

HQ DEPARTMENT OF THE ARMY

Guidance for Consistency Review of Criminal Investigator Positions and Special Retirement Position Coverage Determinations

ENCLOSURE 2

1. GENERAL INFORMATON:

a. Action Required by Command: Command G1s must review all currently/ previously encumbered, active or archived, occupational series 1811 PDs for proper classification consistent with Reference (e). All 1811 PDs that have not been approved for SRC must be submitted with supporting documentation for classification authentication.

b. Desired End State: All Army positions in the 1811 series will be appropriately classified. PDs found to be appropriately assigned to the 1811 series, and which have not received prior coverage approval for SRC, will be submitted by G1 to the USD (P&R) for a formal coverage determination. Employee SRC service credit will be effective the date of official assignment to a position that has already been approved for SRC. As appropriate, position coverage approval documentation will be filed in each eligible employee's official personnel file.

2. GENERAL INFORMATION FOR CLASSIFICATION REVIEW:

a. Officially Assigned Duties: A position description, commonly called a "PD" in the Federal workplace, serves to document the major duties, responsibilities, and organizational relationships of civilian positions. It serves as the official record and authorization document for the classification of the job and is a key document involved in most personnel actions to include those related to civilian hiring, pay, performance management, and benefits. The PD is linked to the organizational mission and is influential in the evaluation of organizational manning and budget requirements. As the official record of a civilian's duties, the PD also forms the foundation for determining eligibility for special retirement.

b. Classification Link to SRC: The classification of the PD is a critical element in determining whether the position meets statutory and regulatory requirements for special retirement coverage. While the classification of the position does not confer approval for special retirement coverage, the PD is the primary document used to evaluate requests for SRC. Special retirement is a position driven employee benefit that requires the official duties to meet statutory and regulatory requirements. Positions

Guidance for Consistency Review of Criminal Investigator Positions and Special Retirement Position Coverage Determinations

in the 1811 series that have not been previously submitted to the USD (P&R) and approved for SRC must be evaluated in accordance with the procedures specified in Enclosure 3.

c. Delegated Classification Authority (DCA): Reference (d) limits delegated classification authority for positions subject to coverage under special retirement provisions to the Director of the Civilian Human Resources Agency (CHRA). Further delegation within CHRA is limited to HQ CHRA staff level personnel. Consistent with this delegated authority, HQ CHRA is the final Department of Army classification authority for Criminal Investigator 1811 positions.

d.. Classification of 1811 Positions: References (a) – (e) provide guidance and information for classifying positions under the General Schedule, delegation of classification authority, and the OPM Classification Standards used in classifying positions in the 1800 family. The OPM Position Classification Standard and applicable supplemental guidance will be used to review and determine classification of 1811 PDs.

e. Distinguishing Series: Reference (e), issued in 2009, added new series definitions to the 1800 family and provided more specific guidance for series placement. Positions classified to the 1811 series must meet the definition for criminal investigation. There are other series that perform work related to “criminal” investigations that do not meet the 1811 series definition so analysis is imperative to classifying an 1811 position. For example. The following positions include work similar to that performed in the 1811 series, but not to the extent of the required knowledge, position mission, or organizational function for 1811 classification:

- Series 0083 Police Officer positions involve performing investigative work primarily focused on security and crimes committed on or adjacent to Federal property and installations.
- Series 1802 (multiple titles possible) positions perform investigation of fraudulent claims for worker’s compensation. They search electronic data bases and the internet to collect electronic information that may be used as evidence of worker’s compensation fraud.
- Series 2210, Computer Specialist positions involve work related to the recovery of electronic evidence seized from computers or other high tech devices; detecting and analyzing intrusions/attempted intrusions to trace and identify source of intrusion.
- Series 1810 covers positions which supervise, lead, or perform work involving planning, conducting, or managing investigations not involving criminal violations of Federal laws. Results of investigations make or

Guidance for Consistency Review of Criminal Investigator Positions and Special Retirement Position Coverage Determinations

invoke administrative judgments, sanctions, or civil penalties, or decisions. Case work involves Federal employee misconduct or fraud, waste, and abuse; fraud and abuse by Federal contractors; security clearances and employment suitability, and/or federal regulated programs or areas.

See page 14 of Reference (e) for assistance in distinguishing 1811 work from other investigative work. Criminal investigative work is characterized by the type and scope of crimes investigated and the organization and sophistication of the criminals.

f. References: References (a) – (e), together with the attachments to this guidance, will assist in the review and submission of 1811 PDs. Documents may be accessed at the following link: <http://cpol.army.mil/library/benefits/src/>. OPM classification appeal decisions related to investigative positions may also provide a resource for applying the OPM 1800 job family position classification guidance to your position(s) and are available at: <http://www.opm.gov/policy-data-oversight/classification-qualifications/appeals-decisions/>.

g. Mixed Duties: If the work described in the major duties in the PD being evaluated contains mixed duties (work that would be classified to another series; i.e., 1810 General Investigation, 1805 Investigative Analyst, 0083 Police Detective, 0080 Security Administration, or any other series of work outside the 1811 series) that work must be evaluated separately and assigned a percentage of time that such work is being performed. Percentages may be recorded in the margins of the PD or included in the position evaluation.

h. Providing Supplemental Information: PDs under evaluation may not be modified prior to submission for a classification determination. The PD must be evaluated as currently described; however, a position evaluation statement may be added to the PD. Supplemental documentation may be provided separately.

3. DISPUTE RESOLUTION PROCESS: As referenced above, CHRA has DCA authority for these positions. OPM and DoD classification appeal regulatory and policy guidance will apply in the case of a classification dispute.

- a. PDs that do not meet criteria for coverage under the 1811 series will not be authenticated as 1811 series classifications by CHRA.
- b. If HQ CHRA determines the position is not classifiable in the 1811 series, CHRA will provide a formal classification advisory to management.
- c. Reference (b) covers provisions for employees to appeal the classification of their positions.

Guidance for Consistency Review of Criminal Investigator Positions and Special Retirement Position Coverage Determinations

4. SUBMISSION PROCESS:

a. Employee Service History: A review of the service history for all current 1811 series employees has been completed. An AKO collaboration site has been established for this review to eliminate transmission of data by email and to centralize information and access while protecting Personally Identifiable Information.

b. Please provide contact information for your command POC to Ms. Marion Foster at marion.d.foster.civ@mail.mil or Ms. Barbara Walker at barbara.s.walker12.civ@mail.mil Command POCs will be given access to the command collaboration folder.

c. Process for Documenting Result of Review: A spreadsheet with the result of the review of each employee's service history by PD number has been placed in each command's folder. The command will annotate its classification evaluation determination for each PD listed on the spreadsheet.

d. Verification of PD Accuracy: Management must verify accuracy of the PD by signing and dating a hard copy of the PD in the "Supervisory" block. Signed/validated PDs will be uploaded as .pdf files along with any additional documentation. Naming convention for files is the related PD# and file topic (i.e., org chart, mission and function statement). Include the PD number title, series, grade on any additional documentation provided to support the review.

e. Only PDs for positions determined by the command to be properly classified in the 1811 series should be submitted to AG-1(CP). If the PD is determined not to be classifiable to the 1811 series, do not submit that PD for classification review at this time. Document any recommended change to the position's classification on the spreadsheet provided.

f. Attachment 1 contains a template memorandum for use in submitting PDs for review and SRC determination. Attachment 2 is a template to assist you in preparing your response memorandum. Attachment 3 is a checklist of submission requirements.



OFFICE SYMBOL

DATE

MEMORANDUM FOR OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1,
EMPLOYMENT POLICY DIVISION, 6010 6TH STREET, BLDG 1465, FORT BELVOIR,
VA 22060

SUBJECT: Classification Review of Criminal Investigator Positions and Request for
Special Retirement for Position Description Number(s) – <PD>.

1. The attached position descriptions (PDs) have been reviewed and determined to be accurately classified as Criminal Investigator 1811 positions.
2. Request formal special retirement coverage approval for PD(s) <XXX>, Criminal Investigator, 1811, <grade> provided at Enclosure <#>. This requests includes required information and supporting documentation as outlined in the Defense Civilian Personnel Advisory Service Guidelines for Requesting Position Coverage under the Special Retirement Provisions for Law Enforcement Officers dated 12 Jan 2011
3. I certify that the enclosed PD(s) accurately reflect the duties of the respective positions. The primary duties of [these] position(s) are (I) the investigation and apprehension, or detention of individuals suspected or convicted of offenses against the criminal laws of the United States; or (II), the protection of officials of the United States against threats to personal safety. The duties are/are not sufficiently rigorous that employment opportunities should be limited to young and physically rigorous individuals.
4. My point of contact is <NAME>, phone <#> or <#>, or <EMAIL>.

x Encls

Signature Block

1. Position Description(s)
2. Mission Statement
3. Organization Chart
4. Supporting Documentation

JOB SUMMARY STATEMENT

For Job Number: XXXXXX:

Title, Series and Grade: (ex, *Criminal Investigator 1811-XX*)

Position Location: Command, Organization, City and State (Provide Organization Chart indicating Title/Series/Grade of Each Position)

CLASSIFICATION STANDARDS USED TO EVALUATE POSITION MUST BE:

Job Family Position Classification Standard for Administrative Work in the Inspection, Investigation, Enforcement, and Compliance Group, 1800 issued by the Office of Personnel Management, March 2009, revised April 2011

SUPERVISORY CONTROLS

Identify whether the position is a first or a second level supervisory position

LIST MAJOR DUTIES BY CATEGORY AND INCLUDE PERCENTAGES FOR EACH

For example: Conducting Criminal Investigations; Criminal Case Preparation; Search/Seizure & Evaluation of Evidence; Development of Informants; Interviewing Witnesses/Victims; Interrogation of Suspects; Assisting the U.S. Attorney's Office /Testifying in Court Proceedings; Participating in Surveillance/Undercover Operations; Providing Protective Services/Performing Protective Surveys; Participating in Joint Criminal Investigations; Development of Investigative Standards, Regulations, Policy; Training; Records Management; Records Research; Report Preparation, Trend Analysis; Security Surveys; Leading or Supervising the Work of Others

Types of Crimes Investigated

Jurisdiction

Applicable Statutes/Authorities/Regulations Involved in Investigations

Average Length of Investigations

CONDITIONS OF EMPLOYMENT:

Position Evaluation Statement:

Prepared by: Name, Title, Installation address (Command Management Rep/Supervisor)

Signature _____
Date: _____

I certify that PD#XXXXXX was effective MM/DD/YYYY

Certified by: *Name, Title, Installation address (CPAC rep)*

Signature _____
Date: _____

LEO COVERAGE DETERMINATION PACKET CHECKLIST**Please attach this as a cover sheet to the request for coverage determination**

PD#:	Title:
Date position classified:	Position location:
POC:	

- Classification Review Memo
- Position Description(s) or reconstructed job summary meeting all requirements below
- Mission Statement and Organizational Structure (organizational hierarchy/structure; supervisory positions and subordinate positions title, series & grade by org structure)

PD/Job Summary Review:

- PD supports special retirement coverage:
 - Occupational Series is 1811
 - Major duties for primary/rigorous positions involve either 1) the investigation, apprehension, or detention of individuals suspected or convicted of offenses against the criminal laws of the United States; or, 2) the protection of officials of the United States against threats to personal safety; and which are sufficiently rigorous that employment opportunities should be limited to young and physically vigorous individuals
- or-
- Position duties are of a supervisory or administrative nature (secondary position) serving in a law enforcement field in an organization with a law enforcement mission and for which experience in a rigorous law enforcement position is a mandatory prerequisite.
- PD includes statement of physical requirements for the position
- PD Includes information regarding application of the DoD mandated maximum entry age and the statutory mandatory separation age
- PD has percentages for duties and the percentages total 100%
- PD has evaluation statement
- OPM approved title of position is on the PD & evaluation statement
- PD was evaluated by the OPM Job Family Position Classification Standard for Administrative Work in the Inspection, Investigation, Enforcement, and Compliance Group, 1800 standard issued in March 2009
- Lead or Supervisory positions must also apply relevant standards:
 - Lead - OPM General Schedule Leader Grade Evaluation Guide of June 1998
 - Supervisory - OPM General Schedule Supervisory Guide of April 1998
- If position has been subject to GS to NSPS to GS conversion, all GS and NSPS PDs must be reviewed and submitted for coverage determination collectively
- If PD is part of a developmental progression, all PDs in the developmental series must be submitted for approval collectively
- If developmental PDs have been replaced by a new PD, include all old and new PDs in developmental series
- If PD is not available, Job Summary must be submitted in place of PD
 - Job Summary validated and signed by Command rep and CPAC

NOTES: