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CIVILIAN PERSONNEL POSITION DESCRIPTION		1. NUMBER OF IA'S	2. POSITION NUMBER 90978
3. ORGANIZATION AFOSI 5th Field Investigative Rgn 51 Field Investigative Sq Operating Location C London UK		4. POSITION TITLE Criminal Investigator	
		5. CLASSIFICATION GS-1811-13	6. CLASSIFIED BY <i>DM Berman</i> AFCPMC/DPCMY
		7. DATE 1 Apr 01	

8. DUTIES AND RESPONSIBILITIES (Indicate time percentages, where required) (Questions concerning the classification of your position should be asked of your supervisor. You may see, upon request, classification standards and guides used in classifying your job. Appeal rights and procedures are explained in Federal Personnel Manual, Chapter 511, Subchapter 6 and AFR 40-512.)

PAS Code FDGL	JEB MPWR-PCN 09083	JEJ Org-Struct-ID-Shred BID	JPH Office Symbol OL-C	JQH Target-Gr-Civ GS-13	JQT Comp-lev	JPM Date-last-Audit 7 May 01
TYPE OF POSITION <input checked="" type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Administrative			DATE RETIREMENT COVERAGE APPROVED AF* See Reverse	SUPERSEDES		
			** OPH See Reverse	CPCN:	GRADE:	
				DATE:	UMD POSH NR:	

I. INTRODUCTION: The organization's mission and structure are described in functional statements and organizational charts filed at AFCPMC/DPCMY, Randolph AFB TX. The purpose of this position is to provide a senior criminal investigator specializing in espionage, sabotage and terrorist criminal investigations, operations, and intelligence.

II. DUTIES AND RESPONSIBILITIES

Criminal Investigations

65%

Plans, conducts, and/or directs investigations relating to suspected violations of US Code Titles 10 and 18 and/or the Uniform Code of Military Justice (UCMJ). Specializes in investigations involving counterintelligence, and criminal activities of terrorist and subversive groups operating throughout the world plus adversarial government sponsored hostile intelligence services (HIS). Conducts long-term investigations on local, national, and internationally-based organizations who harbor ill-will and/or outright hostility toward US interests. Investigations involve highly structured organizations which in most instances have international connections. Investigative assignments require acute awareness of status of forces

JCA Mobility-Read-Reasn 2	JQU Prem-Pay-Ind -	JKC Career-Prog-Posn-ID 9	JNB Supv-Level 8	JZA Type-Emp-Suov -	JPO Supv-Mgr-Posn-level -	JNE Posn-Mgt-Stat W
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GENERAL SKILL	1ST SKILL						2D SKILL						3D SKILL				
	%	SKILL	SHRED	SUB	%	SKILL	SHRED	SUB	SKILL	SHRED	SUB						
C	G	Y	O	O	F	D	N	C	I	C							

9. 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.

SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR <i>Robert G. Young</i> SPECIAL INVESTIGATIONS CAREER PROGRAM ADMINISTRATOR	DATE <i>1 Apr 01</i>	10. REAUDIT CERTIFICATION (Initials)	
	DATE		
	SUPERVISOR		
		CLASSIFIER	

11. POSITION SENSITIVITY		12. FLSA OVERTIME	
NONSENSITIVE			
NONCRITICAL-SENSITIVE		<input checked="" type="checkbox"/> EXEMPT	
<input checked="" type="checkbox"/> CRITICAL-SENSITIVE		NON-EXEMPT	

agreements, type of incidents or situations which could prejudice US/host country relations, and an astute ability to advance state-of-the-art investigative techniques with diplomacy and tact. May plan surveillances which require coordination with appropriate host country agencies for assistance; may be required to plan undercover operations either for AFOSI or in cooperation with other agencies, both US and host country. Maintains acute awareness of latest techniques, weapons, and methods of operation utilized by terrorist and hostile elements. Leads, coordinates and/or participates in apprehension of suspects. Is authorized the judicious use of firearms.

Pieces together evidence collected from other investigators stationed throughout several states, the nation or the world. Recognizes the suspects' pattern of operation. Anticipates or influences events as they unfold by instructing separate investigators or units of investigators working on segments of the case. Applies acute awareness of precedent court decisions over a broader area to preclude suspects' entrapment. Develops leads from complex review of evidence, methods of operations, physical descriptions of suspects, weapons used, organizations providing support such as finances, refuge, political support. Leads and coordinates the activation of widely dispersed units of investigators in tracing leads and gathering information toward a single national objective.

Devises strategy most appropriate to each investigation and operation and determines techniques which will most effectively meet contingencies of particular situations, including determining what evidence to collect and preserve, application for search warrants, and selection of operational pretext to be used by the investigator. Prepares technical reports as required during the process of investigations. In all instances upon completion of each investigation, reviews reports for investigative sufficiency. Furnishes evidence and data in the preparation for adjudication of cases involving counterintelligence and technology transfer matters and is expected to testify before appropriate U.S. or host country civil or military courts and boards as needed.

If surveillance is conducted, determines places, persons or activities to be observed, time required and number of investigators needed. Coordinates with key officials of other investigative or law enforcement agencies (including host country agencies) as needed, and resolves any jurisdictional problems encountered.

Assists in providing cover stories for undercover agents. Handles, directs, debriefs, and protects long-term undercover agents and covert informant operations involving multi-locations. Remains acutely alert to undercover agents' psychological well-being. Reacts decisively in their behalf to preclude endangering the agents' lives and compromising the undercover operation.

Work assignments involve developing investigative plans and conducting long-term, protracted investigations to resolve highly complex espionage, sabotage or terrorist violations. Mature judgment is required since investigations are further complicated by obscure leads, scanty or falsified records, conflicting evidence, and cleverly devised schemes to create false trails. Because of the uniqueness or non-repetitive nature of investigative cases, many investigations require the extending of recent court rulings or the devising of breakthroughs in approaches, techniques or policies to complete assignments. All investigative work requires acute awareness of precedent U.S. and host country court decisions and an astute ability to advance state-of-the-art investigative techniques.

Cases investigated continuously result in a substantial number of separate investigative matters that grow from original assignments. Because of the suspect's prominence or sensitivity/controversy of the subject matter, investigations are prone to wide-coverage publicity plus jurisdictional problems particularly since investigations consistently involve foreign terrorists or HIS groups.

Coordinates extensively with U.S. and host country federal or law enforcement agencies to plan and coordinate commitment of resources and manpower being utilized in undercover operations or surveillances. Investigations frequently become joint taskforce operations which are designed to detect, neutralize, and eliminate ongoing criminality as they relate to espionage, sabotage and terrorism. Investigative consequences constitute deterrents to crimes involving terrorist and HIS groups.

Establishes and maintains contacts with AF commanders and other agencies, both U.S. and host country senior officials at various levels of command. Purpose of the contacts is to obtain information, collect evidence, discuss investigative techniques and processes, and to coordinate operations. During interrogations, very little cooperation is received from violators and witnesses making contacts extremely difficult.

Briefs key AFOSI DOD military commanders/officials and other echelons including senior level officials of host country and NATO agencies.

Upon request of the Secret Service, Air Staff or Secretary level authority leads or assists Secret Service (USSS) or other US/Allied agencies in the conduct of Protective Services Operations (PSO). Heads of State and other distinguished visitors often travel within the incumbent's area of responsibility with little advance warning. Accordingly, incumbent must possess experience and expertise to plan and conduct PSO operations with minimum assistance, yet insure the physical safety of pertinent dignitaries without incidents during each visit. Is required to be armed and proficient with weapons.

Liaison Functions

35%

Diplomatically establishes and maintains continuous contacts with host country counterparts at national level agencies to collect criminal intelligence information or to coordinate investigative operations. This encompasses continuous efforts to identify, evaluate, assess, and vet (wittingly or unwittingly) new sources at national level agencies to maintain effective collection capabilities so essential to the DOD, USAF, and AFOSI needs. Utilizes confidential funds for liaison with sources. Maintains proficiency and detailed knowledge of host country politics, ideologies, customs, and party system as well as the missions, functions, and responsibilities of host country law enforcement and counterintelligence agencies. Advises appropriate USAF/DOD criminal investigative agencies, HQ AFOSI, AFOSI District and Detachment commanders of policies pertaining to liaison with host country agency counterparts. Develops an appreciation for USAF/DOD law enforcement, security and intelligence requirements and a posture of cooperation in this field. Reports on trends, developments, and changes.

Represents the DOD, USAF, and AFOSI at numerous host country national agencies and/or national/international ad hoc committees in a highly rank-conscious and protocol-oriented, diplomatic community. The incumbent is authorized to commit AFOSI resources to respond to investigative or collection requirements. Coordinates and obtains information for Personnel Security Investigations (PSI) and other investigations. Assists field elements with coordination of counterintelligence investigations with foreign agencies.

Implements procedures to levy special requests to foreign counterpart agencies during periods of emergencies through understanding of counterpart crisis procedures and knowledge of USAF counterintelligence security needs. Contacts other agencies to disseminate USAF intelligence and security matters pertaining to many different subject programs. Represents the USAF and AFOSI Districts at civilian and military counterpart agencies to resolve operational and administrative problems.

This position may operate in a foreign government environment functioning under a wide variety of policies and restrictions. Investigative work facilitates the rapid exchange of information regarding crimes against US personnel or resources and constitutes deterrents to terrorist and international crime organizations.

Must remain on 24-hour call for up to a week at a time on a regular rotating basis for investigative operations and to receive operational messages of investigative importance. At other times, will be reasonably available for assistance, advice or information when other assigned agents require help and may be required to work up to 25% overtime.

Performs other related functions.

PT 3/26/01
III. ~~CONTROLS OVER WORK:~~ ^{Squadron} Incumbent works under general policy compliance supervision of the ~~Detachment~~ Commander, but exercises independent judgement in making a wide variety of decisions and recommendations relating to criminal investigations. Work assignments are determined primarily by DOD, USAF, and HQ AFOSI policy and mission objectives. Work is accomplished with a high degree of independence and is reviewed only for administrative and policy conformity. Guidelines available are multidiscipline and very wide in scope. These range from Status of Forces Agreements, U.S./host country statutes, Titles 10 and 18 of the U.S. Code and the UCMJ, plus DOD, AF, AFOSI policies, practices and procedures. Incumbent on this position advances state-of-the-art investigative techniques in the areas of counterintelligence and counterespionage.

IV. OTHER SIGNIFICANT FACTS: Knowledges required by the position include the following: (1) Knowledge of US and host country rules of evidence, criminal procedure, court decisions concerning admissibility of evidence, constitutional rights, search and seizure, apprehension, and related investigative and law enforcement matters; (2) Knowledge of the relationships between and among federal, state, and local law enforcement agencies, their functions and jurisdictions; (3) Must be generally familiar with specialized investigative techniques and aids such as polygraph, forensic sciences, sight and sound monitoring, computer applications,

and their use within the host country; (4) Ability to conduct thorough, complete, and objective investigations; report facts accurately in a logical, concise, and understandable manner; deal effectively with others to gain their confidence and cooperation; detect and recognize evidence of crimes; and perform duties satisfactorily under stress; (5) Specialized training in subjects relating to counter-intelligence and counterespionage (CI/CE) functions as well as knowledge of subversive organizations, both foreign and domestic, particularly those intelligence services and terrorist groups involved in CI/CE operations, or those which represent a potential threat to USAF personnel or US government resources, their methods of operation, organizational structure, mission, and capabilities, (6) Ability to clearly separate the interrelationships of fact and evidence in extremely difficult assignments and to handle sensitive matters which, because of the prominence of persons involved and/or nature of the case, would receive substantial widespread news coverage; (7) Attendance at the Air Force Special Investigations Academy or equivalent school is required if the applicant has not already completed the course; (8) Must be proficient in the judicious use of firearms; (9) Must be highly effective in interviewing and proficient in writing, reading and speaking the host country language; (10) Knowledge of host country culture, mores, laws, customs, and government processes.

The incumbent is required to be mobile and may be reassigned to any other geographical location where AF units are stationed. Travel by military or commercial aircraft is required.

~~This position is Emergency-Essential (E-E). In the event of a war, a war-related emergency, or a disaster caused by people or a natural disaster, the incumbent of this position must perform E-E duties to support an assigned Air Force mission. The incumbent may also be required to take part in readiness exercises. This is a key position for screening the incumbent from a military recall status.~~ (2)
6/2/4

Position has been identified for drug testing.

Addendum to PD 90978, GS-1811-13, 51 Field Investigations Squadron, Operating Location C,
London UK

Add to Major Duties and Responsibilities:

Supervises and directs the efforts of 1 to 2 USAF civilians or active-duty enlisted personnel. Incumbent provides technical advice, counsel, and instruction on both work and administrative matters.

Add to Other Work Requirements

This Criminal Investigator, GS-1811, position requires access to firearms or ammunition. Persons convicted of a misdemeanor or felony crime of domestic violence may not occupy this position in accordance with the Gun Control Act of 1968, as amended on 30 Sep 96.



DONNA J. FARRINGTON

Supervisory Personnel Management Specialist

HQ AFOSI/DPRD

26 March 2001



THE SECRETARY OF DEFENSE
WASHINGTON, THE DISTRICT OF COLUMBIA



31 AUG 1989

MEMORANDUM FOR THE SECRETARY OF THE AIR FORCE

SUBJECT: Approval of Department of the Air Force Firefighter and Law Enforcement Officer Positions for Special Coverage under the Federal Employees' Retirement System

By memorandum dated August 2, attached, the Department of the Air Force requested approval of certain Firefighter and Law Enforcement Officer positions for coverage under the special retirement provisions of title 5, USC, 8412(d).

The positions are hereby approved for coverage as requested.

Attachment:
As stated

63693

6004051



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON DC

2 AUG 1989

MEMORANDUM FOR DEPUTY ASSISTANT SECRETARY (CIVILIAN PERSONNEL
POLICY), OFFICE OF THE ASSISTANT SECRETARY OF
DEFENSE (FORCE MANAGEMENT AND PERSONNEL)

SUBJECT: Position Coverage Under 5 U.S.C. 8412(d) for
Firefighters and Law Enforcement Officers - INFORMATION
MEMORANDUM

Within the Department of Defense, the authority to determine coverage under the special retirement provisions of the Federal Employees' Retirement System (FERS) rests with the Secretary of Defense. The authority for this determination is found in 5 CFR Part 842.

The Department of the Air Force therefore requests approval of coverage under the special retirement provisions of 5 U.S.C. 8412(d) for the rigorous and secondary positions indicated below and in the attachment to this memorandum.

a. Rigorous positions--Firefighters. Incumbents perform work directly connected with the control and containment of fires. These include structural, those related to aircraft crashes or accidents, and those resulting from the handling of large quantities of fuels and propellants related to the operation of aircraft. The positions require rescuing persons endangered by fires, driving firefighting vehicles and operating pumping and ladder equipment. Titles, series, and grades are as follows:

Firefighter (Structural) GS-0081-1 through 6
Firefighter (Airfield) GS-0081-1 through 6
Lead Firefighter GS-0081-6
Supervisory Firefighter GS-0081-7 and 8

b. Rigorous positions--Law Enforcement Officers. The duties of these positions involve the investigation, apprehension, or detention of individuals suspected to have committed offenses against the criminal laws of the United States. These officers also protect officials of the United States against threats to their personal safety.

Criminal Investigator GS-1811-5 through GS/GM-14

c. Secondary position coverage. The incumbents of the following positions meet the requirements for special retirement coverage if they transfer from a rigorous position without a break in service exceeding three days and have completed ten years of service in a rigorous position.

Fire Protection Inspector GS-0081-3 through 10
Supervisory Fire Protection Inspector GS-0081-7 through 11
Firefighter (Instruction) GS-0081-6
Supervisory Firefighter GS-0081-9 through 12
Fire Protection Specialist GS-0081-7 through 14
Lead/Fire Communications Operator GS-0081-5 and 6
Fire Chief GS-0081-11 through GM-13
Criminal Investigator GS-1811-9 through SES with supervisory
or administrative duties

d. A comprehensive listing showing the locations of all
firefighter and criminal investigator positions is provided in
attachment one.

If your staff has any questions or needs additional infor-
mation in this matter, they may contact Mr. Phillip G. Seneschal,
HQ USAF/DPCE, at 695-7425.



P. L. SCHITTULLI
Director of Civilian Personnel

1 Attachment
List of Positions



United States
**Office of
 Personnel Management**

Washington, D.C. 20415-0001

APR 16 1992

In Reply Refer To:

Your Reference:

James A. Baxter
 Chief, Safety, Security and Special
 Investigations
 Career Program
 Department of the Air Force
 A.F. Civilian Personnel Management Center
 Randolph Air Force Base, TX 78150-6421

L: 920990401

Dear Mr. Baxter:

This is in response to your request for a determination of general coverage under 5 U.S.C. 8336(c) for the position(s) listed in your letter dated April 1, 1992.

We have approved general coverage for the following position(s) in the primary category.

<u>Position Title</u> <u>(Org. Title)</u>	<u>Series/</u> <u>Grade</u>	<u>PD#</u>
Criminal Investigator	GS-1811-11	90976 ✓
Criminal Investigator	GS-1811-12	90977
Criminal Investigator	GS-1811-13	90978

Comments:

This coverage applies only to employees covered by the Civil Service Retirement System (CSRS). Although a position is covered under CSRS, it is not necessarily covered under the Federal Employees Retirement System (FERS). The agency head is authorized to make determinations regarding whether positions under FERS qualify as law enforcement officer or firefighter positions.

Sincerely,

Larry Hines

Larry Hines
 Initial Claims Branch 6(c)
 Disability and Special
 Entitlements Division