U.S. DEPARTMENT OF THE INTERIOR

Certification of Approval for Special Retirement Coverage

✓	Under the Civil Service Retirement System (5 U.S.C. 8336(c))
✓	Under the Federal Employees Retirement System (5 U.S.C. 8412(d))

Bureau: of Land Management, Bureau

Classification Title: District Law Enforcement Ranger

Organization Title: Airplane Pilot

Series and Grade: GS-1801-12

Position Number: LE123

Category: Primary - rigorous

RECOMMEND:

Marcia L. Scifres — 11/03/95
Bureau Special Retirement Coordinator — Date

x [signature] — 11/3/95
Delegated Official — Date

APPROVAL:

The position described above is approved for special retirement coverage for law enforcement officers and firefighters under the retirement system indicated.

[signature] — 11/6/95
Secretary's Designee - Special Retirement Program — Date

DI 2001 (July 1994)

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

1. Agency Position No.: LE123

2. Reason for Submission: [ ] Redescription [X] New [ ] Reestablishment [ ] Other

Explanation *(Show any positions replaced)*

3. Service: [ ] Hdqtrs [X] Field

4. Employing Office Location:

5. Duty Station:

6. OPM Certification No.:

7. Fair Labor Standards Act: [X] Exempt [ ] Nonexempt

8. Financial Statements Required: [ ] Executive Personnel Financial Disclosure [ ] Employment and Financial Interests

9. Subject to IA Action: [ ] Yes [ ] No

10. Position Status: [X] Competitive [ ] Excepted *(Specify in Remarks)* [ ] SES (Gen.) [ ] SES (CR)

11. Position Is: [ ] Supervisory [ ] Managerial [X] Neither

12. Sensitivity: [ ] 1—Non-Sensitive [X] 3—Critical Sensitive [ ] 2—Noncritical Sensitive [ ] 4—Special Sensitive

13. Competitive Level Code:

14. Agency Use:

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	DISTRICT LAW ENFORCEMENT RANGER (Airplane Pilot)	GS	1801	12	JK	10/12/95
d. First Level Review						
e. Recommended by Supervisor or Initiating Office	DISTRICT LAW ENFORCEMENT RANGER (Airplane Pilot)	LE	1801	12		

16. Organizational Title of Position *(if different from official title)*:

17. Name of Employee *(if vacant, specify)*:

18. Department, Agency, or Establishment: Department of the Interior

a. First Subdivision: Bureau of Land Management

b. Second Subdivision: State Office

c. Third Subdivision: District Office

d. Fourth Subdivision:

e. Fifth Subdivision:

19. Employee Review—This is an accurate description of the major duties and responsibilites 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:

Signature: Date:

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*:

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.*

Typed Name and Title of Official Taking Action:
James C. Knox
Personnel Officer

Signature: James C Knox

Date: 10/12/95

22. Position Classification Standards Used in Classifying/Grading Position:
GS-1801 Standards, October 1980
GS-1896 Standards, September 1978
Primary Standards, August 1991

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	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier										

Special Retirement Coverage: Firefighter [X] Law Enforcement primary/rigorous [X] CSRS: date approved 11/06/95 [X] FERS: date approved 11/06/95 secondary/administrative secondary/supervisory

24. Remarks

FLSA = Exempt

FPL: _____
HC: _____
BUS: _____
OCM: _____

This position is for young and physically vigorous individuals and is subject to the maximum entry age restrictions.

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

PD #LE123

DISTRICT LAW ENFORCEMENT RANGER (Airplane Pilot)
GS-1801-12

INTRODUCTION

This position is located in a District Office. The primary purpose of this position is to plan, implement, and oversee the District law enforcement program concerning the enforcement of Federal laws and regulations relating to public lands and resources managed by the Bureau of Land Management (BLM). The incumbent is a uniformed law enforcement officer with full delegated law enforcement authority.

This position has been identified as Critical-Sensitive and is a drug-testing designated position.

MAJOR DUTIES

20% Program Management

Provides direction and leadership to the District law enforcement program which involves investigations, apprehending violators, interagency coordination, education, and other law enforcement-related activities. Develops policies and procedures for carrying out law enforcement activities.

Plans, implements and coordinates the law enforcement program which includes identifying apprehension efforts needed to address current and potential law enforcement problems, cooperative investigative and apprehension efforts with other Federal, State and local law enforcement agencies, crime prevention efforts, public safety, and contingency plans. Coordinates law enforcement program with resource management plans and activities.

Analyzes criminal activity, resource vandalism, and violation problems occurring on public lands. Recommends solutions such as planning alternatives, additional regulation through supplementary rules, and law enforcement methods and techniques.

Provides technical advice and guidance to management team and resource specialists on law enforcement matters.

Provides technical assistance in developing and administering law enforcement agreements that require liaison and coordination on a regional basis. Coordinates law enforcement efforts having District-wide impact with other law enforcement agencies.

Develops and maintains liaison with officials of cooperating Federal, State, and local law enforcement agencies. Assists and requests assistance from agencies in law enforcement activities. Maintains liaison with U.S. Attorney's Office, court clerks,.and other organizations.

Evaluates requests for Special Agent investigative assistance and coordinates assistance with the Special-Agent-In-Charge.

Determines cost of activities based on staffing, equipment, supplies, and material requirements. Drafts and submits for approval the annual budget and operating program. Revises program activities to conform to approved and available funds, and implements and oversees annual operating program.

Provides for formal training to BLM Rangers in the use of firearms, defensive tactics, trespass procedures, and public contact procedures. Monitors BLM Rangers' progress with field training standards and individual training plans. Acquires or conducts formal or remedial training, as needed.

Arranges for the procurement, equipping, and preparation of law enforcement vehicles and related equipment. Manages inventory of law enforcement protective equipment, such as firearms, defensive weapons, and associated gear. Maintains appropriate electronic communication systems.

55% <u>Enforcement, Apprehension, and Investigations</u>

Enforces criminal law offenses related to resource protection and drug control laws as they relate to public lands.

Is responsible for the apprehension of persons who have committed or are suspected of committing criminal offenses. Arrests suspects, executes arrest warrants, transports suspects to detention facilities and prepares the required documentation, and issues violation notices to violators. Obtains and executes search warrants on minor cases.

May be delegated as a State Peace officer under a Memorandum of Understanding with the county sheriff or other State or local official so authorized. Pursuant to such memoranda, is authorized to enforce applicable State laws or county ordinances on Federal public land and private property adjacent to the public land.

Conducts full range of criminal, civil, and administrative investigations. Locates, secures, and protects crime scenes, collects and/or seizes evidence, obtains physical and documentary evidence, interviews witnesses and suspects, prepares investigative reports and testifies at hearings and trials. Serves subpoenas, summons, and other legal documents. Conducts misdemeanor

investigations to completion. Conducts assigned felony investigations and assists Special Agents on other complex cases.

May be assigned as the District Tort Claims officer. Coordinates and investigates claims for damage, injury, or death filed against the United States resulting from incidents occurring within the District. Prepares investigative reports and correspondence, presents evidence and provides testimony on trial cases, and serves subpoenas and court orders for witnesses and documents.

25% Other: Airplane Pilot

Serves as pilot of single and multi-engine fixed wing aircraft. Aircraft operations involve frequent flights over remote an uncharted terrain. Flights are conducted utilizing landing strips ranging from heavy use commercial airports, unimproved landing strips, roadways, and/or dry lake beds. Flights are conducted at low speeds and/or low altitudes, in clear and adverse weather conditions associated with mountainous and/or high desert areas. Flying is in accordance with Visual Flight Rules. Flights will be made daily during the heavy fire season and frequently throughout the year in response to law enforcement and resource monitoring needs. An estimated 300 hours of flight time will be required each year.

Flights will be conducted primarily for airborne detection and surveillance of violations of laws and regulations pertaining to public and adjacent lands, and to maintain the safety of public land users. The incumbent coordinates with the day-to-day law enforcement operations in the District and has responsibility on all flights to closely watch for and recognize any illegal activity that might be occurring on public or adjacent lands.

Examples of commonly encountered enforcement actions or illegal activities are: smuggling, cultivation, or manufacture of controlled substances; unlawful removal or killing of wildlife and plants including threatened or endangered species, wild horse/burros, and native plants; wildland arson; firearms violations; vehicles off-road or in wilderness; grazing and occupancy trespass; and hazardous materials. Through aircraft patrols, the incumbent will assist BLM law enforcement officers in setting priorities for ground patrol activities. Serves as staff advisor on law enforcement/aircraft issues.

Flights will also be conducted for fire detection/suppression activities, and resource monitoring. Flights will be for routine patrol and in support of the incident commander and ground personnel in the handling of law enforcement, fire, and other incidents.

FACTORS

1. Knowledge Required by the Position

Knowledge of legal principles and concepts to determine those criminal acts that constitutes a crime or violation as defined in Federal and state statutes; and recognize the kinds of evidence required to prove that a violation has occurred (e.g., Federal Rules of Criminal Procedure, Rules of Evidence, Search and Seizure, and Rules of Arrest) sufficient to develop case information.

Knowledge of investigative techniques and available sources of information, methods of obtaining and maintaining a chain of evidence, interviewing and interrogational techniques, and the methods and patterns of criminal operations sufficient to bring suspects and violators to court hearings or trials.

Knowledge of natural resource management principles, practices, and concepts and Federal laws and regulations that relate to the management of public lands and resources, including the Federal Land Policy and Management Act (FLPMA) sufficient to identify resource conditions, concerns, and priorities, assess resource damage and impact on resource management, and develop and implement law enforcement and resource protection activities on public lands.

Knowledge of budgetary and planning processes sufficient to prepare and implement the law enforcement portion of the Annual Work Plan, monitor expenditures, and make adjustments.

Is required to have successfully completed a Basic Law Enforcement School (with emphasis on natural resources law enforcement) at the Federal Law Enforcement Training Center (or equivalent) in addition to receiving 40 hours of in-service training annually. Knowledge of emergency medical aid and of search and rescue procedures and techniques is also required.

It has been determined that prior experience in investigation, apprehension or detention of individuals suspected of offenses against criminal laws of the United States is required in order to carry out the duties and responsibilities of the position.

Knowledge of IBM compatible PC equipment and ability to utilize word processing, MS-DOS, and applications specific to the duties of this position.

Is required to maintain a Pilots Card from the Office of Aircraft Services.

Highly proficient knowledge and skill in flying fixed-wing aircraft up to and including non-pressurized, instrument-equipment and night capable, multi-engine (not less than 210 horsepower non-turbo charged each engine) aircraft in remote mountainous and desert terrain, and at time below 500 feet above ground level.

Knowledge of the principles of flight, ability to calculate weight and balance, ability to navigate over remote mountainous and desert terrain including in darkness and a detailed understanding of aircraft systems (electrical, power-plant, fuel, and pneumatic) for non-pressurized multi-engine aircraft.

Knowledge of Federal Aviation Regulations .

2. Supervisory Controls

Supervision is received from the District Manager who assigns work in terms of overall objectives and program emphasis and works with the incumbent in developing project priorities. The incumbent is responsible for independently planning, coordinating and managing the law enforcement program within the organization. The Special-Agent-In-Charge and/or the State Staff Ranger are available to provide technical advice. Work is reviewed for effectiveness in meeting work objectives and for compatibility with resource management objectives and BLM policies.

3. Guidelines

Guidelines consist of Departmental and BLM policies and procedures, operational Handbooks for BLM Law Enforcement and Resource Management and Protection, the U.S. Code, Code of Federal Regulations, annual work plans, and other management guidance. The incumbent uses judgment and ingenuity in developing, implementing, and overseeing the law enforcement program and activities. The incumbent independently analyzes the situation and adapts guidelines in order to achieve law enforcement and resource management objectives.

Guidelines also consist of Departmental and BLM policies and procedures, FAA regulations, aircraft operation and maintenance manuals and procedures, and weather information.

4. Complexity

Assignments involve planning, implementing, and overseeing the law enforcement program, coordinating the work with other resource programs, and coordinating activities with other Federal, State, and local law enforcement agencies. The District covers several millions of acres, much of which is intermingled with other Federal land, state, and privately-owned land, and receives many users and visitors each year.

The BLM public lands are utilized under a multiple-use concept which is continually expanding which impacts the law enforcement program. Illegal activities and violations of public land uses are constantly occurring which require coordination of investigative and apprehension activities with other resource programs and law enforcement agencies at the Federal, State and local levels.

Enforcement is further complicated by dispersion over a large geographic area that includes many remote locations. Cases involve a variety of offenses concerning the criminal or negligent destruction of public land resources or property. The nature of the work requires the incumbent to identify and analyze conditions pertinent to each case and recognize and develop interrelationships of facts and evidence, known suspects, interest on the part of other law enforcement agencies, and priorities for case resolution.

Cases assigned directly to the incumbent often involve special or controversial issues and considerations. The incumbent must deal with such sensitivities and keep the supervisor advised of the progress and ramifications.

The incumbent advises management on policies associated with various enforcement actions, reviews or assists in case strategies, and assures consistency in both Resource Area/District operations and with those in adjacent Resource Areas/Districts/States.

The incumbent cannot depend on the immediate availability of assistance when faced with complex and hazardous situations. Many field duties are performed under stressful conditions, requiring sound analysis and decision-making in limited time frames. The incumbent must interact tactfully and effectively with a broad range of public, some of which are hostile or uncooperative, in identifying and controlling difficult compliance and/or resolving enforcement problems on public lands.

5. Scope and Effect

The purpose of the work is to manage the District law enforcement program, to provide enforcement and investigative services, and to assure effective enforcement of Federal laws and regulations that relate to the public lands and their resources.

Work efforts result in apprehension of violators, the protection of resources, and ensuring that resources may be adequately managed, and that public access is maintained. Quick and accurate actions are necessary to maximize the safety of others, e.g., public land users and visitors, other law enforcement officials, agency employees, as well as of the incumbent.

6. Personal Contacts

Contacts are with BLM employees at all levels, representatives of other Federal, State, and local law enforcement agencies, court officials, and attorneys. Numerous contacts are made with the public and other individuals, e.g., informants, complainants, witnesses, suspects and public land users and visitors. Contacts are also made with community officials, special interest groups, and other organizations.

7. Purpose of Contacts

Contacts with Bureau employees and cooperating agencies are to exchange or present information, coordinate activities, and provide technical guidance to employees. Contacts with public land users are to enforce laws and regulations governing the use of public lands, inform and enhance their understanding of the natural and cultural resources, conduct interviews during investigations, and apprehend persons suspected of criminal law violations. Encounters may include persons who are uncooperative, hostile, or dangerous. Outside contacts include representing the District on committees and task forces and at meetings. Other contacts involve negotiation of agreements, investigation and resolution of complaints, and reconciliation of conflicts.

8. Physical Demands

Investigations and enforcement are often conducted under hazardous and adverse environmental conditions. The work requires considerable strenuous physical exertion, e.g., long periods of standing, crawling, walking and running over rough, uneven, rocky surfaces and through wooded or brush areas, performing these activities day or night, when the incumbent may be required to respond immediately from a sedentary activity to an extremely arduous activity.

The incumbent must be able to safely utilize firearms in the conduct of daily activities. The incumbent must be prepared, at all times, to defend himself/herself and others against physical and armed attack, including the use of physical violence or, as a last resort, deadly force.

The incumbent is required to obtain and maintain FAA Class II Airman's Medical Certificate.

9. Work Environment

Work is performed both in an office setting and out-of-doors with exposure to hazardous and environmentally adverse conditions. Field work is normally performed alone in isolated areas and for extended periods of time. Many investigations occur in isolated areas of the public lands. The remote areas are in high mountains as well as desert areas, canyons, and other types of rough terrain. This type of work involves potentially high risks with personal exposure to dangerous situations, including possible physical attack or other uncontrollable conditions.

The incumbent is regularly exposed to temperature and weather extremes, and will travel by specialty vehicles, e.g., four-wheel drive, motorcycles, and all-terrain vehicles, aircraft, horseback, or an foot to these remote locations to gather evidence and to arrest violators.