

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

1. Agency Position No.  
-97011A

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> Hdqtrs. <input type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
<input type="checkbox"/> New <input checked="" type="checkbox"/> Other		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 type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)	
Explanation (Show any positions replaced)		11. Position Is: <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input checked="" type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code		14. Agency Use	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	Supervisory <del>Special Agent</del> <b>Criminal Investigator</b>	GS	<del>1811</del> 1812	13	<i>AE</i>	1/20/98
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)  
**Deputy Assistant Regional Director - Law Enforcement**

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment  
**Department of the Interior**

a. First Subdivision  
**U.S. Fish and Wildlife Service**

b. Second Subdivision  
**Region**

c. Third Subdivision  
**Assistant Regional Director - Law Enforcement**

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

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)  
**Jamie Clark, Director  
U.S. Fish and Wildlife Service**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature *[Signature]* Date *1/20/98*

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  
**Series Definition for Game Law Enforcement Series, GS-1812; General Schedule Supervisory Guide, April 1993**

23. Position Review

Typed Name and Title of Official Taking Action  
**Bob Eckert  
Management Initiatives Specialist**

Signature *Bob Eckert* Date *1/20/98*

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.

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

24. Remarks  
FPL: GS-14  
FC: 00  
See attached note.

**Department of the Interior, FLERT Specialist** *Dorothy Millie*  
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*

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

Note: This is a developmental position, and the incumbent receives assignments of the type outlined in the position description for Supervisory Special Agent, GS-1812-14 (Job Number 79100-97011). However, the incumbent works under closer supervision than is described in the above-referenced position description. Noncompetitive promotion to the full-performance, target level is subject to: (a) the employee adequately performing the full scope of the duties and responsibilities of the target position; (b) the position remaining classifiable at the assigned title, series, and grade; and, (c) the incumbent meeting qualification and regulatory requirements.



**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/Administrative (Law Enforcement)

Bureau: Fish and Wildlife Service – Bureau-wide

Classification Title: Supervisory Criminal Investigator

Organization Title: Assistant Special Agent In Charge

Position Number: 97011 Series and Grade: GS-1811-13/14  
+ 97011A

**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 of this position serves as the full Deputy to the Assistant Regional Director who is responsible and accountable for the law enforcement programs, operations, and activities of one of the U.S. Fish & Wildlife Service's regions. The incumbent shares line management authority and exercises joint responsibility with the ARD-LE over the regional law enforcement program. The actual conduct of regional activities in enforcing the fish and wildlife laws, involves: 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



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 Administrative

Bureau: Fish and Wildlife Service - Bureauwide

Classification Title: Supervisory Special Agent

Organization Title: Deputy Assistant Regional Director - Law Enforcement

Position Number: 97011 Series and Grade: GS-1812-13

RECOMMENDATION FOR COVERAGE REVIEW:

Secondary administrative coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested.

This position has administrative duties in an organization having a law enforcement mission. The primary duties are investigation and apprehension. The position requires prior law enforcement experience and is clearly in an established career path.

The incumbent serves as the full Deputy to the Assistant Regional Director - LE, who is the chief manager of and is responsible and accountable for the law enforcement programs, operations, and activities of one of the U.S. Fish & Wildlife Service's regions. The incumbent shares line management authority and exercises joint responsibility with the ARE-LE over the regional law enforcement program and staff such as Special Agents and Wildlife Inspectors dispersed throughout the region. Integrates law enforcement plans and operations with the mission, projects, and initiatives of Service and the Region.

[Signature]  
Bureau Program Designee - Chief, Office of Law Enforcement

7/6/98  
Date

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

05/29/98  
Date

[Signature]  
Director, Office of Fire and Aviation (BLM), Lester K. Rosenkrance

6/18/98  
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:

[Signature]  
Mari R. Barr, Secretary's Designee

6/18/98  
Date