



PERSONNEL AND
READINESS

UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000



JUL 31 2000

MEMORANDUM FOR SECRETARY OF THE ARMY

SUBJECT: Request for Special Retirement Coverage - Law Enforcement Officer Position

I approve the position, GS-1811-12, Criminal Investigator, position description number N2241, as recommended in the attached Army memorandum, in the secondary/administrative category under the special retirement provisions of 5 USC 8336 (c) and 8412 (d).

Please ensure that any employee assigned to this position meets the transfer requirements as provided by 5 CFR 831.904 and 5 CFR 842.803, as applicable, prior to inclusion under special retirement coverage as a law enforcement officer.

Bernard Rostker

Attachments:
As stated





PERSONNEL AND
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UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000



JUL 31 2000

MEMORANDUM FOR SECRETARY OF THE ARMY

SUBJECT: Request for Special Retirement Coverage - Law Enforcement Officer Position

I approve the position, GS-1811-12, Criminal Investigator, position description number B2602, as recommended in the attached Army memorandum, in the secondary/administrative category under the special retirement provisions of 5 USC 8336 (c) and 8412 (d).

Please ensure that any employee assigned to this position meets the transfer requirements as provided by 5 CFR 831.904 and 5 CFR 842.803, as applicable, prior to inclusion under special retirement coverage as a law enforcement officer.

Bernard Rostker

Attachments:
As stated





PERSONNEL AND
READINESS

UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000



JUL 22 2017

MEMORANDUM FOR SECRETARY OF THE ARMY

SUBJECT: Request for Special Retirement Coverage - Law Enforcement Officer Position

I approve the position, GS-1811-12, Criminal Investigator, position description number 94385, as recommended in the attached Army memorandum, in the secondary/administrative category under the special retirement provisions of 5 USC 8336 (c) and 8412 (d).

Please ensure that any employee assigned to this position meets the transfer requirements as provided by 5 CFR 831.904 and 5 CFR 842.803, as applicable, prior to inclusion under special retirement coverage as a law enforcement officer.

Bernard Rostker

Attachments:
As stated





DEPARTMENT OF DEFENSE
CIVILIAN PERSONNEL MANAGEMENT SERVICE
1400 KEY BOULEVARD
ARLINGTON, VA 22209-5144

AUG 9 2000

Department of the Army
HQ ARMY, OASA (M&RA)
ATTN: SAMR-CPP-SM
200 Stovall Street
Alexandria, VA 22332

Dear Ms. Chiles:

Attached you will find the final approval letters for special retirement coverage for law enforcement officers in the secondary/administrative category for three positions:

Criminal Investigator, GS-1811-12, position description number N2241
Criminal Investigator, GS-1811-12, position description number B2602
Criminal Investigator, GS-1811-12, position description number 94385

Questions on this matter may be directed to Ms. Laura DeLuca at 696-6301, extension 212.

A handwritten signature in cursive script, appearing to read "Kenneth M. Orrisko", is positioned above the printed name.

KENNETH M. ORRISKO
Chief, Field Advisory Services Division

Enclosures:
As stated

DEPARTMENT OF THE ARMY JOB DESCRIPTION <small>For use of this form, see CFR 501; the proposing agency is OCSPER.</small>		1. JOB NUMBER N2241 TS	
2. HEADQUARTERS, U.S. ARMY Criminal Investigation Laboratory Fort Gillem, GA 30050-5000		3. ORGANIZATIONAL LOCATION (Complete on organization copy only) U.S. Army Criminal Investigation Laboratory Technical Support Division	
4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE US OPM PCS GS-1810/1811, TS-8, Feb 72 US OPM PCS GS-1670, TS-52, Jun 64		5. TITLE Criminal Investigator	
		6. PAY SCHEDULE GS	7. OCC CODE 1811
		8. GRADE 12	
		9. FAIR LABOR STANDARDS ACT <input checked="" type="checkbox"/> EXEMPT <input type="checkbox"/> NONEXEMPT	
		10. COMP LEVEL OY	
11. EVALUATION APPROVAL			
TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS			
<i>Jerry C. Pate</i> JERRY C. PATE, COL, CM, Commander <small>(Signature)</small>		28 MAR 1991 <small>(Date)</small>	
12. JOB CONTENT APPROVAL (COMPLETE ON ORGANIZATION COPY ONLY)			
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.			
<i>Thomas Mackey</i> <small>(Signature of Approving Supervisor)</small>		28 MAR 91 <small>(Date)</small>	
13. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION			
<i>Robert P. Gill</i> ROBERT P. GILL, Chief, Serviced Activities Br. <small>(Signature of Position Classification Specialist)</small>		27 Mar 91 <small>(Date)</small>	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES Supervisory Controls: Performs duties under the broad general supervision of the Chief, Technical Support Division, who delegates authority and responsibility for criminal investigative actions, to include use of a wide variety of electronic and electromechanical equipment used in support of criminal investigations. Plans and carries out the most sensitive and complex of criminal investigations, criminal investigative support operations, and investigative staff projects with a large measure of initiative and self-determination. Independently develops, coordinates, and finalizes investigative efforts. Decisions and recommendations made by the incumbent are accepted as authoritative, technically correct and binding.			
Major Duties: The primary purpose of this position is to plan and conduct investigative operations, staff investigative requirements, and train other investigators in the complete spectrum of electronic applications associated with the conduct of criminal investigations.			

Major Duties (Continued)

1. Provides technical supervision of USACIDC's technical services investigative support program, involving sophisticated electronic surveillance equipment employed by CID Special Agents in over 140 locations worldwide. Reviews requests for approval to employ technical equipment to ensure that the requested equipment is adequate to perform the investigative mission, and locates or provides adequate equipment to meet investigative requirements. Writes implementing regulations to ensure that technical investigative equipment is properly secured, maintained, accounted for, and utilized in support of criminal investigations in each location worldwide in accordance with DA and DOD regulatory guidelines. Plans and manages technical services program to provide USACIDC the maximum level of investigative support within fiscal and manpower constraints. Provides budgetary information to HQUSACIDC concerning planned acquisition of surveillance equipment. Provides advice to the USACIL and USACIDC Commanders concerning electronic surveillance technology.

25

2. Maintains state-of-the-art expertise in criminal investigations, as well as in technical surveillance technology by self-study, attendance at advanced courses and professional meetings, and liaison with other Federal, state, and local law enforcement and intelligence agencies. Conducts market research to identify state-of-the-art investigative equipment, and writes complex technical specifications to ensure that all investigative equipment procured by USACIDC will perform the required investigative missions. Assists procurement officials in drafting purchase requests and contracts, and in resolving technical questions or protests on the part of equipment manufacturers during the procurement process. Ensures that technical investigative equipment procured meets required specifications, and oversees fielding, maintenance, and disposition of such equipment. Provides required information to HQUSACIDC on the acquisition and distribution of technical listening equipment used in criminal investigations for required reports to DOD.

20%

3. Responds to requirements for technical support in criminal investigations, to include complex, globe spanning investigations involving major organized crime/drug organizations or major defense contractors. Conducts technical investigations which require the innovative use of ultrasophisticated and complex technical surveillance equipment and systems to obtain irrefutable, legally admissible evidence of criminal activity on the part of criminals to include drug kingpins and corporate executives who deal exclusively through criminal or legitimate subsidiaries, often involving both legal and illegal activities. Designs new devices or modifies existing devices to achieve investigative goals when existing equipment cannot meet the needs. Conceptualizes, designs, and fabricates original systems and one-of-a-kind devices to meet special investigative situations. Plans the technical aspects of investigative operations, and coordinates operations with key officials of other investigative or law enforcement agencies as needed, resolving extremely complex multi-level jurisdictional and legal problems encountered...When

Major Duties (Continued)

required, assumes an undercover identity through use of an elaborate cover story and false documentation to infiltrate tightly knit, well-organized, suspicious groups. Through undercover identity or surreptitious entry, gains access to locations where suspected criminal acts/conspiracies occur and covertly deploys electronic surveillance equipment to obtain evidence/intelligence. When necessary, defends self and others with firearms; makes apprehensions; recognizes, collects, preserves, documents, and evaluates physical and testimonial evidence; conducts interviews; testifies in court; and performs all other duties of a senior CID Special Agent. 25

4. Develops training on the technical and legal aspects of electronic surveillance for use by the U.S. Army Military Police School in program of instruction for CID Special Agents. Writes lesson plans, classroom handouts, and instructional manuals for all electronic surveillance equipment and techniques, and presents instruction at the Military Police School and at designated locations throughout USACIDC. Develops training aids, illustrations, and instructional media to support electronic surveillance training. 15

5. Travels throughout the world to accomplish these duties, often with little or no advanced notice, transporting sensitive technical equipment and firearms as well as evidence developed in criminal investigations. Arranges to transport such items across international boundaries both overtly and, when necessary, covertly. 10

6. Performs other duties of a senior Federal law enforcement officer as assigned. 5

Performs other duties as assigned.

Note:

Experience in a primary law enforcement position or equivalent experience outside the Fed gov

is a prerequisite to holding this position

Job No. N2241

EVALUATION RATIONALE

Position: Criminal Investigator, GS-1811-12

Location: USACIL, Technical Support Division, Fort Gillem, GA 30050-5000

References: US OPM PCS GS-1810/1811, TS-8, Feb 72
US OPM PCS GS-1670, TS-52, Jun 64

1. Background. This position is a civilianization of a military position.

2. Series and Title Determination. This position is involved in the use of electronic surveillance equipment in criminal investigations, including such matters as determining the appropriate equipment to be used to meet investigatory requirements, development of policy and regulations regarding the use of electronic equipment, and providing technical assistance in ongoing investigations. Such work requires not only a knowledge of electronic surveillance equipment, but also of investigative techniques, requirements, and processes. As such, this is a mixed position involving work which falls within the scope of the Criminal Investigation Series, GS-1811, and the Equipment Specialist Series, GS-1670, as defined in the referenced position classification standards. Since the position is located in an organization concerned with criminal investigations, and the likely line of progression is in that field, the position is best included in the Criminal Investigation Series, GS-1811, following established position classification practices. This position is non-supervisory, and is properly titled as Criminal Investigator, following the titling practices specified in the GS-1811 position classification standard.

3. Grade Level Determination. This position is evaluated against the published grading criteria for the Criminal Investigator Series, GS-1811, as follows:

Complexity of assignments. This position is concerned with the identification and use of electronic surveillance equipment in criminal investigations, including the review of requests for the use of equipment to identify the appropriate equipment for use in the investigation, developing training for agents in the use of equipment, and providing technical assistance to agents in the use of electronic surveillance equipment. The position is involved in a wide variety of cases ranging from very complex to routine, many with considerable potential civil and criminal

Job No. N2241

ramifications. This exceeds the GS-11 level, where assignments involve cases of conflicting evidence and cover several investigative matters, requiring skill in establishing the interrelationship of facts or evidence. At this level, the work does not normally work with an impact beyond the local area, and present minimal jurisdictional problems. This position compares favorably to the GS-12 level, where cases handled are characterized as complex, involving several principals and some prominent persons, and present moderately complex jurisdictional issues, requiring coordination with several law enforcement agencies. The GS-13 level is not met, where cases are extremely complex with interrelated activities, and extensive jurisdictional problems. While this position might become involved in such cases, it functions as a technical advisor rather than the senior agent on the case. Therefore, GS-12 is determined to be most appropriate for this factor.

Level of responsibility. This position functions with considerable independence of action, with responsibility for planning and carrying out activities without supervisory intervention, and with minimal supervisory review. This exceeds the GS-11 level, where assignments are given in general terms, and supervisory assistance is available. This position compares more favorably to the GS-12 level, where assignments are made with only policy guidance, and the work is performed independently, subject to cursory review by the supervisor. The GS-13 level is not met, where assignments are made in outline form, and are largely self-initiated. While this position approaches the GS-13 level in terms of the freedom of action given to the employee, the limitations on the assignments, as discussed above, serve to limit the freedom of action of the employee. Therefore, GS-12 is considered to be appropriate for this factor.

Summary. Since both factors are evaluated at GS-12, that is determined to be representative of the overall worth of the position.

4. Recommended Classification. Criminal Investigator, GS-1811-12.

N2241
Elevated

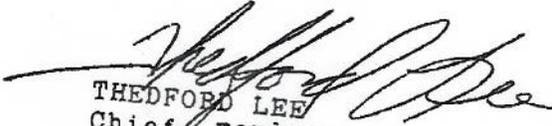
AFZK-CP-C (690-500)

27 MAR 1991

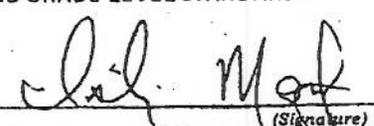
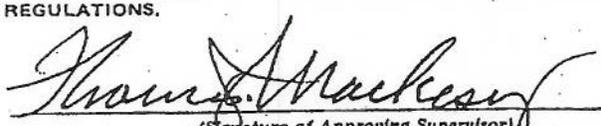
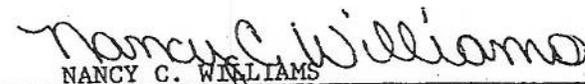
MEMORANDUM FOR Commander, U.S. Army Criminal Investigation
Laboratory, Fort Gillem, GA 30050-5000SUBJECT: Classification Advisory - Criminal Investigator,
GS-1811-12

1. The duties in your proposed position description have been compared with the criteria in the pertinent position classification standards, guides, and certificates. Based on this review, we recommend that the subject position be classified as Criminal Investigator, GS-1811-12. A copy of our classification rationale is enclosed (Encl 1).
2. If you accept our recommended classification, please sign items 11 and have the immediate supervisor sign item 12a on the enclosed DA Form 374 (Encl 2) and return this complete package to us with a Standard Form (SF) 52 (Request for Personnel Action) to effect your desired personnel action.
3. If you do not accept our recommended classification, you must write an evaluation rationale citing the basis for your classification decision and forward the complete package to your supervisor for approval. If your supervisor concurs with your decision, he/she should sign item 11 on the DA Form 374, change the recommended classification to reflect your classification decision, and submit the complete package to us for the processing of your classification and placement actions as appropriate.
4. If you need additional information on this matter, please contact Robert Gill, telephone 752-3511.

2 Encls



THEFORD LEE
Chief, FORSCOM/Service
Activities Division

DEPARTMENT OF THE ARMY JOB DESCRIPTION <small>For use of this form, see CPR 501; the proponent agency is DCSPER.</small>		1. JOB NUMBER B2602	
2. INSTALLATION OR HEADQUARTERS OFFICE USACIL Headquarters		3. ORGANIZATIONAL LOCATION (Complete on organization copy only) USACIL Headquarters Technical Support Division	
4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE US OPM PCS GS-1811, TS-8, Feb 72		5. TITLE Criminal Investigator	
		6. PAY SCHEDULE GS	7. OCC CODE 1811
		8. GRADE 12	10. COMP LEVEL QB
		9. FAIR LABOR STANDARDS ACT <input checked="" type="checkbox"/> EXEMPT <input type="checkbox"/> NONEXEMPT	
11. EVALUATION APPROVAL			
TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS			
 <small>(Signature)</small>		23 Mar 92 <small>(Date)</small>	
12. JOB CONTENT APPROVAL (COMPLETE ON ORGANIZATION COPY ONLY)			
a. 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.			
 <small>(Signature of Approving Supervisor)</small>		23 MAR 92 <small>(Date)</small>	
b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.			
 NANCY C. WILLIAMS <small>(Signature of Position Classification Specialist)</small>		25 Feb 92 <small>(Date)</small>	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES			
<p><u>Supervisory Controls</u> Performs duties under the broad general supervision of the Chief, Technical Support Division, who delegates authority and responsibility for criminal investigative actions, to include the use and procurement of a wide variety of law enforcement and forensic science equipment as well as the application of techniques in support of criminal investigations. Plans and carries out criminal investigations, criminal investigative support operations, and investigative staff projects with a large measure of initiative and self-determination. Independently develops, coordinates, and finalizes investigative decisions. Decisions and recommendations made by the incumbent are normally accepted as technically correct and binding.</p> <p><u>Major Duties</u> The primary purpose of this position is to plan and conduct investigative operations, staff investigative requirements, and train other investigators in the complete spectrum of forensic science applications associated with the conduct of criminal investigations.</p>			

1. Supervises the technical aspects of USACIDC's forensic sciences investigative support program, involving sophisticated forensic science techniques and equipment used by CID Special Agents in over 140 locations worldwide. Reviews application of forensic science equipment and techniques to assure that it is consistent with the investigative mission, and locates or provides adequate equipment and techniques to meet investigative requirements. Writes implementing regulations to assure that forensic science and law enforcement equipment is properly managed, maintained, accounted for, and utilized in support of criminal investigations in each location worldwide, in accordance with DA and DOD regulatory guidelines. Plans and manages forensic sciences program assets to provide USACIDC the maximum level of investigative support within fiscal and manpower constraints. Provides budgetary information to HQUSACIDC concerning planned acquisition of law enforcement and forensic equipment. Provides advice to the USACIL and USACIDC commanders concerning forensic science technology. 25%

2. Maintains state-of-the-art expertise in criminal investigations, as well as in forensic science technology by self-study, attendance at advanced courses and professional meetings and liaison with other federal, state, and local law enforcement and intelligence agencies. Identifies and evaluates forensic sciences oriented training, equipment, techniques and laboratory capabilities suitable for use by USACIDC. Where applicable, recommends adoption of techniques and equipment. Provides referrals to training, forensic analysis capabilities and professional expertise to meet identified investigative requirements. Coordinates the acquisition of forensic science and law enforcement equipment to include recommending acquisition priorities, basis of issue, and maintenance procedures. Conducts market research to identify state-of-the-art forensic science and law enforcement equipment, and writes complex technical specifications to ensure that all such equipment procured by USACIDC will perform the required investigative missions. Assists procurement officials in drafting purchase requests and contracts, and in resolving technical questions or protests on the part of equipment manufacturers during the procurement process. Ensures that technical investigative equipment procured meets required specifications, and oversees fielding, maintenance, and disposition of such equipment. 20%

→ 3. Responds to requirements for forensic science support in criminal investigations in which, by virtue of their especially sensitive or complex nature, are beyond the normal capability of field elements. Designs new equipment and techniques or modifies existing equipment and techniques to achieve investigative goals when existing equipment and techniques cannot meet the needs. Plans the forensic science technical aspects of investigative operations, and coordinates operations with key officials of other investigative or law enforcement agencies as needed, resolving any jurisdictional and legal problems encountered. Reviews investigations to determine the appropriate application of forensic science techniques and recommends

appropriate courses of action where application of appropriate techniques is lacking. When necessary, defends self and others with firearms; makes apprehensions; recognizes, collects, preserves, and documents physical and testimonial evidence; conducts interviews; testifies in court; and performs all other duties of a CID Special Agent.

25%

4. Develops training on the use of forensic science techniques and equipment for use by the U.S. Army Military Police School in programs of instruction for CID Special Agents. Writes lesson plans, classroom handouts, and instructional manuals for forensic science equipment and techniques, and presents instruction at the Military Policy School and at designated locations throughout USACIDC. Develops visual and written training aids to support forensic science training.

15%

5. Travels throughout the world to accomplish these duties, often with little or no advanced notice, transporting equipment and firearms as well as evidence developed in criminal investigations. Arranges to transport such items across international boundaries.

15%

Performs other duties as assigned.

Note:

Experience in a primary law enforcement position, or equivalent

experience outside the Federal Government, is a prerequisite to holding this position

EVALUATION RATIONALE

Boled2

Position: Criminal Investigator, GS-1811-12

Location: USACIL, Technical Support Division, Fort Gillem, GA 30050-5000

References: US OPM PCS GS-1811, TS-8, Feb 72

1. Background. This position is a civilianization of a military position.

2. Series & Title Determination. This position is to plan and conduct investigative operations, staff investigative requirements, and train other investigators in the complete spectrum of forensic science applications associated with the conduct of criminal investigations. Such work requires knowledge of forensic science techniques and equipment. Since the position is located in an organization concerned with criminal investigations, position is classified as Criminal Investigator, GS-1811.

3. Grade Level Determination. This position is evaluated against the published grading criteria for the Criminal Investigator Series, GS-1811, as follows:

Complexity of assignments. This position is concerned with the use of forensic science techniques and equipment in criminal investigations. Writes implementing regulations to assure that forensic science and law enforcement equipment is properly managed, maintained, accounted for, and utilized in support of criminal investigations worldwide. Identifies and evaluates forensic sciences oriented training, equipment, techniques and laboratory capabilities for use by USACIDC. The position is involved in a wide variety of cases ranging from very complex to routine, many with potential civil and criminal ramifications. This exceeds the GS-11 level, where assignments involve cases of conflicting evidence and cover several investigative matters, requiring skill in establishing the interrelationship of facts or evidence. At this level, the work does not normally work with an impact beyond the local area, and present minimal jurisdictional problems. This position compares favorably with the GS-12 level, where cases handled are characterized as complex, involving several principals and some prominent persons, and present moderately complex jurisdictional issues, requiring coordination with several law enforcement agencies. The GS-13 level is not met, where cases are extremely complex with interrelated activities, and extensive jurisdictional problems. While this position might become involved in such cases, it functions as a technical advisor rather than the senior agent on the case. Therefore, GS-12 is determined to be the most appropriate for this factor.

↓
GS-13 grading criteria, not series definition

B2/602

Level of responsibility. This position functions with considerable independence of action, with responsibility for planning and carrying out activities without supervisory intervention, and with minimal supervisory review. This exceeds the GS-11 level, where assignments are given in general terms, and supervisory assistance is available. This position compares more favorable to the GS-12 level, where assignments are made with only policy guidance, and the work is performed independently, subject to cursory review by the supervisor. The GS-13 level is not met, where assignments are made in outline form, and are largely self-initiated. While this position approaches the GS-13 level in terms of the freedom of action given to the employee, the limitations on the assignments, as discussed above, serve to limit the freedom of action of this employee. Therefore, GS-12 is considered to be appropriate for this factor.

Summary. Since both factors are evaluated at GS-12, that is determined to be representative of the overall worth of the position.

4. Recommended Classification. Criminal Investigator, GS--1811-12.

DEPARTMENT OF THE ARMY - JOB DESCRIPTION	1	1.	JOB NUMBER
(For use of this form, see AR 690-500,	1		
Chapter 511, the proponent agency is DCSPER	1	94385	
	1		

INSTALLATION OR HEADQUARTERS OFC	1	3.	ORGANIZATION LOCATION
HQ, USACIL, Fort Gillem, GA	1		
	1	Criminal Investigation Laboratory	
	1	Technical Support Division	

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE	1	5. TITLE	
USCSC GLG for Classifying Invest. Positions, GS-1810/1811, TS-8, 2/721	1	Criminal Investigator	
	1		
	1	6. PAY SCH	1 7. OCC CODE
	1	GS	1 1811
	1		1 12
	1	9. FLSA	1 10. COMP LEVEL
	1	Exempt	1 0000
CP: 19 BUS:8888 SENS: 2	1		1

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS.

David M. Deems 28 Sep '94
 for *D. E. Gate, LTC, Commander, USACIL* (Date)
 12. JOB CONTENT APPROVAL

a. 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.

David M. Deems 28 Sep '94
 (Signature of Approving Supervisor) (Date)

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

Harold V. Ferguson, II 28 Sep 94

STATEMENT OF DUTIES AND RESPONSIBILITIES
 (Continued on following page)

SUPERVISORY CONTROLS

Performs duties under the broad general supervision of the Chief, Technical Support Division, who delegates authority and responsibility for computer related criminal investigative actions, to include the use and procurement of a wide variety of law enforcement computer applications and equipment, as well as the application of techniques in support of criminal investigations. Plans and carries out computer related criminal investigations, criminal investigative support operations, and investigative staff projects with a large measure of initiative and self-determination. Independently develops, coordinates, and finalizes investigative conclusions. Also coordinates USACIL operational and information management automation requirement- to assure maximum interoperability on individual equipment items and systems level. Decisions and recommendations made by the incumbent are normally accepted as technically correct and binding.

MAJOR DUTIES

The primary purpose of this position is to plan and conduct investigative operations, staff investigative requirements, and train other investigators in the complete spectrum of computer related programs, equipment and techniques associated with the conduct of criminal investigations.

1. Administers the technical aspects of USACIDC's computer related crime investigative support programs, involving sophisticated computer programs, techniques and equipment used by CID Special Agents and laboratory examiners in over 140 locations worldwide. Reviews application of computer programs, equipment and techniques to assure they are consistent with the investigative mission, and locates or provides adequate programs, equipment and techniques to meet investigative requirements. Writes implementing regulations to assure that computer related law enforcement software and hardware are properly managed, maintained, accounted for, and utilized in support of criminal investigations in each location worldwide, in accordance with DA and DOD regulatory guidelines.

Plans and manages computer related crime program assets to provide USACIDC the maximum level of investigative support within fiscal and manpower constraints. Provides budgetary information to HQ USACIDC concerning planned acquisition of computer related law enforcement software and hardware. Provides advice to the USACIL and USACIDC commanders concerning computer related crime technology.

25%

2. Maintains state-of-the-art expertise in criminal investigations, as well as in computer related technology, by self-study, attendance at advanced courses and professional meetings and liaison with other federal, state, and local law enforcement and intelligence agencies. Identifies and evaluates computer related crime oriented training, equipment, techniques and laboratory capabilities suitable for use by USACIDC. Where applicable, recommends adoption of techniques and equipment. Provides referrals to training, forensic analysis capabilities and professional expertise to meet identified investigative requirements. Coordinates the acquisition of computer related law enforcement software and hardware to include recommending acquisition priorities, basis of issue, and maintenance procedures. Conducts market research to identify state-of-the-art computer related law enforcement software and hardware, and writes complex technical specifications to ensure that all such software and hardware procured by USACIDC will perform the required investigative missions. Assists procurement officials in drafting purchase requests and contracts, and in resolving technical questions or protests on the part of equipment manufacturers during the procurement process. Ensures that technical investigative equipment procured meets required specifications, and oversees fielding, maintenance, and disposition of such equipment.

20%

3. Responds to requirements for computer related support in criminal investigations in which, by virtue of their especially sensitive or complex nature, are beyond the normal capability of field elements. Designs new equipment and techniques or modifies existing equipment and techniques to achieve investigative goals when existing equipment and techniques cannot meet the needs. Plans the computer related technical aspects of investigative operations, and coordinates operations with key officials of

other investigative or law enforcement agencies as needed, resolving any jurisdictional and legal problems encountered. Reviews investigations to determine the appropriate application of computer related techniques and recommends appropriate courses of action where application of appropriate techniques is lacking. When necessary, recognizes, collects, preserves, and documents physical and testimonial evidence; conducts interviews; testifies in court; and performs other duties necessary to complete computer related criminal investigations.

25%

4. In coordination with appropriate divisions of the USACIL, examines computer related items and retrieves evidence in support of criminal investigations.

10%

5. Develops training on the use of computer related law enforcement programs, techniques and equipment for use by the U.S. Army Military Police School in programs of instruction for CID Special Agents. Writes lesson plans, classroom handouts, and instructional manuals for computer related programs, equipment and techniques, and presents instruction at the Military Policy School and at designated locations throughout USACIDC. Develops visual and written training aids to support computer related law enforcement training.

10%

6. Provides technical staff assistance to USACIL systems administrator in support of efforts to maximize the potential of assigned hardware and software. Provides assistance in developing technical requirements for hardware and software procured by USACIL to support information management and operational needs. Assists project officers and systems administrators in developing individual equipment and systems requirement schemes that are cost effective in terms of compatibility and return on investment.

10%

Performs other duties as assigned.

Conditions of employment: Must obtain and maintain a clearance; travels throughout the world to accomplish these duties, often with little or no advance notice, transporting sensitive equipment as well as evidence developed in criminal investigations. Arranges to transport such items across international boundaries.

Experience in a primary law enforcement position, or equivalent experience outside the Federal Government, is a prerequisite to holding this position.

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EVALUATION STATEMENT

Prepared by: DCP, PM&C Division, Fort McPherson, GA 30330-5000

Location: HQ, USACIL, Criminal Investigation Laboratory, Fort Gillem, GA 30050-5000.

References: USCSC GLG for Classifying Investigator Positions, GS-1810/1811, TS-8, Feb 1972.

Title and Series Determination: The primary purpose of this position is to plan and conduct investigative operations, staff investigative requirements, and train other investigators in the complete spectrum of computer related programs, equipment and techniques associated with the conduct of criminal investigations. Work of this nature is described in the Investigator Series, GS-1810/1811. Since this position deals with criminal investigations, the GS-1811 series is appropriate. Positions classified in this series are titled, Criminal Investigator.

Grade Determination: The grade of positions classified by the Criminal Investigator Series, GS-1811 is determined by evaluating the (1) complexity of assignments and (2) level of responsibility.

Complexity of Assignments: The incumbent of this position is involved with administering the technical aspects of USACIL's computer related crime investigative support programs, involving sophisticated computer programs, techniques and equipment used by CID Special Agents and laboratory examiners. In completing the duties of this position, the incumbent must maintain state-of-art expertise in criminal investigations and is involved in especially sensitive or complex investigations. This is reflective of that described at the GS-12 level where the complexity of assignments is such the investigator is working with cold or fragmented evidence; a high degree of skill required to establish interrelationships of fact and evidence; and a high degree of sensitivity that the assigned cases involves. The

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incumbent collects, preserves, and documents physical and testimonial evidence; conducts interviews; testifies in court; and performs other duties necessary to complete computer related criminal investigations. Also, the incumbent must resolve any jurisdictional and legal problems encountered. This too, is reflective of the GS-12, where at this level, the incumbent is involved in activities that are the concern of several local, county, State, and Federal agencies. This would require a more extensive knowledge of the laws, rules, policies, and practices of each of these jurisdictions. This position meets the GS-12 level, and this level is assigned.

Level of Responsibility: The incumbent of this position performs duties under very broad general supervision of the Chief, Technical Support Division, working independently to plan and carry out assignments. The incumbent independently develops, coordinates, and finalizes investigative conclusions. The decisions and recommendations made by this individual are normally accepted as technically correct and binding. This is reflective of the level of responsibility exhibited at the GS-12 level, where cases are planned independently by the investigator being given only few instructions on technical aspects of the work. Work is reviewed for overall accomplishment and adherence to policy. This level of responsibility is reflective in this position, and is assigned.

Final Classification Recommendation: Criminal Investigator, GS-1811-12.

Harold V. Kilgour, II
Position Classification Specialist