emergency assistance to local law enforcement agencies.
2. Refuge Law Enforcement Work Planning (0-10%)
- a. Assists in the preparation of investigation or incident reports.
  - b. Learns about the existing working relationships with internal and external partners to promote and enhance the Refuge law enforcement program goals and objectives. Assists in the development of educational campaigns and media such as brochures and publications.
3. Combined Adjunct and Miscellaneous Duties (5-45%)
- a. Participates as a member of search and rescue teams.
  - b. Provides and/or obtains first aid or emergency medical assistance.
  - c. Operates motor vehicles or special purpose law enforcement vehicles of various types including small watercraft.
  - d. The incumbent may perform the following collateral duties:
    - i. Perform various resource management support duties such as: collecting fish and wildlife population and habitat information according to established protocols in and around the Refuge; issue special use permits in accordance with Refuge plans and policies; oversee fee collection activities; inspect concessions facilities; conduct fire, safety, and health inspections of on-site facilities; provide security or otherwise participate in wildland firefighting efforts; or assist in law enforcement activities at other internal or partner locations.

**Factor 1 – Knowledge Required by the Position**

Basic knowledge of law enforcement and general administrative methods and techniques to provide a foundation for understanding the objectives of the Refuge law enforcement program, basic concepts of conservation, and the overarching objectives of the Service and the National Wildlife Refuge System.

Basic knowledge of, and ability to apply, law enforcement techniques, methods, and procedures to enforce Federal, State, Tribal, and local laws and regulations.

Ability to successfully complete the Land Management Law Enforcement Course at the Federal Law Enforcement Training Center (FLETC) or equivalent training, Refuge Officer Basic School, and ability to obtain a commission as a Service law enforcement officer.

Skill in the use of firearms, self-defense techniques, prisoner control methods, electronic surveillance and intrusion detection devices, and two-way radios.

Ability to meet and deal to professionally interact with others in carrying out basic assignments and completing training.

Ability to operate a computer to prepare text reports, enter and retrieve data from a database, communicate via e-mail, and research items on the internet.

Skill in operating motorized vehicles and specialized craft.

Knowledge of and skill in using defense weapons and protective equipment.

Knowledge of and ability to obtain and maintain certification in first aid and cardiopulmonary resuscitation.

#### **Factor 2 – Supervisory Controls**

The supervisor, or senior employee, provides technical direction and detailed instructions for specific tasks, including which methods, procedures, and techniques to be employed for each assignment. As a trainee, work is closely reviewed while in progress and upon completion. The supervisor, or senior employee, is available if instructions are unclear or guidelines are not applicable. Work is reviewed for technical adequacy, completeness, compliance with instructions, and for indication that the employee can perform and accomplish more difficult, complex tasks. Work assignments that the employee has not performed before are reviewed much more critically.

#### **Factor 3 – Guidelines**

The trainee receives specific, detailed instructional material and oral instructions covering law enforcement and administrative principles, policies, laws and regulations, techniques, work processes, and procedures. The guidelines, as supplemented by instructions and direction, are typically directly applicable to assignments, and work is normally performed in accordance with the guidance received. Some limited judgment may be exercised, such as making decisions on the location of areas to be patrolled, within a limited set of choices, or the sequence of patrols.

#### **Factor 4 – Complexity**

The assignments consist of a variety of specific tasks or duties, which are designed to provide an orientation to Refuge law enforcement work and the Service. Typically tasks involve routing and limited assignments performed individually or by assisting an experienced law enforcement officer in the performance of tasks or parts of more difficult assignments.

#### **Factor 5 - Scope and Effect**

At this level, the purpose of the work is to orient the trainee through a developmental program to the practical application of classroom instruction and on-the-job training to perform law enforcement duties. The effect of the work is to accomplish limited assignments within the Refuge law enforcement program, either individually or through assistance to senior employees.

#### **Factor 6 – Personal Contacts**

The employee has daily contact with visitors, co-workers, private landowners neighboring the Refuge, and other members of the public. Contacts may occasionally include attorneys, judges, and personnel from Federal, State, Tribal, and local law enforcement agencies and emergency services organizations. With respect to visitors to and neighbors of the Refuge, the employee's contacts include people who represent a cross section of the nation and of many other countries. Visitors are of all ages and are from all social, ethnic, and economic groupings. Most visitors and Refuge neighbors can be expected to be law abiding citizens; however, visitors also include individuals who violate the laws, rules, and regulations of the Refuge and some individuals may have a history of previous convictions for serious criminal offenses.

#### **Factor 7 - Purpose of Contacts**

Assignments require collaboration with Service resource managers and a variety of Federal, State, Tribal, and local law enforcement agencies, whose goals are generally compatible but occasionally require special efforts to reconcile differing viewpoints or demands. Contacts with Service land users and visitors are to enforce law and regulations governing the use of Service lands, inform them of the cultural and natural resources on service lands, and ensure regulatory compliance. Contacts with private organizations, groups, and individuals are to exchange information and stimulate active support of law enforcement efforts, investigate criminal activity and violations, and apprehend suspects and violators. Contacts to deter and curtail criminal activity are often dangerous and people encountered are sometimes verbally and/or physically hostile.

#### **Factor 8 – Physical Demands**

The employee's work regularly includes long periods of standing, hiking, and/or climbing, and in many cases on uneven, steep, rough, slippery, and/or rugged terrain. Operation of a variety of land and water craft over extended periods of time is required. The duties require frequent or immediate strenuous exertion in law enforcement, firefighting, search and rescue, and related emergency activities. Lifting or carrying equipment weighing over 50 pounds may be required.

Duties involve performing physically rigorous assignments, usually in isolated outdoor environments on land, water, and in the air. The employee is frequently exposed to sudden severe weather conditions. Dangerous persons must be physically confronted, subdued, and apprehended, many of whom are known to carry weapons. Prisoners must be kept under physical restraint during transport and processing. Criminal investigations are subject to the need to be carried out without regard to fixed work schedules, scheduled off-duty days, or opportunities for proper rest or nutrition. As more complex assignments are received, there is a high-stress component to much of the employees' work assignment.

#### **Factor 9 – Work Environment**

While a portion of the work is performed in an office setting, most of the work is performed outdoors in all kinds of weather and climatic conditions on land and/or water. The work is performed at various hours of the day and night and for prolonged periods during emergency situations. The employee is subject to frequent exposure to high-risk and potentially dangerous situations in law enforcement and emergency types of situations requiring use of a wide-range of personal protective gear (some of which may be uncomfortable, hot, or inconvenient to wear), and adherence to specific safety procedures and other precautions.

Long periods of surveillance work may be required in cramped or unpleasant locations and under less than ideal conditions. The employee is subject to the possibility of being frequently assigned variable work schedules, including shift work.

The employee is exposed to potentially dangerous situations, such as accidents while operating motor vehicles of various types; flying as a passenger in a small fixed wing or rotary wing aircraft; and/or operating and/or riding in small watercraft.

Emergency law enforcement operations require entry into hazardous environments, exposure to dangerous persons, animals, and substances, and potential exposure to infectious diseases. The employee follows FWS and DOI safety policies, wearing protective clothing and using appropriate protective and/or safety devices to reduce or eliminate exposure to dangerous situations.

As a condition of employment, the employee must successfully meet or pass the following:

- Screening and testing:
  - FLETC's Physical Efficiency Battery
  - Background Investigation
  - Qualification Inquiry
  - Drug Testing
  - Psychological Screening
  - Medical Standards
- Land Management Police Training (FLETC)
- Refuge Officer Basic School
- Cardiopulmonary Resuscitation Certification
- First Aid Certification
- Maximum entry age and retirement requirements
- Must wear the Service uniform according to policy
- Must have and maintain a valid motor vehicle operator's license for the required vehicles
- Must qualify and carry a firearm