



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 - Office of Law Enforcement

Classification Title: Criminal Investigator

Organization Title: Senior Special Agent

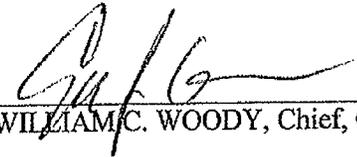
Position Number: S000359/S000358 Series and GS-1811-12/13

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

The incumbent leads, organizes, and serves on multi-function teams to conduct extremely complex investigations and to address complex illegal conservation issues. Plans, directs team members, and independently conducts investigations, including extremely complex and highly sensitive investigations of alleged or suspected violations relative to FWS. The incumbent serves as an expert when testifying in criminal and civil court or administrative proceedings. Performs a wide variety of other law enforcement activities on the most complex and sensitive cases such as raids, interviewing witnesses, interrogating suspects, making arrests, developing evidence for presentation, testifying in court, and preparing detailed reports. **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.**

  
ALAN SIZEMORE, Human Resources Specialist, DOI

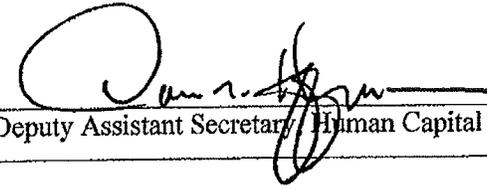
12-04-2012  
Date

  
WILLIAM C. WOODY, Chief, Office of Law Enforcement, FWS

NOV 29 2012

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:

  
Deputy Assistant Secretary, Human Capital and Diversity

12/10/12  
Date

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

1. Agency Position No.  
S000359

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station varies		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 (Specify in Remarks)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial	
12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input checked="" type="checkbox"/> 3-Critical		13. Competitive Level Code		14. Agency Use AUS: 8888		15. Classified/Graded by		16. Official Title of Position	

Explanation (Show any positions replaced)  
This SPD is approved for Service-wide use. Statement of differences to FPL SPD# S000358

15. Classified/Graded by		16. Official Title of Position		17. Name of Employee (if vacant, specify)	
a. Office of Personnel Management FPL: GS-13		Senior Special Agent		SPD has been approved as follows under 5 USC 5306(c) and 5412(d) Firefighter X Law Enforcement Primary X Secondary/Administrative Approval Date: December 10, 2012	
b. Department, Agency or Establishment		c. Second Level Review		d. First Level Review	
Department of the Interior		Criminal Investigator		GS 1811 12 CK 11/30/12	
c. Second Level Review		d. First Level Review		e. Recommended by Supervisor or Initiating Office	

18. Department, Agency, or Establishment Department of the Interior		c. Third Subdivision	
a. First Subdivision U.S. Fish & 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 (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		Signature	
Date		Date	
		William C. Woody, Chief Office of Law Enforcement NOV 29 2012	

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 Cecilia E. King Classification & Compensation Manager		OPM JFS for Admin Work in the Inspection, Investigation, Enforcement, and Compliance Group, GS-1800, 03/09	
Signature		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.	
Date		Date	
11/30/12			

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

24. Remarks  
Drug Testing=Yes; Risk Designation=Critical Sensitive/SSBI; Financial Disclosure=Yes

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

U.S. Fish and Wildlife Service  
Office of Law Enforcement

Criminal Investigator  
GS-1811-12  
PN# S000359

**STATEMENT OF DIFFERENCES:** Characteristics and duties of this position are essentially the same as those reflected in the full performance position description number S000358, with the following exceptions:

Performs developmental assignments designed to prepare the incumbent for the full performance level work described in the GS-13 position description. During this period, the incumbent will operate under closer supervision and guidance than that described in position description S000358 and as overall knowledge is gained, progressively more reliance will be placed on the incumbent until full responsibility for assignments is assumed.

This is a developmental position established to provide for a period of growth. The incumbent receives on-and-off the job training in overall objectives to be accomplished and available resources. Incumbent participates in planning and assigning priorities to the tasks. The incumbent will receive assignments that are designed to develop the knowledge, skills and abilities required to carry out assignments at the full performance level. Completed work is measured in terms of applicability to management issues and in satisfaction of OLE objectives and operational deadlines.

The position will remain at the grade 12 level until the employee meets the necessary qualification requirements and the incumbent's supervisor certifies that the incumbent has reached the described level of proficiency and effectiveness contemplated in the attached position description. Upon meeting all requirements, incumbent may be promoted non-competitively to the full performance level of GS-13.

This statement along with a copy of the full performance PD (S000358) constitutes a complete PD at the GS-13 level.

**Special Conditions:** The incumbent must possess a valid State driver's license and is required to operate motorized vehicles and boats. The incumbent must be qualified and licensed to carry firearms. The incumbent must pass periodic physical examinations, meet physical standards set by the Department of Interior for the position without accommodation, and otherwise fulfill the requirements for law enforcement positions of 5 U.S.C. 8336(c). This position is subject to Drug Testing.

Department of the Interior, FLERT Specialist *Bar Outh*  
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 *April 14, 2009*