

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

1. Agency Position No. **24093A**

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <input checked="" type="checkbox"/> Other		3. Service <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location Washington, DC		5. Duty Station VACO		6. OPM Certification No.	
Explanation (Show any positions replaced) Update of OF-8 Developmental Addendum Criminal Investigator GS-1811-13		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		13. Competitive Level Code <b>201</b>	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input checked="" type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		14. Agency Use			

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment	<b>C.</b>					
c. Second Level Review	<b>Criminal Investigator</b>	<b>GS</b>	<b>1811</b>	<b>B</b>	<b>dy</b>	<b>11/6/07</b>
d. First Level Review						
e. Recommended by Supervisor or Initiating Office	<b>Criminal Investigator</b>	<b>GS</b>	<b>1811</b>	<b>13</b>		

16. Organizational Title of Position (if different from official title)  
**Inspector for Field Operations**

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment <b>Department of Veterans Affairs</b>	c. Third Subdivision
a. First Subdivision <b>Operations, Security, &amp; Preparedness (OSP)</b>	d. Fourth Subdivision
b. Second Subdivision <b>Office of Security &amp; Law Enforcement</b>	e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor  
**William B. Harper**  
**Director, Police Service**

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)  
**John Hancock, Executive Assistant**  
**Operations, Security, & Preparedness**

Signature \_\_\_\_\_ Date **11/14/07**

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

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position  
**GS 1810/1811 General Investigating Series**  
**Grade Level Guide 2/72**

Typed Name and Title of Official Taking Action  
**DEBORAH Y ALLEN**  
**HUMAN RESOURCES SPECIALIST**

Signature \_\_\_\_\_ Date **11/6/07**

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

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

24. Remarks  
**Position has no known promotion potential**

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

Criminal Investigator  
GS-1811-13

I. PRINCIPAL DUTIES AND RESPONSIBILITIES:

This position includes principal duties and responsibilities in the interrelated areas of criminal investigations, security and law enforcement program oversight, and protection.

A. Criminal Investigations: The incumbent is delegated full law enforcement and criminal investigative authority by the Secretary, Department of Veterans Affairs in accordance with the provisions of Title 38 USC, Chapter 9.

1. The incumbent performs felony criminal investigative duties of a diverse nature throughout the United States, Puerto Rico, Guam, and the Philippines. This responsibility involves the planning and coordination of criminal investigations at the various VA facilities and offices nationwide which must be legally and technically correct in accordance with local and/or federal laws within complex and sometimes conflicting jurisdictional boundaries. The incumbent must be able to independently determine and interpret the following:

- a. When a violation of law has been committed.
- b. The statutory classification of the offense(s) as federal, state, or local.
- c. Special local criminal jurisdiction agreements with state and federal law enforcement authorities.
- d. The legal authority and investigative jurisdictional boundaries in each individual case.

2. Provides oversight and guidance in serious criminal investigations conducted by local VA Police into criminal cases or other significant cases as directed by OS&LE. As an armed criminal investigator the inspector detects criminal activity that may be part of larger scale criminal efforts that may or may not be under investigation by other federal and/or state law enforcement agencies. In this capacity the incumbent may be required to perform as part of a law enforcement task force. Law enforcement investigative activities must be closely coordinated with high level law enforcement contacts in other agencies that have an expressed interest in a given case as it relates to investigative efforts linked to organized criminal activity under investigation by their jurisdiction.

3. The incumbent must frequently work alone and/or in an undercover capacity utilizing various surveillance methods to gather evidence and criminal information while monitoring suspects. The incumbent will also be required to supervise other under cover operatives during significant investigative activities while serving in an under cover capacity. In all investigative assignments, both covert and overt, the incumbent will be expected to work long arduous hours including nights, weekends, and holidays as the particular case may

dictate. The incumbent must also be available to respond in a timely manner, twenty four hours a day, seven days a week to any serious investigative assignment as the need arises.

4. The incumbent arrests or directs the arrest of dangerous felons, transporting and/or transferring custody of the arrested to the appropriate incarceration facility, and testifies on behalf of the Government in all subsequent trials as required.

5. In performing investigative tasks the incumbent is required to prepare from start all required investigative reports, affidavits, search and/or arrest warrants, and prosecutive summaries.

6. The incumbent receives information concerning potential cases telephonically or in writing, and must prioritize investigative activity while making independent decisions so as to determine case objectives, plans for needed staff and/or equipment, and coordinates with other jurisdictions which may be effected. The incumbent is required to make significant independent decisions throughout the investigations that must be technically sound and legally correct.

7. Investigative activities include:

- a. Violations of Title 18 U.S.C. (U.S. Criminal Code)
- b. Violations of Title 21 U.S.C. (U.S. Drug Laws)
- c. Violations of appropriate state and local criminal laws.

8. In all cases assigned the incumbent is expected to exercise independent judgment that fully represents top management goals and objectives in bringing cases to a successful conclusion.

9. The incumbent is an official contact representative of the Deputy Assistant Secretary for Security and Law Enforcement with the United States Attorneys, U.S. District Court Judgeships, U.S. Marshals, VA District Counsels, as well as representatives of all federal, state, and local law enforcement agencies in the establishment and coordination of agreements concerning law enforcement actions.

B. Security and Law Enforcement Program Oversight:

1. Is the Central Office, Office of Security and Law Enforcement specialist for an assigned geographical area. Incumbent is responsible for planning, directing and coordinating Security and Law Enforcement policies and procedures within this assigned area and for assuring that the Secretary's responsibility for the protection of the lives of patients, visitors and employees, and the protection of government property, is fulfilled.

2. The incumbent is responsible for guiding facility Directors and Police and Security Service Chiefs in all matters pertaining to law enforcement, physical security and emergency situation control. The incumbent advises on security needs and problems, interprets Departmental security guidelines, and issues instructions on methods and procedures for application to VA installations within the area of responsibility.. Conducts program orientations for newly appointed police and security service chiefs.

3. Conducts comprehensive program inspections to determine existing law enforcement and physical security conditions at individual centers throughout the VA system and evaluates their adequacy and the adequacy of published policies and procedures in view of local conditions. These inspections include the areas of personnel and training, staffing patterns, program administration, operations, law enforcement, weapons control and physical security. It includes conducting a complete physical security survey. Takes prompt action to recommend the implementation of appropriate security and law enforcement measures and procedures when there is an immediate need to do so. Prepares comprehensive inspective reports which identify program deficiencies and make recommendations to correct those deficiencies.

4. Evaluates requirements for communication equipment and other technical aids to security at medical center request and prescribes types of telecommunication and electromechanical systems which are to be employed for effective integration with medical center security plans.

5. Is responsible for examining the criminal statutes of the states within area of jurisdiction and for coordinating with U.S. Attorneys and U.S. District Courts as they pertain to VA facilities and the assimilation of state criminal statutes under 18 U.S.C. 13.

6. During emergencies due to natural or man-made causes, establishes contact with the affected facilities and plans actions required to assist in security and law enforcement. Actions include making arrangements to detail VA police officers from other facilities, accomplishing message coordination and the rendering of personal emergency force leadership at the affected facility. Is a key VA official during the emergencies for effective protective and recovery operations with local, state and Federal agencies. Advances plans for the protection of VA facilities threatened by civil disturbances, mob demonstrations, riot or other commotion are developed and installed by the incumbent.

7. Is responsible for participating in the development and presentation of both on-site and centralized training programs for police officers and detectives and for participating in medical center and district joint police/patient care staff training programs.

8. Insures regulatory compliance of physical security requirements to prevent loss by burglary from bulk storage areas, robbery, off shelf theft, conspiratorial diversion and skimming. Provides orientation and training for qualifying officials to perform controlled substance inventories or drug loss investigations.

9. Is responsible for maintaining liaison with each established District Security and Law Enforcement Council within assigned area of responsibility. Also provides technical guidance for the development of meaningful agenda discussions, such as loss prevention strategy, methods to improve police operations, risk management analysis plans, improvement of personnel performance and statistics. Reviews minutes and maintains an administrative file for each council.

13. The incumbent serves as the Agency Technical Representative (ATR) in all matters related to contract security operations for VA space located in the National Capital Area and under the charge and control of GSA, to include VACO. This requires frequent contact and monitoring of contract guard operations, the design of general post orders and the implementation security procedures to meet the Department's needs. As the ATR the incumbent must stay abreast of contractual obligations of both the Department and the contractor in maintaining physical security requirements. The incumbent must also maintain constant contact and coordination with GSA so as to assure timely adjustments in operations to meet the Department's changing needs or to correct any observed deficiencies of any individual contract guard duty performance. The incumbent also serves as a subject matter expert in the actual design of specific security contracts, coordinating closely with both the agency and GSA contract officials.

### C. Protection

1. The incumbent performs activities to assure the personal safety of the Secretary of Veterans Affairs.

2. The incumbent conducts investigations of all possible threats against the Secretary, both verbal and written. Reports from all sources pertaining to threats against the Secretary are promptly reviewed and evaluated by the incumbent to ensure that all appropriate steps are taken by all parties concerned to make certain that the source of the threat is precluded from successful completion of the threatened act, or any other threatening act. The incumbent determines the potential that a threat exists; determines whether there has been a possible violation of 18 U.S.C. 115; coordinates investigative activities as necessary with VA facilities, other Federal law enforcement entities, and Federal prosecutors, and brings the matter to resolution. These investigations may require personal field investigation by the incumbent and/or they may require coordination and supervision of a team investigative effort.

3. In cases where there is a perception that the Secretary might be exposed to a potentially hostile environment, the incumbent assumes a close proximity posture in order to assure the safety of the Secretary.

4. The incumbent conducts advance physical security surveys to help ensure that the Secretary operates and functions in as secure an environment as is feasible in a given situation. These advance physical security surveys may be conducted in the Washington, D.C. metropolitan area or in an area requiring travel. If there are multiple sites where these

surveys must be accomplished there may be extensive travel involved. Occasionally, the incumbent may need to travel outside of the United States to facilitate the coordination of advance physical security surveys. The incumbent must effectively coordinate all advance physical security surveys with any Federal, state and/or municipal law enforcement agency that has a vested interest in the overall physical security plan in any given protective environment scenario.

5. In order to accomplish the protective mission, the incumbent must be prepared to respond on very short notice at any hour of the day or night to a protective environment situation, to include local and intracity travel.

6. The incumbent responds immediately to the "panic" alarms located in suite of Secretary at VA Central Office. The incumbent must maintain a state of readiness in order to affect an armed and otherwise properly equipped response in a rapid manner. In this situation the incumbent must be prepared to confront and defuse a potentially volatile situation in which an antagonist, quite possibly mentally deranged and quite possibly armed, has gained a degree of proximity to the Secretary's office compound.

7. The incumbent must be knowledgeable of those federal statutes applicable to the protection of the Secretary of the Department pertaining to both physical assault and verbal or written threat.

8. Reports from the field pertaining to threats against any protectee of the United States Secret Service or any protectee or institution protected by the FBI or any other law enforcement entity are promptly reviewed to make certain that timely notification is made to the affected agency.

9. The incumbent is sworn as a Deputy United States Marshal for the expressed purpose of protecting the Secretary and must attain and maintain a degree of firearms proficiency to ensure continuation of this status.

### III. OTHER SIGNIFICANT FACTS OR EXPERIENCE

a. The incumbent has, through formal education, training and experience, attained proficiency in the skills, knowledge and abilities required in gathering and preserving evidence, questioning witnesses and principals and preparing reports of criminal investigation. Is accomplished in community relations and can exercise a high degree of skill in meeting and dealing with physically and mentally ill persons, visitors, employees, vendors, juveniles, unruly persons, misdemeanants and felons. Incumbents law enforcement and legal skills include accurate knowledge of the rules of search and seizure, obtaining of search warrants, advising the arrested of their constitutional rights, the transferring of arrested persons to appropriate authorities for detention, and the techniques of countering drug abuse and illegal traffic.

b. The incumbent is frequently required to make judgmental decisions on policy and regulatory interpretations in daily contacts with facility management and police and security service chiefs and is available for consultation in resolving controversial issues.

c. The incumbent must be able to deal diplomatically and effectively with high cabinet level officials and exercise extensive independent judgment when operating in this environment.

d. The incumbent must display initiative and resourcefulness at all times and bear full responsibility for all decisions made and all actions taken.

e. The incumbent has considerable knowledge of judicial systems (Federal and state), the Federal administrative hearing system, and legal aspects of arrest, and the statutory authority which is vested with Federal personnel on Federal property.

f. The incumbent is empowered by the Secretary of Veterans Affairs to bear firearms while in the performance of security and law enforcement activity. **REPLACE WITH:**  
*The incumbent is empowered by the DAS/Director, Office of Security and Law Enforcement (OS&LE), to bear firearms while assigned as a GS-1811 (P) Criminal Investigator within OS&LE.*

g. The incumbent must maintain a high standard of physical condition, enabling him/her to work long hours under adverse conditions. **ADD:** *The incumbent must complete a physical and psychological assessment on an annual basis. (P)*

h. The incumbent must be available on short notice to work the odd hours and the extended days necessary to accomplish law enforcement and protective activities.

i. Travel required in accomplishment of responsibility may exceed 40% of the normal work period.

j. **ADD:** *This position is subject to a Top Secret Clearance and random drug testing. (P)*

#2

File  
5/16/11  
TS

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position  
598-4040-01

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)  New Position		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location LITTLE ROCK, AR		5. Duty Station LITTLE ROCK, AR		6. OPM Certification	
		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Exemption Permitted <input type="checkbox"/> Employment and Financial		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		13. Competitive Level Code X05	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1-Non-Sensitiv <input checked="" type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Non-critical <input type="checkbox"/> 4-Special		14. Agency Use	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational	Gra	Initial	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Training Specialist	GS	1712	13		05/02/11
e. Recommended by Supervisor or Initiating Office	TRAINING SPECIALIST	GS	1712	13		

16. Organization Title of Position (If different from the official title)  
TRAINING SPECIALIST

17. Name of Employee (If vacant, specify)

18. Department, Agency, or Establishment  
DEPARTMENT OF VETERANS AFFAIRS

a. First Subdivision  
OFFICE OF SECURITY & LAW ENFORCEMENT

b. Second Subdivision  
LAW ENFORCEMENT TRAINING CENTER

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review — This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Type Name and Title of Immediate Supervisor  
JAMES L. WARD, DIVISION CHIEF,

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)  
RUSSELL EILRICH, DEPUTY DIRECTOR,

Signature: *[Signature]* Date: 4-8-11

Signature: *[Signature]* Date: 4-8-11

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position  
OPM Position Classification Flysheet for Training Instruction Series, GS-1712, TS-104 May 1991; OPM Grade Level Guide for Instructional Work, TS-90 March 1989

Typed Name and Title of Official Taking Action  
Lynden Saylor, HR Specialist (Classification)  
VISN 16/Consolidated Classification Team, Houston, TX

Signature: *[Signature]* Date: 05/02/11

arc available in the personnel office. The classification of the position may be and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initial	Date	Initial	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks  
Bus Code: \_\_\_\_\_ FULL PERFORMANCE LEVEL  
Security Level: \_\_\_\_\_

25. Description of Major Duties and Responsibilities [See Attached]

PD #598-4040-0  
05/02/11

A. J. [unclear]  
5/10/11 [unclear]

**POSITION DESCRIPTION**  
**Training Specialist**  
**GS-1712-13**

**INTRODUCTION**

The incumbent serves at the VA Law Enforcement Training Center (LETC) located on the North Little Rock Campus of the Central Arkansas Veterans Healthcare System. The VA LETC is the national training center for all law enforcement training within the Department of Veterans Affairs and United States Air Force civilian law enforcement personnel. Additionally, the VA LETC is a Franchise Fund activity and, as such, provides law enforcement training for other Federal law enforcement agencies.

**MAJOR DUTIES AND RESPONSIBILITIES**

- A. Course Development:** Incumbent performs work in the development of courses for training programs. Devises original course plans and designs for the basic concepts of the course. Courses are unusually broad and highly complex. Courses may be in newly emerging or rapidly changing areas, are highly innovative, and require extensive knowledge in the field.
- B. Course Evaluation:** Performs work associated with the evaluation of course in training programs. The incumbent evaluates national curricula and troubleshooting duties frequently required providing problem-solving assistance to and technical review and leadership over, other employees or other facets of the VA Law Enforcement Training Center's national training programs. Resolves problems which are often controversial, complicated or set general precedent; negotiates or coordinates matters of considerable consequence or affect prominent and fundamental policy issues in a specific subject matter fields related to the training of Federal law enforcement personnel. The incumbent performs duties involving the instruction of training courses or the modification of course content and/or materials.
- C. Training Course Delivery:** Instruct courses in a Program of Instruction. Serves as technical expert in broad, complex law enforcement related subject area. Instructor designs, develops, revises, and conducts courses comparable to graduate school levels. Courses are unusually broad and highly complex and frequently are in newly emerging or rapidly changing areas of Federal law enforcement.
- D. Course Modification:** Performs work involving modification of training courses. Incumbent is responsible for modification of highly complex curricula. Courses usually cover subject areas for which there is an abundance of source information; however, the information may be scattered, unorganized and require supplemental research, coordination and adaptation. The

PD #598-4040-  
05/02/11

*A. [unclear] 5/2/11*

position has national responsibility for modification of training program curricula. Courses are highly complex and may be in newly emerging law enforcement related fields. Reference sources and materials are often nonexistent or obsolete, requiring the instructor to carry out course-related subjects and/or coordinates activities involving law enforcement programs of instruction.

**E. Conducts Studies and Analyses:** Incumbent studies and analyses in functional specialty or subject matter areas. Determines the need for and generates surveys and studies. Independently plans and carry out projects through to their conclusion with limited review and input from Academic Programs Division Chief and Deputy Director of LETC. Projects have a significant impact on a broad segment of Staff and Student body in the VA LETCs training programs. Products may radically change training content and/or education and training techniques and methods used in teaching certain law enforcement related subjects to specific segments of the student population. The incumbent is recognized as an authorized consultant for planning and developing new law enforcement training programs, evaluating results and using the findings in planning, developing and installing new or modified programs. Resolves matters which are often controversial, complicated or set general precedence for VA law enforcement operations.

**F. Coordination Activities:** Incumbent performs work related to coordinating projects for the development and implementation of training courses and course materials. Oversees, coordinates and evaluates overall law enforcement training and educational program activities of the various components of the VA LETC and their implementation. Coordinates and negotiates matters of considerable consequence, resolves matters which are often controversial, complicated or set general precedent, or affect prominent and fundamental policy issues in the VA law enforcement subject-matter fields. Establish and maintain professional contacts with leading practitioners, researchers, and others in Federal law enforcement education and training institutions, research organizations, and private industry.

**G. Special Agent:** The incumbent is authorized to conduct investigations of serious crimes at VA facilities. During investigations of serious criminal incidents, the incumbent is expected to continue irregular duty hours either at LETC and/or at other locations, i.e. Federal and/or local police agencies, court, and other facilities. Incumbent must maintain proficiency and qualifications on all are assigned departmental weapons as set forth by VA Directives. The incumbent will be periodically detailed to the Director of Police Service to assist in but not limited to assisting in program inspections, protection details for the Secretary and/or Deputy Secretary of the VA, being detailed during a natural disaster where additional Law Enforcement Personnel are required.

Performs all other related duties as assigned.

PD #598-4040-8  
05/02/11

*A. J. K.  
5/10/11*

## FACTOR LEVEL DESCRIPTIONS

### **Factor 1, Knowledge Required by the Position**

The incumbent must have an extensive knowledge of concepts, principles and methods of training current practices in basic and advanced criminal investigations as well as law enforcement practices and procedures. The incumbent must be knowledgeable of the rules, procedure and /or operations in training development to perform a wide variety of interrelated or nonstandard procedural assignments and to resolve a wide range of problems. Applies skills gained through developmental experience or relevant graduate study in applying training development principles and techniques in a specialized area.

### **Factor 2, Supervisory Controls**

The supervisor sets overall program objectives and resources available, and collaborates in developing deadlines and approaches to unusual or particularly sensitive program and/or individual situation problems. The employee exercises judgment in planning and carrying out assignments. The work is reviewed in terms of fulfillment of assignment objectives.

### **Factor 3, Guidelines**

Guidelines consist of Department policies, standards, regulations and statement of goals and objectives. These guidelines are very broad and often require adaptation or modification to a wide range of National Policy or other VA installation settings. The incumbent exercises a great deal of personal judgment and discretion with broad latitude for the development, interpretation, and application of facility and computer initiatives.

### **Factor 4, Complexity**

Performs complete assignments individually or as a team leader involving a wide variety of duties, employing a broad range of fact-finding and analytical techniques, and requiring decisions in interpreting varied and complex factual situations in the context of the requirements of applicable laws, regulations, or policies. Assignments are to solve highly complex problems including rapidly changing conditions requiring consideration of changes in a short period of time, precedent setting issues, in-depth analysis of highly complex organizations, dealing with powerful organizations such as unions that challenge facts, dispute methods, etc., and dealing with problems that have been particularly resistant to solutions in the past. Decisions are complex and difficult due to major areas of uncertainty due to complexity of organizations served, innovative application of new techniques, and technologies to current and projected training or development needs, ambiguity of conditions, conflicting laws, precedents, etc.

### **Factor 5, Scope and Effect**

The work involves the establishment of training development management criteria, the formulation of special studies/projects, the assessment of program effectiveness, or the study and analysis of unusual and difficult problems or issues. Additionally, the work also concerns resolving sensitive problems and issues, and developing new methods, procedures, and processes

PD #598-4040,0  
05/02/11

*A. Kirk  
5/6/11  
js*

where none previously existed. Decisions, findings, and recommendations are of major significance to top management and often serve as the basis for new law enforcement training development systems, policies, regulations, or programs, and the well being of significant numbers of people. The work performed has a direct impact on the effectiveness and efficiency of agency operations and the ability of the agency to meet its mission goals.

#### **Factor 6, Personal Contacts**

The incumbent must perform and interact with individuals in a wide arena of Federal, State, and Local government officials, as well as officials from private industry when developing specialized programs. Personal contacts include but not limited to; interaction with VA Central Office (VACO) officials, Inspectors for Field Operation, Congressional Representatives, United States Attorneys, Special Agents for the FBI, DEA, and Secret Service, as well as local law enforcement officials. These contacts also include interaction with officials from contractors and security firms that have contracts with VA.

#### **Factor 7, Purpose of Contacts**

The purpose of contacts is to present, justify and defend LETC Facility to VA management in the area of responsibility as well as to VACO officials. During Investigations, Protection Details, and/or National Disasters the incumbent seeks to establish effective working relationships with officials of other agencies, in which may require persuasive and/or negotiation tactics.

#### **Factor 8, Physical Demands**

This work requires walking, standing, bending, sifting and carrying of small packages or containers. Travel to field locations to coordinate training activities may be involved. Work may also involve physical exertion while demonstrating a variety of law enforcement techniques and methods. These incumbent conducts security surveys and inspections which requires crawling in unusually confined building areas. The incumbent can be called upon to assist medical emergency teams with heavy equipment and carrying an unconscious or a collapsed patient. Incumbent may be called upon to defend themselves and members of staff, patients or the public against physical attack,

#### **Factor 9, Work Environment**

The normal work place is an office, classroom, and inside and/or outside facility areas. Position duties will require exposure to varying climate and environmental conditions, both cold and warm weather conditions and/or exposure to high levels of noise and dangerous substances. There is the potential for dangerous situations to occur at VA facilities where the incumbent can be detailed; to perform assigned duties.

PD #598-4040-8  
05/02/11

*Handwritten:*  
A. 5/6/11  
98

**Other Significant Facts**

The sensitivity level of the position is High Risk. The selectee must meet appropriate clearance requirement.

A physical examination is required prior to employment.  
The incumbent will be required to have an annual physical.

This position is likely to require frequent travel. Overnight travel may be as high as 50%.

PD #598-4040-0  
05/02/11

A. J. D. K.  
5/2/11  
js

**POSITION EVALUATION**  
**Training Specialist**  
**GS-1712-13**

**Background:** New developmental PD #4040-0, GS-12 target 13 is submitted for classification review and to establish. The GS-012 position is developmental to the full performance level of GS-13.

**References:** (a) OPM Position Classification Flysheet for Training Instruction Series, GS-1712, TS-104 May 1991; (b) OPM Grade Level Guide for Instructional Work, TS-90 March 1989.

**Series and Title Determination:** The incumbent serves at the VA Law Enforcement Training Center (LETC) located on the North Little Rock Campus of the CAVHS. The VA LETC is the national training center for all law enforcement training within the Department of Veterans Affairs and United States Air Force civilian law enforcement personnel. Additionally, the VA LETC is a Franchise Fund activity and, as such, provides law enforcement training for other Federal law enforcement agencies.

**Course Development:** Performs work in the development of courses for training programs. Devises original course plans and designs for the basic concepts of the course. Courses are unusually broad and highly complex.

**Course Evaluation:** Performs work associated with the evaluation of course in training programs. Evaluates national curricula and troubleshooting duties frequently required providing problem-solving assistance to and technical review and leadership over, other employees or other facets of the VA Law Enforcement Training Center's national training programs. Resolves problems that are controversial, complicated or set general precedent; negotiates or coordinates matters of considerable consequence or affect prominent and fundamental policy issues in a specific subject matter fields related to the training of Federal law enforcement personnel.

**Training Course Delivery:** Instruct courses in a Program of Instruction. Serves as technical expert in broad, complex law enforcement related subject area. Designs, develops, revises, and conducts course comparable to graduate school levels.

**Course Modification:** Performs work involving modification to training course. Responsible for modification of highly complex curricula. The position has national responsibility for modification of training program curricula. Reference sources and materials are often nonexistent or obsolete, requiring the instructor to carry out course-related subjects and/or coordinates activities involving law enforcement programs of instruction.

PD #598-4040-0  
05/02/11

*A. 5/11/11  
P. 10/11/11*

**Conducts Studies and Analyses:** Studies and analyses in functional specialty or subject matter areas. Determines the need for and generates surveys and studies. Projects have a significant impact on a broad segment of Staff and Student body in the VA LETC's training programs. The incumbent is recognized as an authorized consultant for planning and developing new law enforcement training programs. Evaluating results and using the findings in planning, developing, and install new or modified programs.

**Coordination Activities:** Performs work related to coordination projects for the development and implementation of training courses and course materials. Oversees, coordinates and evaluates overall law enforcement training and educational program activities. Coordinates and negotiates matters of considerable consequence, resolves matters which are often controversial, complicated or set general precedent, or affect prominent and fundamental policy issues in the VA law enforcement subject-matter fields.

**Special Agent:** The incumbent is authorized to conduct investigations of serious crimes at VA facilities. The incumbent is expected to continue irregular duty hours either at LETC and/or at other locations, i.e., Federal and/or local police agencies, court, and other facilities. The incumbent will be periodically detailed to the Director of Police Service to assist in but not limited to assisting in program inspections, protection details for the Secretary and/or Deputy Security of the VA, being detailed during a natural disaster where additional Law Enforcement Personnel are required.

Referenced (a) series covers positions concerned with administration, supervision, training program development, evaluation, or instruction in a program of training when the paramount requirement of the work is a combination of practical knowledge of the methods and techniques of instruction and practical knowledge of the subject-matter being taught. Positions in this series do not have either a paramount requirement of professional knowledge and training in the field of education, or mastery of a trade, craft, or laboring occupation.

It is determined that most appropriate series for this position is that of the GS-1712 Training Instruction Series, and is evaluated by reference (b) Grade Level Guide for Instructional Work. Training Specialist is the title for nonsupervisory positions the primarily involve development or evaluation of training materials.

Based on the above, the appropriate title and series is Training Specialist, GS-1712.

**Grade Level Determination:** Non-supervisory positions classified to the GS-1712 Series are two grade interval positions and evaluated by reference to the Grade Level Guide for Instructional Work. Part II of the guide covers specialist work such as training needs assessments, development of courses and evaluation of training programs. The guide provides general grade level criteria in a narrative format and addresses both the Nature of the Assignment and the Level of Responsibility.

PD #598-4040-8  
05/02/11

*A. J. / 11  
G. W. / 11*

**Nature of Assignment:** This factor encompasses such aspects as the knowledge, skill, and ability required to perform the work, and the complexity and difficulty of the duties and responsibilities assigned.

At this level, the specialist must have extensive knowledge of concepts, principles and methods of training current practices in basic and advanced criminal investigations as well as law enforcement practices and procedures. Knowledge of rules, procedures and/or operations in training development to perform a wide variety of interrelated or nonstandard procedural assignments and to resolve a wide range of problems.

Performs complete assignments individually or as a team leader involving a wide variety of duties, employing a broad range of fact-finding and analytical techniques, and requiring decisions in interpreting varied and complex factual situations in the context of the requirements of applicable laws, regulations, or policies. Assignments are to solve highly complex problems including rapidly changing conditions requiring consideration of changes in a short period of time, precedent setting issues, in-depth analysis of highly complex organizations, dealing with powerful organizations such as unions that challenge facts, dispute methods, etc. Decisions are complex and difficult due to major areas of uncertainty due to complexity of organizations served, innovative application of new techniques, and technologies to current and projected training or development needs, conflicting laws, precedents, etc.

**Level of Responsibility:** This factor includes such things as independence (e.g., the degree to which work and decisions are supervised or reviewed); the extent to which guidelines for the work are available or must be developed; and the kinds of contacts required to perform the work.

At this level, the supervisory will set the overall program objectives and resources available. The incumbent and supervisory collaborates in developing deadlines and approaches to unusual or particularly sensitive program and/or individual situation problems. The incumbent independently carry projects through to their conclusion. The work is reviewed in terms of fulfillment of assignment objectives.

Guidelines consist of Department policies, standards, regulations and statement of goals and objectives. The incumbent exercises a great deal of personal judgment and discretion with broad latitude for the development, interpretation, and application of facility and computer initiatives. The incumbent perform and interact with individuals in a wide arena of Federal, State, and Local government officials, as well as officials from private industry when developing specialized programs. These contacts also include interaction with officials from contractors and security firms that have contracts with VA.

**Classification Conclusion:** This position is properly classified as Training Specialist, GS-1712-12.

**ELSA Determination:** The position meets the exemption criteria as defined in 5CFR, Part 551 and subsequent guidance and is therefore determined to be FLSA exempt.