

☐ NEW

☒ I/A:

MR#:

IP#:

CLASSIFICATION AND PERFORMANCE MANAGEMENT RECORD

• Performance Plan • Performance Appraisal • Performance Recognition • Progress Review • Position Description

Employee's Name: _____ Social Security No.: _____

Position Title: Criminal Investigator

Pay Plan, Series, Grade/Step: GS-1811-13

Organization: 1. BIS 4. Investigations Division
2. O/Asst Secretary EE 5. Los Angeles FieldOffice
3. OEE 6. _____

Rating Period: _____

Covered By: ☒ Senior Executive Service ☐ Other _____
☒ General Workforce

PART A—POSITION DESCRIPTION

POSITION CERTIFICATION—I certify that this is an accurate statement of the major duties and responsibilities of the position and its organization 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 violation of such statute or their implementing regulations.

SUPERVISOR'S SIGNATURE <i>Daniel McGowan</i> Daniel McGowan, ASAC		DATE <i>6-11-18</i> 6-11-18	SECOND LEVEL SUPERVISOR <i>Richard Weir</i> Richard Weir, SAC		DATE <i>6-11-18</i> 6-11-18
CLASSIFICATION CERTIFICATION	OFFICIAL TITLE: <u>Criminal Investigator</u>				
	PP: <u>GS</u>	SERIES: <u>1811</u>	FUNC:	GRADE: <u>13</u>	I/A: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

NAME AND TITLE OF CLASSIFIER <i>Sheila More, HR Specialist</i> Sheila More, HR Specialist	SIGNATURE <i>Sheila More</i> Sheila More	DATE <i>6/20/18</i> 6/20/18
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PART B—PERFORMANCE PLAN

This plan is an accurate statement of the work that will be the basis of the employee's performance appraisal.

NAME AND TITLE OF FIRST LINE SUPERVISOR/RATING OFFICIAL	SIGNATURE	DATE
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APPROVAL—I agree with the certification of the position description and approve the performance plan.

NAME AND TITLE OF APPROVING OFFICIAL OR SES APPOINTING AUTHORITY	SIGNATURE	DATE
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EMPLOYEE ACKNOWLEDGEMENT —My signature acknowledges discussion of the position description and receipt of the plan, and does not necessarily signify agreement.	SIGNATURE	DATE
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PRIVACY ACT STATEMENT—Disclosure of your social security number on this form is voluntary. The number is linked with your name in the official personnel records system to ensure unique identification of your records. The social security number will be used solely to ensure accurate entry of your performance rating into the automated record system.

MASTER RECORD/INDIVIDUAL POSITION DATA

A. KEY DATA

1. FUNCTION (1)	2. DEPT. CD/AGCY-BUR CD (4)	3. SON (4)	4. MR NO (6)	5. GRADE (2)	6. IP NO (8)
A/C/D/I/R	CM67	1426	BT0583	13	

B. MASTER RECORD

1. PAY PLAN (2) GS		2. OCC SER (4) 1811		3. OCC FUNC CD (2)		4. OFF TLE-PF/CD/SF (6) PFIX TITLE CD SFIX aw1		5. OFF TITLE (38) (32 W/ PF OR SF) (26 W/ PF AND SF) Criminal Investigator					
6. HQ/FLD CD (1) 2 1=HQ 2=FLD		7. SUPV CD (1) 8 1=SUPV SGEG 2=SUPV GSSG 3=MGR SGEG 4=SUPV CSRA 5=MGT CSRA 6=LDR LGEG 8=ALL OTHERS				8. CLASS STD CD (1) X=NEW STD BLANK=N/A		9. INTERDIS CD (1) N=NO Y=INTERDIS N			10. DATE CLASS (6) MO DAY YEAR 6 20 18		
11. EARLY RET CD (1) 1=PRIMARY 2=SECONDARY 3=FOREIGN SVC BLANK=N/A				12. INACT/ACT (1) A A=ACTIVE I = INACTIVE		13. DT ABOL (6) MO DAY YEAR			14. DT INACT/REACT (6) MO DAY YEAR			15. AGCY USE (10)	
16. INTERDIS SERIES (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)													
17. INTERDIS-PF/CD/SF (50) (32 W/ PF OR SF) (26 W/ PF AND SF) (6) (6) (6) (6) (6) (6) (6) (6) (6) (6)													

C. INDIVIDUAL POSITION

1. FLSA (1) E E=EXEMPT N=NONEXEMPT			PAY TBL (6)			2. FIN DS (1) 4 0=NONE 3=SF-278 4=SF-450			PROC INTG (1) Y=YES N=NO			3. POS SCHED (1) A=SCH 0=EXCEPTED B=SCH BUT NOT C=SCH A,B,C			3A. CYBER SECURITY (2) <i>000</i>			4. POS SENS (2) 1=LOW RIS 2=NONCRIT/SEN 3=CRIT/SENS 4=SPECIAL SENS 5=MOD RISK 6=HIGH RISK			4A. DRUG TS (1) Y			5. COMP LVL (4) <i>0001</i>		
6. WK TITLE CD (4)						7. WK TITLE (38) Special Agent												4N								
8. ORG STR CD (18) (1st) (2nd) (3rd) (4th) (5th) (6th) (7th) (8th) 67 43 06 0008 06 00 00 00									9. VAC REV CD (1) 0=POSN ACTION NO VACANCY A=NO CHANGE B=LOWER GRADE C=HIGHER GRADE D=DIFFERENT TITLE AND/OR SERIES E=NEW POSN/NEW FTE									9A. TELEWORK No YES - POSITION ELIGIBLE NO - POSITION NOT ELIGIBLE								
10. TARGET GRADE (2) 13			11. LANG REQ (2)			12. PROJ DUTY IND (1) BLANK=N/A Y=YES			13. DUTY STATION (9) ST (2) CITY (4) CNTY (3) 06 1713 059			14. BUS CD (4) 8888			15. DT LST AUDIT (6) MO DAY YEAR			16. PAS IND/LEO (1) BLANK=N/A 1=PAS A=LEO			17. DATE-EST (6) MO DAY YEAR					
18. GRADE BASIS IND (1) 1=REV WHEN VACANT 2=IMPACT OF PERSON 3=SUP/GSSG 4=SUP/PROGRAM 5=RGE 6=POLICY ANAL GEG 7=EQUIP DEV GUIDE									19. DT REQUEST RECD (6) MO DAY YEAR			20. NTE DATE (6) MO DAY YEAR			21. POS ST BUD (1) Y Y=PERM N=OTHER											
22. MAINT REV/CLASS ACT CD (2) (1ST DIGIT=ACTIVITY AND 2ND DIGIT=RESULTS)																										
ACTIVITY 1=AUDIT (COUNTED TOWARDS MAINTENANCE REVIEW) 2=OTHER ACTIVITY						RESULTS 1=NO ACTION REQUIRED 2=MINOR PD CHANGE 3=NEW PD REQUIRED 4=TITLE CHANGE 5=SERIES CHANGE 6=POSN UPGRADE 7=POSN DOWNGRADE 8=NEW POSN 9=OTHER																				
23. DATE EMP ASGN (6) MO DAY YEAR			24. DATE ABOL (6) MO DAY YEAR			25. INACT/ACT (1) A=ACTIVE I=INACTIVE			26. DATE INACT/REACT (6) MO DAY YEAR			27. ACCTG STAT (4)			28. INTASGN SER (4)			29. AGENCY USE (8)								
30. PERSONNEL MANAGEMENT SPECIALIST'S SIGNATURE <i>[Signature]</i>															31. DATE <i>6/20/18</i>											
32. REMARKS HR Connect Org Code: 6743068060 <i>Report to: 65927742 (DANIEL MCGOWAN)</i>																										

**BUREAU OF INDUSTRY AND SECURITY
OFFICE OF THE ASSISTANT SECRETARY FOR EXPORT ENFORCEMENT
OFFICE OF EXPORT ENFORCEMENT
INVESTIGATIONS DIVISION
CRIMINAL INVESTIGATOR
(SPECIAL AGENT)
GS-1811-13**

I. INTRODUCTION

This position is located in the Department of Commerce (DOC), Bureau of Industry and Security (BIS), Office of the Assistant Secretary for Export Enforcement (EE), Office of Export Enforcement (OEE). Position may be located in multiple cities throughout the United States. (See corresponding CD-516)

The U.S. Department of Commerce's Bureau of Industry and Security (BIS) Export Enforcement is an elite law enforcement organization recognized for its key role in support of international trade related national security and foreign policy investigations. BIS accomplishes its mission through preventative and investigative enforcement activities and pursuing appropriate criminal and administrative sanctions against export violators. BIS maintains Special Agents at offices across the United States and at key international locations who are singularly focused on export control related matters. BIS Special Agents are sworn Federal Law Enforcement Officers who make arrests, execute search and arrest warrants, serve subpoenas, and detain and seize goods about to be illegally exported. BIS Special Agents are at the forefront of key national security related investigations involving, among others, threats to U.S. servicemen and women from IEDs as well as countering the military and nuclear ambitions of certain governments where those objectives are contrary to U.S. national security and foreign policy interests.

The purpose of this position is to enforce the Export Administration Act of 1979 ("the Act"), as amended and currently implemented under the International Emergency Economic Powers Act (IEEPA), and the Export Administration Regulations ("the Regulations") issued thereunder. The incumbent investigates alleged violations of the Act and Regulations from suspicion of violation or receipt of a substantive allegation to the conclusion of any resulting criminal judicial process and/or administrative proceedings. Willful and intentional violations of the Act are federal offenses (felonies). The incumbent, at the GS-13 level, is assigned to conduct investigations independently under limited supervision with proficiency sufficient to serve as a senior-level advisor.

OEE cases involve suspected violations of the Regulations that impact economic, commercial, national security, and/or foreign policy goals of the United States. In some cases, extensive research and discussion is required to apply the Regulations to various products properly and to resolve conflicts between U.S. and foreign laws. Investigations may result in administrative and/or criminal proceedings initiated by the Departments of Commerce and Justice. Throughout the case process, the incumbent must consider the interests of the U.S. Congress, the U.S. Military, the international community, the intelligence community, other law enforcement agencies, private industry and the public.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Receives, develops and evaluates leads, original requests, complaints and allegations from informants, industry, the U.S. Government and other sources. The incumbent finds and develops evidence sufficient to prove or disprove allegations of actual or attempted violations. The incumbent determines the nature, scope, timing, and direction of the investigation with periodic review from the supervisor.
- B. Plans for each phase of the investigation. The incumbent develops an investigative plan designed to obtain essential facts and proof and performs accurate and impartial fact-finding to execute that plan.
- C. Conducts interviews, interrogations, and examination/procurement of pertinent records both in the U.S. and abroad. The incumbent conducts investigative activities including surveillance, writing and serving of subpoenas, taking sworn statements, preparing and serving search and arrest warrants, developing and utilizing informants and conducting detentions/seizures of shipments/items. Also, the incumbent recommends other actions authorized under U.S. law and the Regulations in order to prevent goods from leaving the U.S. illegally or to have such goods returned to the U.S. from abroad.
- D. Obtains pertinent records including (but not limited to) sales quotes and invoices, shipping declarations and records, bank/payment information and transaction correspondence. Investigations often require coordination with other U.S. and/or foreign investigative agencies (residing inside and outside the U.S.) to obtain evidence and investigative support.
- E. Coordinates findings with other law enforcement agencies, other regulatory agencies, the BIS Office of Chief Counsel (OCC), other DOC program areas, and the United States Attorney's Office, as appropriate, in preparation and prosecution of administrative proceedings and/or criminal prosecutions arising from investigations conducted. The incumbent consults with OCC or an Assistant United States Attorney from the Department of Justice throughout the case process to (a) ensure legality of investigative methods used to collect evidence; and (b) verify adequacy of existing evidence for initiation of criminal and/or administrative proceedings.
- F. With the concurrence of the supervisor, the incumbent makes the determination regarding the completion of an investigation and how it should be resolved. The incumbent continues investigations to gain sufficient evidence for legal action and continues to assist prosecuting authorities as needed. The incumbent handles complex case matters with supervisor approval.
- G. Receives enforcement and legal training and appropriately applies learned investigative knowledge and skills. The incumbent is required to study and review laws, regulations and legal opinions. The incumbent is required to learn, practice and use various traditional and modern investigative techniques. Use and understanding of current data

and communications technologies are required for effective investigations. The incumbent must also maintain awareness of current world events that impact U.S. national security, foreign policy and technology interests around the world.

- H. Summarizes and reports all investigative activities in a clear, logical and impartial manner. The incumbent organizes all findings and evidentiary support from investigative activities and attaches all significant case records electronically in an investigative information database.
- I. Travels as needed, domestically and abroad, in connection with ongoing investigations. The incumbent conducts meetings with and delivers effective presentations to industry representatives on Export Enforcement (EE) objectives in the private sector and general public.
- J. Trains lower-grade employees. The incumbent assists supervisory personnel in training lower-grade investigative agents in required skills such as report writing, interviews and interrogation procedures, detention and seizure procedures, recording investigative information electronically, taking of statements, database and records checks, rules of evidence, export control laws and regulations, and other training topics as assigned.
- K. Performs other duties as directed by his or her supervisor.

III. FACTOR LEVELS

FACTOR 1 – KNOWLEDGE REQUIRED BY THE POSITION FL 1-8 1550 PTS.

- A. The incumbent must be a certified criminal investigator with mastery of, and skills in applying, investigative techniques, law and regulations for inspections, investigations, enforcement and compliance actions with awareness of their effects on national security, foreign policy, and counter-terrorism related issues, sufficient to serve as a senior-level advisor.
- B. Mastery-level knowledge and skills in applying the basic investigative functions of a criminal investigator and the following complex concepts, sufficient to perform tasks independently and act as a senior-level advisor: coordinating investigative operations with Federal, State, and local law enforcement officials; gathering information and applying for use of advanced investigative techniques such as sophisticated visual or electronic surveillance and conducting such surveillance; conducting inspections and

investigations where significant difficulties are encountered; interpreting complex laws and regulations; developing new approaches, methods, or procedures in data gathering and analysis techniques; recognizing and resolving discrepancies or inconsistencies and identifying missing information among findings; corroborating investigative information from a variety of sources and methods; independently preparing affidavits for search and arrest warrants; conducting undercover operations to obtain evidence; developing rapport with and using cooperating defendants; and testifying before criminal courts, grand juries, or judges regarding the nature and complexities of various procedures, processes, and techniques used in conducting criminal investigations.

- C. Mastery of, and skills in applying, new techniques, legal processes and approaches, and mastery of advanced principles and concepts in the export control field sufficient to: develop agency-wide policies and procedures; provide expert advice and guidance to senior-level officials; influence development and modification of policies and programs; plan and/or lead large-scale or multi-jurisdictional investigations; develop new approaches to solve problems in response to identified weakness/vulnerabilities of ongoing investigations; and collect/analyze intelligence from wide array of sources.
- D. Mastery of current Federal Statutes involving evidentiary matters, constitutional rights, searches and seizures, fraud and conspiracies, the conduct of grand jury investigations and appropriate criminal and administrative sanctions.
- E. Mastery of, and skill in applying, export compliance practices and structures common to global commercial industry, government agencies and contract suppliers, sufficient to conduct efficient investigations and provide well-researched and professional presentations to prosecuting authorities and the business community. Knowledge includes industry standard export terms and methodologies; laws, regulations, guidelines, and precedent decisions; and requirements of various legal jurisdictions.

FACTOR 2-SUPERVISORY CONTROLS

FL 2-4 450 PTS.

The incumbent normally works under the supervision of the Special Agent in Charge or designee who outlines overall objectives, priorities and available resources. The supervisor discusses projects and timeframes with the incumbent and determines the parameters of the incumbent's responsibilities. The supervisor also provides assistance as required throughout the investigative process and in unprecedented situations. Assignments may not always have well-established guidelines and instructions. The incumbent independently determines the most appropriate avenues to pursue and decides the methods to apply in all phases of assignments.

The incumbent plans and carries out assignments in accordance with accepted policies and practices. The incumbent interprets policy and regulations and resolves most conflicts as they arise. The incumbent coordinates projects or cases with others as necessary and keeps the supervisor informed of progress and potentially controversial matters. The incumbent handles

problems and deviations relying on instructions, previous training, and accepted procedures. The supervisor does not normally review the methods used, but does review the completed work for soundness of overall approach, effectiveness in producing results, feasibility of recommendations and adherence to requirements.

FACTOR 3-GUIDELINES**FL 3-4 450 PTS.**

Guidelines for the most common violations investigated include the Export Administration Act of 1979 as amended and currently implemented under the International Emergency Economic Powers Act (IEEPA), the Export Administration Regulations issued thereunder, and the Fastener Quality Act. To conduct investigative activities, the incumbent uses a variety of guidelines, manuals, and standard reference materials such as the Special Agent Manual. The incumbent often uses administrative policies and precedents which are applicable but stated in general terms. Guidelines for performing some tasks may be scarce or of limited use, so the incumbent is required to use initiative and resourcefulness in deviating from established methods to address specific issues or problems identify and research trends and patterns, develop new methods and criteria, or propose new policies and practices.

FACTOR 4-COMPLEXITY**FL 4-5 325 PTS.**

The work consists of developing, planning, and conducting large-scale, multi-agency investigations using a wide spectrum of criminal investigative techniques. The work consists of the most significant and complex issues in the midst of changing and/or conflicting policy or program requirements. The incumbent exercises judgment in planning and prioritizing the sequence, direction, and progress of the work. The incumbent exercises judgment in corroborating circumstantial evidence to link subjects with crimes and conducting investigations which proliferate into other cases. The incumbent conducts investigations in which subjects cannot be clearly identified within the operation and/or use a complex framework of legal operations to hide illegal operations. The incumbent must develop innovative strategies, approaches, or methods to serve as precedents or models for similar situations in the future. The incumbent makes decisions and recommendations in situations of extreme sensitivity, the existence of no previous precedents, unresolved legal issues, public or media interest, sophistication of criminal activity, and/or issues of multi-jurisdictional authority.

FACTOR 5-SCOPE AND EFFECT**FL 5-5 325 PTS.**

The incumbent works independently to plan, conduct and complete multi-agency, multi-state or international inspections, investigations, enforcement activities or compliance evaluations. Work includes responsibility for performing assignments that resolve the most complex problems or initiatives crossing a range of program areas.

Work contributes to the effective administration and/or enforcement of pertinent laws and regulations and to the prevention and detection of illegal export activities. Work by the incumbent has a serious impact, positive or negative, on foreign relations and national security. Work efforts can cause changes in business practices of large important institutions and serve as the basis for changes in the direction of major agency initiatives or in long-standing agency practices. Investigative efforts result in the disruption of large-scale organized illegal activity and/or result in changes to business practices or procedures that promote the health, safety or fair treatment in the global commerce community. The work performed significantly affects the reputation of the DOC within the national and international export enforcement community.

FACTOR 6-PERSONAL CONTACTS**FL 6-3 60PTS.**

The incumbent may be required to initiate and maintain effective contact with DOC/EE senior managers, DOC/BIS executives and other OEE investigators. The incumbent must possess the ability to communicate effectively with federal, state, and local law enforcement officials, intelligence community representatives, and members of the public in moderately unstructured settings. Contacts may include regular and effective interaction with senior government officials, industry representatives, law enforcement and intelligence community partners. The purpose of each contact is different; the role and authority of each contact is identified and developed during the relationship.

FACTOR 7 -PURPOSE OF CONTACTS**FL 7-3 120 PTS.**

The purpose of contacts is to obtain, clarify, or give facts or information regarding investigative activities. The information provided ranges from easily understood to extremely technical. The incumbent makes contacts that help plan, coordinate, advise on work efforts, or give and receive information relating to investigations. Contacts can be cooperative or uncooperative. The incumbent can influence, persuade, interrogate, or control people or groups by being extremely tactful, discreet and skillful in communication and coordination efforts in order to obtain crucial investigative information.

FACTOR 8-PHYSICAL DEMANDS**FL 8-3 50 PTS.**

While some portion of the work is sedentary, there is the possibility of considerable and strenuous physical exertion, such as: extended periods of standing or walking over rough, rocky, uneven, and hazardous terrain; driving vehicles over rough terrain; climbing in cargo areas or on ladders; bending; and on occasions, carrying large amounts of equipment or evidence. Work also regularly involves extended duty hours, exposure to weather, and extensive travel. The incumbent must also be prepared to protect themselves or others from physical attacks at any time and without warning, and to use firearms as required by the position and in accordance with OEE policies and procedures.

FACTOR 9-WORK ENVIRONMENT**FL 9-3 50PTS.**

Most work is performed in a constantly changing environment and involves everyday risks

and discomforts that require normal safety precautions. However, investigative work may involve extraordinary risks such as: exposure to potentially dangerous and stressful situations such as pursuits or confrontations; physical altercations or the use of lethal weapons in recurring weapon qualifications and dangerous situations; exposure to inclement weather conditions; and hazards presented by entering warehouses, ports, loading docks, businesses and residences. Investigations may require travel by any mode of transportation with little or no advance notice at any hour of the day or night.

Total: 3,380 Points = GS-13/FPL-GS-13

IV. UNIQUE POSITION REQUIREMENTS

FLSA: This position is **Exempt** from coverage under the Fair Labor Standards Act.

Drug Testing: The incumbent of this position is subject to random drug testing. Incumbent must pass urinalysis testing prior to appointment and periodically thereafter.

Financial Disclosure: Title 5 CFR, part 2634, requires the incumbent of this position to file an initial and annual SF-450, Confidential Financial Disclosure Report, and attend annual ethics training.

Position Sensitivity: This position is designated *special sensitive*. The incumbent must successfully complete a background security investigation prior to appointment and must be able to obtain and retain a **Top Secret/SCI** security clearance. The incumbent of the position will also be required to complete an SF-312, Classified Non-Disclosure Agreement.

Firearms Qualification: The incumbent must qualify with firearms authorized by OEE and participate in a recurring qualification course. The incumbent is expected to abide by current OEE policies. The incumbent will also arm at specific times as required by the supervisor.

Temporary Travel and Motor Vehicle Operator's License: Frequent temporary travel may be required. The incumbent must possess and maintain a valid state motor vehicle operator's license while employed in the position and will be required to operate a motor vehicle in accordance with applicable OPM regulations and related requirements of DOC.

Mobile Workforce: The criminal investigator within this organization is considered as mobile workforce. By the nature of their duties and responsibilities, they are equipped and expected to work "on the road" meaning from and/or out of their vehicles; work from and/or out of non-traditional locations; work in-transit from either aircraft or motor vehicle. For the good of the government, criminal investigator could work on an as needed basis out of their residence; particularly if their residence is between their duty office and an investigative activity that they are participating. For Criminal Investigator work "on an as needed basis," that basis is the irregular nature of criminal investigative work, which requires investigators to conduct investigative activities and enforcement actions in both a traditional and non-

traditional manner.

Mobility Agreement: Candidates must agree in writing to comply with management-directed permanent change of station (PCS) movement to meet mission requirements.

NOTE: Assignment to duties other than those above for a period exceeding 30 days constitutes a mis-assignment and must be corrected immediately by the appropriate operating official submitting an SF-52, Request for Personnel Action, either to detail or to permanently assign the employee to the appropriate job.

Mandatory Age Requirement: The DOC sets a maximum age standard of 37 years to individuals entering firefighter and law enforcement officer occupations officially identified by the Secretary of Commerce or the Deputy Secretary. The positions are identified as sufficiently rigorous to mandate that employment opportunities in these positions are limited to young and physically vigorous individuals, in accordance with Title 5 U.S.C. 3307.

Medical/Physical Requirements: During the hiring process, the agency will require candidates to undergo testing to demonstrate they possess satisfactory physical abilities necessary to perform the essential tasks of a particular position in a safe and efficient manner. Medical requirements for this position are established by OPM. Any physical condition that would cause the applicant to be a hazard to him/her or others is grounds for disqualification.

Lautenberg Amendment: This position authorizes the incumbent to carry a firearm. Any person who has been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition (Title 18 U.S.C. 922(g)). Candidates who have been convicted in any court of (1) a misdemeanor crime of domestic violence, (2) shipping or transporting in interstate or foreign commerce, or possessing in or affecting commerce, any firearm or ammunition, or (3) receiving any firearm or ammunition which has been shipped or transported in interstate or foreign commerce, are not qualified for this position. Candidates under consideration will be required to certify whether they have ever been convicted of such an offense. False or fraudulent information provided by candidates is criminally punishable by fine or imprisonment (Title 18 U.S.C. 1001).

Prior to employment and annually, the incumbent is required to provide a certified statement that no conviction of a misdemeanor crime of domestic violence, within the meaning of Title 18 U.S.C. 922(g), has occurred. Conviction of a misdemeanor crime of domestic violence causes an individual to be ineligible for this position. Title 5, Chapter 73, Section 7371 provides for the mandatory removal of Law Enforcement Officers (LEO) convicted of felonies from employment. Any LEO who is convicted of a felony shall be removed from employment as a LEO on the last day of the first applicable pay period following the conviction notice date.

Career Ladder: Position is at the full promotion level.

FES EVALUATION STATEMENT

Title, Series, and Grade: **Criminal Investigator, GS-1811-13**

Organization: **BIS/OEE**

<u>Evaluation Factors</u>	<u>Points Assigned</u>
Knowledge Required	1-8, 1550 pts
Supervisory Controls	2-4, 450 pts
Guidelines	3-4, 450 pts
Complexity	4-5, 325 pts
Scope and Effect	5-5, 325 pts
Contacts	
Personal Contacts	6-3, 60 pts
Purpose of Contacts	7-3, 120 pts
Physical Demands	8-3, 50 pts
Work Environment	9-3, 50 pts
<u>Total Points</u>	3380
Grade Conversion	GS-13

Reference: Introduction to the Position Classification Standards TS-134 July 1995, TS-107 August 1991 Revised: August 2009; Guide for the Evaluation of Program Specialist Positions TS-70 October 1967; The Classifier's Handbook TS-107 August 1991

Classified by:
Sheila Moore, HR Specialist
06/20/2018

Position Designation Record

Agency	BIS
Position Title	Criminal Investigator
Series and Grade/Pay	GS-1811-13
Band	
Position Description	BI 0583
Number	
Designator's Name & Title	Douglas Hassebrock, Director

National Duties

Homeland security and duties involving protecting the nation's borders, ports, critical infrastructure or key resources

Degree of Potential for Compromise or Damage

One or more of the following when there is the potential to cause inestimable damage to national security:

- Independent responsibility for, and the ability to act without detection to compromise or exploit, the protection, control, and safety of the nation's borders and ports, immigration or customs control or policies
- Independent responsibility for protecting CIKR against acts of terrorism, espionage, or foreign aggression
- Independent responsibility for life-critical/mission-critical systems
- Independent responsibility for, and the ability to act independently without detection to compromise or exploit, the design, installation, operation, or maintenance of CIKR systems or programs

Developing plans or policies related to national defense or military operations

- Position requires eligibility for access to Sensitive Compartmented Information (SCI),

National Duties**Degree of Potential for Compromise or Damage**

other intelligence-related Special Sensitive information, or involvement in Top Secret Special Access Programs (SAP)

Planning or conducting intelligence or counterintelligence activities, counterterrorism activities or related activities concerned with the preservation of the military strength of the United States

One or more of the following when there is the potential to cause inestimable damage to national security:

- Knowledge of, planning for, or participation in significant and important activities related to intelligence, counterintelligence, or counterterrorism – with complete authority or freedom to act independently
- Identification, disruption, or neutralization of, or protection against, hostile intelligence or terrorist activities – with complete authority or freedom to act independently
- Activities are critical and extremely important to the preservation of the military strength of the United States

Duties related to criminal justice or law enforcement

One or more of the following where the incumbent's neglect, action or inaction could cause inestimable damage to national security:

- Independent responsibility for coordinating and/or conducting criminal investigations concerning highly sensitive matters
- Independent responsibility for criminal justice or law enforcement activities

Conducts internal or external investigations, inquiries or audits of the functions listed here in Step 1

- Conducts internal and/or external investigations, inquiries, or audits related to national security matters where neglect, action or inaction could cause inestimable damage to national security

National Duties

National security policy-making or policy-determining responsibility

Degree of Potential for Compromise or Damage

One or more of the following when there is the potential to cause inestimable damage to national security:

- Senior management officials for critical government programs impacting national security
- Independent responsibility for national security policy-making or policy-determining
- Direct involvement with diplomatic relations and negotiations, with the ability to act independently
- Independent, agency spokesperson concerning extremely sensitive/controversial matters for critical government programs impacting national security
- Independent responsibility for planning or approving continuity of government operations

Public health and safety

One or more of the following when there is the potential to cause **inestimable damage** to national security **with devastating results of a widespread or incapacitating nature**:

- Independent responsibility for the protection, control and enforcement of the nation's public health or safety policies, with the ability to act without detection to compromise national security with devastating results
- Independent responsibility for protecting the nation's public health or safety against acts of terrorism, espionage, or foreign aggression, with the ability to act without detection to compromise national security with devastating results

Unclassified information (e.g. private, controlled unclassified, or proprietary information)

- Unlimited access to and control over unclassified information, which may include private, proprietary or other controlled unclassified

National Duties

Degree of Potential for Compromise or Damage

information when there is the potential to cause
inestimable damage to national security

Investigation

Form Required

T5

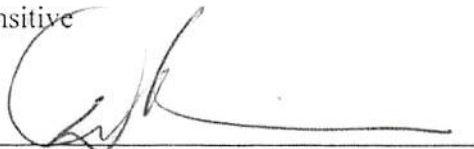
SF 86

Sensitivity

Risk Level

Special Sensitive

High Risk

Signature: 

Date: _____

Name: Douglas R. Hassebrook