

POSITION DESCRIPTION (Please Read Instructions on the Back)

24093A

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <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) Application of new OPM GS-1811 Criminal Investigator Standard Updates PD#24093A dated Nov 2, 2007.		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		10. Position Status <input checked="" type="checkbox"/> Competitive <i>OUT</i> <input type="checkbox"/> Excepted (Specify in) <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 Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive
				13. Competitive Level Code <i>X01</i>
				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	Criminal Investigator	GS	1811	13	SC	6/6/2012
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office	Criminal Investigator	GS	1811	13		

16. Organization Title of Position (If different from the official title)  
Special Agent for Field Operations

17. Name of Employee (If vacant, specify)

18. Department, Agency, or Establishment Department of Veterans Affairs	c. Third Subdivision
a. First Subdivision Operations, Security, & Preparedness (OSP)	d. Fourth Subdivision
b. Second Subdivision Office of Security & Law Enforcement	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 Michael J. Franklin, Director, Police Services	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Frederick R. Jackson, Director Security & Law Enforcement
Signature: <i>Michael J. Franklin</i> Date: <i>5 Jun 12</i>	Signature: <i>Frederick R. Jackson</i> Date: <i>5 Jun 12</i>

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  
*Job Family Standard for Administrative, Work in the Inspection, Investigation, Enforcement, & Compliance Group, 1800, Mar 2009, Revised Apr 2011*

Information for Employees. The standards, and information on their application, are 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.

Typed Name and Title of Official Taking Action <i>Stephen C. Culppepper</i> HR Specialist (class)	Signature: <i>Stephen C. Culppepper</i> Date: <i>6/6/12</i>
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23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initial	Date	Initial	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks  
*OTOP - Yes. Financial disclosure not required. Tier 3, SSBI required.*

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

## Criminal Investigator

GS-1811-13

### INTRODUCTION:

The position is located in the Office of Security & Law Enforcement (OS&LE), Office of Operations, Security and Preparedness, Veterans Affairs Central Office, Department of Veterans Affairs. The Office of Operations, Security and Preparedness coordinates the Department's emergency management, preparedness, security, and law enforcement activities to ensure the Department can continue to perform VA's mission essential functions under all circumstances across the spectrum of threats. The mission of OS&LE is to deliver professional law enforcement and security services, while maintaining law and order, and the protection of persons and property on VA campuses and buildings under the jurisdiction of the Department of Veterans Affairs. The purpose of this position is to serve as Criminal Investigator with interrelated duties and responsibilities in the areas of criminal investigations, protection, intelligence and crime analysis, and security and law enforcement program oversight.

### MAJOR DUTIES:

#### 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.

Plans, organizes, conducts, and manages highly complex investigations of violation of VA policies and instructions.

Conducts large-scale investigations of criminal activities. Performs felony criminal investigative duties of a diverse nature throughout the United States, Puerto Rico, Guam, and the Philippines. The 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. Determines the scope of investigations and utilizes the expertise of subject matter experts, auditors, Office of General Counsel (OGC) attorney or other personnel in the investigative process. Expands investigations until sufficient facts are obtained to prove or disprove all allegations identified during the course of an investigation.

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 incumbent 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 contact 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.

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 is also required to supervise other undercover operatives during significant investigative activities while serving in an undercover 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.

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.

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

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 affected. The incumbent is required to make significant independent decisions throughout the investigations that must be technically sound and legally correct.

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 Regional 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.

Identifies violations of Federal statutes, investigates wrongdoing, preserve evidence, ensures Constitutional rights of suspects and witness during an investigation, and presents finding to VA officials.

Provides expert technical advice, guidance, and recommendations to VA's management on critical operations.

Makes recommendations which change the interpretation of laws, lead to new case law decisions, or influence the development and modification of significant policies or programs.

Plans the requirements for, set up, and manage large-scale and/or multi-jurisdictional investigations where methods are subject to changing legal admissibility.

Collects and analyzes operational and strategic intelligence from wide-ranging sources including Federal, State, and local law enforcement agencies.

Develops new approaches in response to identified weaknesses and vulnerabilities of ongoing operations.

Solves problems demanding technologically advanced methods and innovative approaches.

B. Security and Law Enforcement Program Oversight:

Serves as the Central Office, Office of Security and Law Enforcement Specialist for an assigned geographical area. Responsible for planning, directing, and coordinating Security and Law Enforcement policies and procedures within the 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.

Guides facility Directors and Police and Security Service Chiefs in all matters pertaining to law enforcement, physical security and emergency situation control. 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 orientation for newly appointed police and security service chiefs.

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 completing 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 makes recommendations to correct those deficiencies.

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.

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.

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.

Participates 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 regional joint police/patient care staff training programs.

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

Is responsible for maintaining liaison with each established Regional 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.

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 of security measures 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 subject matter expert in the actual design of specific security contracts, coordinating closely with both the agency and GSA contract officials.

#### C. Protection:

Performs activities to assure the personal safety of the Secretary and Deputy Secretary of Veterans Affairs.

Conducts investigations of all possible threats against the Secretary or Deputy Secretary, both verbal and written. Reports from all sources pertaining to threats against the Secretary or Deputy 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 threatening act, or any other threatening act. 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.

In cases where there is a perception that the Secretary or Deputy 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 or Deputy Secretary.

Conducts advanced physical security surveys to help ensure that the Secretary or Deputy Secretary operates and functions in as secure an environment as is feasible in a given situation. These advanced 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 the United States to facilitate the coordination of advance physical security surveys. Coordinates 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.

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 intra-city travel.

Responds immediately to the "panic" alarms located in suite of the Secretary or Deputy Secretary at VA Central Office. Maintains 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 diffuse 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 or Deputy Secretary's office compound.

The incumbent must have expert knowledge of those Federal statutes applicable to the protection of the Secretary or Deputy Secretary of the Department pertaining to both physical assault and verbal or written threat.

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.

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

#### D. Intelligence and Crime Analysis:

Develops standardized data methods, techniques, and protocols for conducting crime and crime trend analysis.

Conducts internal identification of emergent crime patterns and series as reported through internal or external reporting sources.

Develops and maintains programs which will collect, collate, analyze and disseminate crime activity data, including frequency, geographic factors, victims, targets, suspect descriptors, chronological information, suspect vehicle descriptions, modus operandi factors, potential and actual police hazards, and physical evidence information.

Uses computer databases, electronic spreadsheets, desktop publishing, word processing, and statistical applications to manipulate, analyze and present data.

Provides timely and pertinent information relative to crime patterns and trends to assist operational and administrative personnel in planning the deployment of resources for the prevention and suppression of criminal activities, aiding the investigative process and providing timely information, which increases the apprehension of offenders and the clearance of cases.

Ensures that not only data mining of crime information on VA property is being conducted but that information is analyzed, thereby converting the information to intelligence to help Department leadership make better decisions.

Measures and forecasts long-term public safety related activity.

Develops and publicizes analytical predictive analysis and crime trend reports for senior leadership review.

Supports the VA Integrated Operations Center to provide subject matter expertise and predictive analysis on all law enforcement and security related matters.

Liaison with other law enforcement intelligence entities and fusion centers on matters of mutual interest or concern.

Performs other duties as assigned.

#### OTHER SIGNIFICANT FACTS

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. Incumbent's 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.

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.

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

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

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

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 Criminal Investigator with OS&LE.

The incumbent must maintain a high standard of physical condition, enabling him/her to work long hours under adverse conditions. Also, the incumbent must complete a physical and psychological assessment on an annual basis.

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.

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

This position is subject to a Top Secret Clearance and random drug testing.

#### FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION

Mastery of concepts, principles, and methods of investigative functions to lead or independently conduct highly complex or sensitive criminal investigations. This involves expert knowledge of criminal investigation and enforcement techniques and the relevant legal framework. Also, this involves a high level of skill in interpreting laws or regulations in area where accepted methods and principles are questioned or challenged; and skill in negotiating and otherwise resolving unprecedented, broad, difficult or complex problems.

Mastery of, and skill in applying laws and regulations to inspection, investigation and enforcement or compliance work to provide expert technical advice, guidance, and recommendations to management on the adequacy of law enforcement and physical security conditions at facilities throughout the VA system and develop new policies, procedures, and strategies.

Expert knowledge of laws, regulations, policies, procedures, theories, concepts, and principles of criminal investigations sufficient to investigate threats and allegations against the Secretary or Deputy Secretary and ensure 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.

Mastery knowledge of security protection and security planning in order to plan, coordinate, conduct, and lead sensitive protection activities, such as conducting advance security surveys in the Washington, D.C. metropolitan area or in an area requiring extensive travel to multiple sites.

Knowledge of the rules of evidence, criminal procedures, and court decisions concerning admissibility of evidence, constitutional rights, search and seizure, apprehension and detention of suspects, and related investigative and law enforcement matters.



Knowledge of Federal, state and local law enforcement agency functions and jurisdictions.

Knowledge of the relationships between federal agencies and the need for coordination with them or with other governmental jurisdictions that have an interest in particular types of cases.

Expert knowledge and experience in conducting interviews and interrogations; and the admissibility of relevant evidence and admissions in criminal and civil courts.

Ability to effectively communicate both orally and in writing, to testify in court, interrogate/interview suspects and witnesses and write comprehensive yet concise reports of investigations.

Knowledge of contract security operations to serve as SME in the design of specific security contracts.

#### FACTOR 2 - SUPERVISORY CONTROLS

Works under the general supervision of the Director, Office of Security and Law Enforcement. Assignments are made through in terms of overall objectives to be achieved. Incumbent independently plan, develop, organize, and conduct investigations. Technical methods for conducting investigations are not normally reviewed. Completed investigations are reviewed for soundness of overall approach.

#### FACTOR 3 - GUIDELINES

Guidelines include administrative policies and precedents which are applicable but stated in general terms. Guidelines for performing the work are scarce or of limited use. The employee must use ingenuity, initiative, resourcefulness and knowledge of the pertinent methods and technologies to modify or extend established approaches, in order to solve problems where traditional approaches will not work. The incumbent must plan, direct, and coordinate Security and Law Enforcement policies and procedures to ensure that the Secretary's responsibility for the protection of lives and government property is fulfilled. The incumbent must also interpret Departmental security guidelines for others and issue instructions on methods and procedures for application to VA installations. 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 to resolve controversial issues.

#### FACTOR 4 – COMPLEXITY

Felony criminal investigative duties are of a diverse nature and must be legally and technically correct in accordance with local and/or Federal laws within complex and sometimes conflicting jurisdictional boundaries. The criminal activity detected by the incumbent may be part of larger scale criminal efforts that may or may not be under investigation by other Federal and state law enforcement agencies. Law enforcement activities must be closely coordinated with high level law enforcement contacts in other agencies. The incumbent must determine the scope of investigations and expand investigations until sufficient facts are obtained to prove or disprove all allegations identified during the course of an

investigation. Makes independent decisions to determine case objectives, plan for needed staff and/or equipment, and coordinate with other jurisdictions which may be affected. The incumbent is frequently required to make significant independent judgmental decisions on policy and regulatory interpretations in daily contacts with facility management and police and security service chiefs and provides consultation in resolving controversial issues.

#### FACTOR 5 - SCOPE AND EFFECT

The purpose of the position is to plan and coordinate criminal investigations at various VA facilities and offices nationwide, as well as Puerto Rico, Guam, and the Philippines. The incumbent is also responsible for conducting comprehensive law enforcement and physical security program inspections at individual centers throughout the VA system. Work involves planning, coordinating, and performing assignments to address the most complex problems or initiatives crossing a range of program areas. Work efforts result in the detection and resolution of threats or challenges to the well-being of substantial numbers of people.

#### FACTORS 6 & 7 - PERSONAL CONTACTS

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. Contacts are with individuals or groups from the general public, outside the agency in moderately unstructured settings, on a non-routine basis. The extent of each contact is different.

#### PURRPOSE OF CONTACTS

The purpose is to establish and coordinate law enforcement investigations; plan and direct and coordinate Security and Law Enforcement policies and procedures; conduct criminal investigations, security program inspections, influence, persuade, interrogate, or control people or groups. The people contacted may be fearful, skeptical, uncooperative, or dangerous.

#### FACTOR 8 - PHYSICAL DEMANDS

Work in the office is usually sedentary. When conducting criminal investigations and/or undercover surveillance work, the employee is subject to regular and recurring exertion such as extensive walking, long periods of standing, stooping, bending and climbing. Work also regularly involves extended duty hours and extensive duty travel to meet investigative mission requirements. The work requires the incumbent to be proficient in the use of firearms and other law enforcement equipment to protect him/herself and others in hostile environments.

#### FACTOR 9 - WORK ENVIRONMENT

Some work is performed in an office setting, while other work is performed in settings where the employee has no control over the environment and is subject to exposure to the elements as well as hazards presented by the criminal element. Special safety precautions are required including the occasional wearing and use of protective equipment, and the use of police equipment, to include firearms.

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U.S. OFFICE OF PERSONNEL MANAGEMENT

This page can be found on the web at the following url:

<http://www.opm.gov/investigate/resources/position/Summary.aspx?agency=Department%20of%20Veterans%20Affairs&postitle=Criminal%20Investigator&gradeseries=GS-1811-13&posdesc=24093A&username=Michael%20Franklin,%20Director,%20Police%20Service&adjpoints=1000&step1a=criticalSensitive&specifySec1=&selectedSub1=0,&sec4Comment=>

FEDERAL INVESTIGATIVE SERVICES

## Position Designation of National Security and Public Trust Positions

### *Position Designation Record*

Agency **Department of Veterans Affairs**  
Position Title **Criminal Investigator**  
Series and Grade/Pay Band **GS-1811-13**  
Position Description Number **24093A**

#### Nature of the Position

**Critical-Sensitive**- Positions with the potential to cause exceptionally grave damage to the national security, including:

- Access to Top Secret or "Q" classified information

Designation Level	National Security	
	Investigation	Form Required
Tier 3	SSBI	SF 86

Signature: *Michael A. Lippman, HR Specialist*

Date: 6/7/2012

Name: Michael Franklin, Director, Police Service

U.S. Office of Personnel Management  
1900 E Street, NW, Washington, DC 20415 | (202) 606-1800 | TTY (202) 606-2532

<http://www.opm.gov/investigate/resources/position/Summary.aspx?agency=Department of ...> 6/7/2012

DEPARTMENT OF  
VETERANS AFFAIRS

# Memorandum

Date: January 6, 2012

From: DAS/Director Office of Security and Law Enforcement (OS&LE)

Subj: Standard Operating Procedure (SOP)-Physical Exam and Psychological Assessments

To: All Credentialed OS&LE Special Agents

PURPOSE: This Standard Operating Procedures (SOP) is in accordance with VA Directive and Handbook 0730 dated August 11, 2000. This SOP provides guidance for credentialed Special Agents of the Office of Security and Law Enforcement (OS&LE) to complete an annual physical examination and psychological assessment.

#### RESPONSIBILITIES:

1. The Deputy Assistant Secretary/Director for Security and Law Enforcement is responsible for ensuring that procedures are established regarding completion of OS&LE Special Agents' annual physical examination and psychological assessment.
2. The Director, Police Service and Director, Law Enforcement Training Center (LETC) are responsible for establishing procedures regarding the completion of OS&LE Special Agents' annual physical examination and psychological assessment; and for ensuring that subordinate staff members follow these procedures.
3. Division Chiefs are responsible for providing guidance and ensuring team members complete annual physical examinations and psychological assessments.
4. The Primary and Alternate Training coordinator/Firearm instructors are appointed by the DAS/Director of OS&LE or Director, Police Services, or Director LETC. This person(s) is responsible for documenting in each Special Agent's training folder that their annual physical exam and psychological assessment have been completed. The training officer will check the appropriate block on the designated form that this has been completed for the fiscal year (FY).
5. OS&LE personnel who are appointed as law enforcement officers/Special Agents and have been issued Department weapons are responsible for being knowledgeable of these procedures and for following them.

#### PROCEDURES:

1. Beginning with FY 12, Credentialed Agents with OS&LE will ensure that they complete an annual physical exam and a psychological assessment. The physical exam

can be taken at the Washington DC VA Medical Center (for agents in the DC area; for agents in the Little Rock area their physical exam can be taken at the North Little Rock VA Medical Center) or at a location of the agent's choosing at the agent's expense any time during the fiscal year. The agent will inform the primary or alternate training officer of the date the physical exam was completed. The primary or alternate training officer will annotate in the agent's training folder on the appropriate document and checking the block that indicates the agent completed the physical when he/she advises the training officer that it has been completed. Note: This is the same process that is used when agents complete [REDACTED] proficiency firing.

2. Beginning with FY 12 annual psychological assessments will be accomplished once a year by each OS&LE Special Agent. These assessments for agents in the DC area will be conducted at the Washington DC VA Medical Center at no cost to the Agent. Agents located in Little Rock will have their assessments done within their commuting area at no cost to the agent. Agents may have a psychological assessment conducted by a licensed psychologist of their choosing at their expense. If an Agent has a psychological assessment completed by a privately retained psychologist, the Agent will inform the training officer of the date the assessment was completed. Regardless of whether the psychological assessment is completed by the VA or a privately retained psychologist, the assessment will be limited to an interview, similar to that given to VA police officers in the field. No standardized testing is required for Special Agents, unless the psychologist determines additional testing is needed to make a more informed decision as to the Agent's ability to continue carrying a firearm.

3. Completion of the annual physical examination and psychological assessment is required for each armed Special Agent assigned to OS&LE North and South. It is strongly encouraged that these exams and assessments be completed during the same time (month or quarter) each year. Any Agent not completing their physical examination and psychological assessment during the FY will have their credentials and arrest authority suspended until the exam and/or evaluation is completed.

4. These Standard Operating Procedures will be in effect for all credentialed OS&LE Special Agents in Washington, DC and North Little Rock, AR.

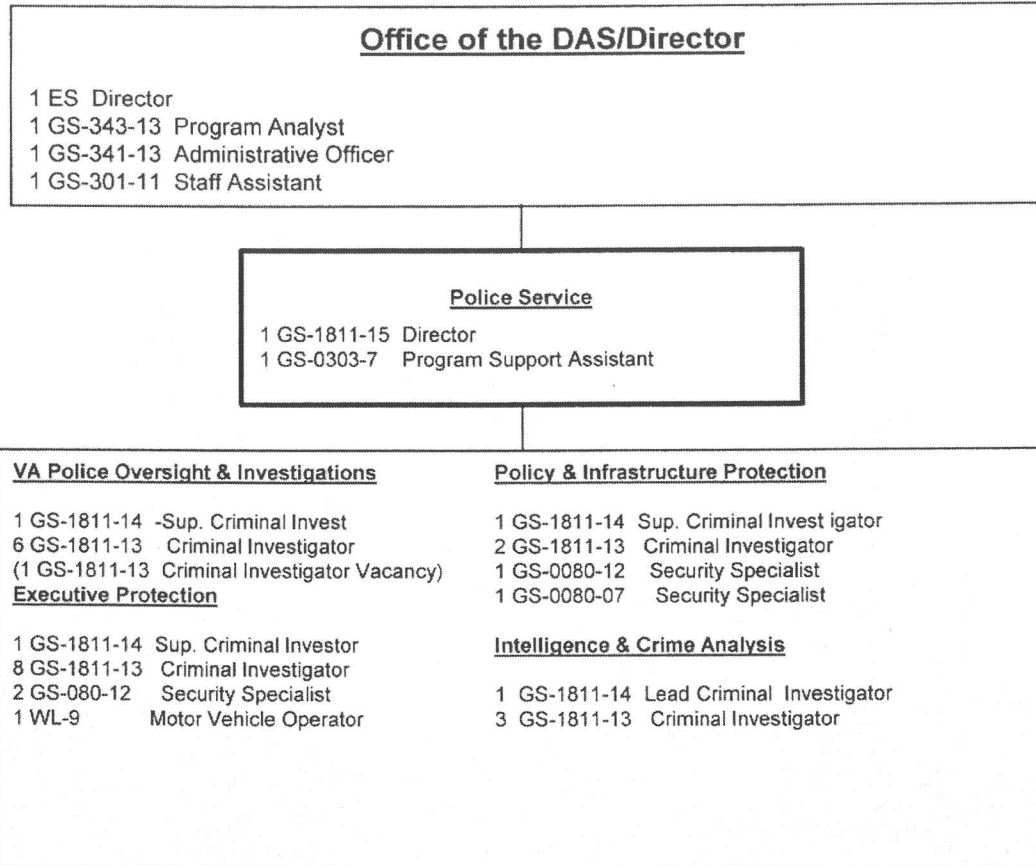
#### RELEASE OF INFORMATION:

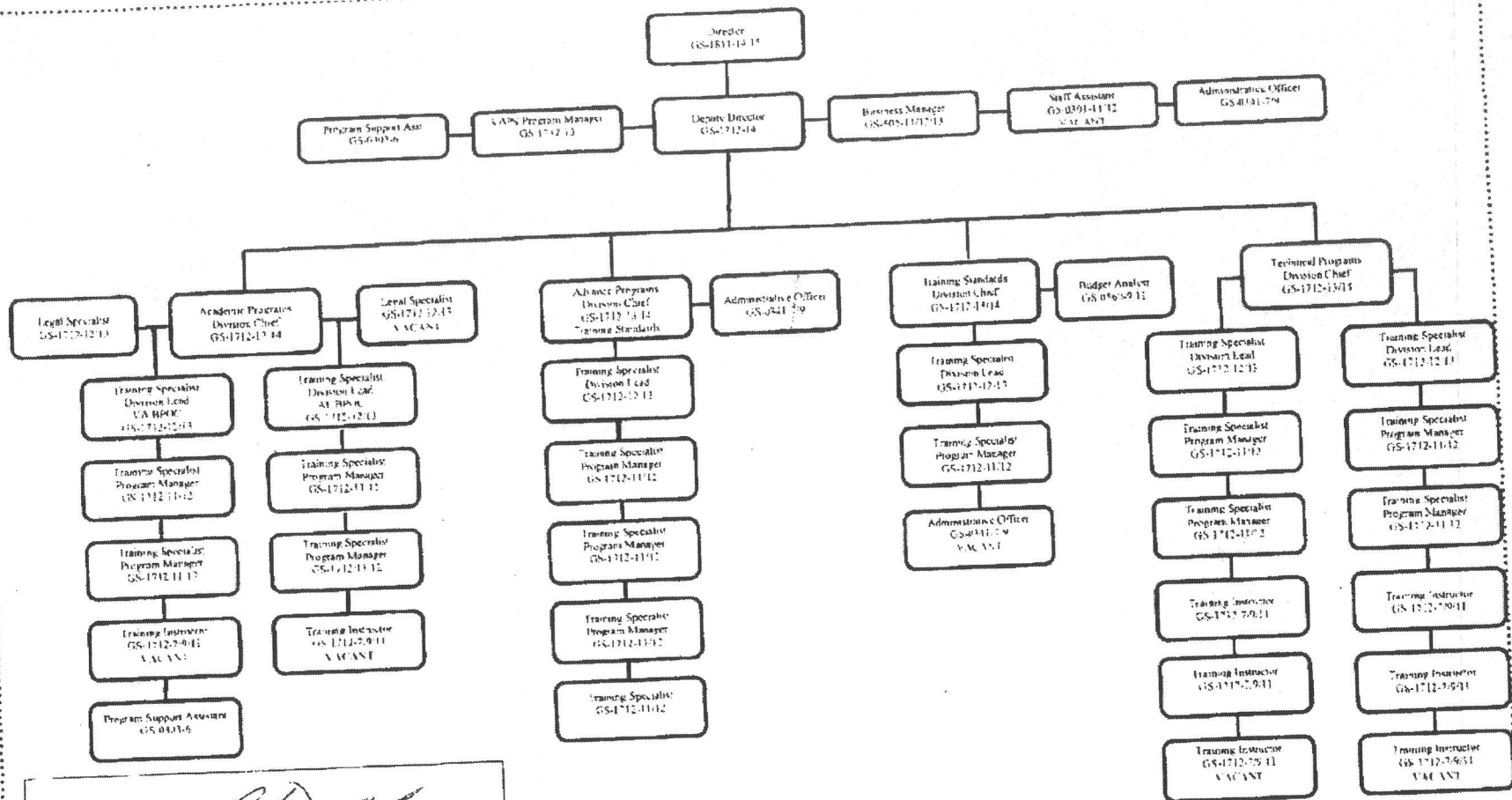
The Office of Security and Law Enforcement maintains no medical documentation regarding an Agent's physical examination or psychological assessment. Any requests for Release of Information is subject to applicable disclosure laws and may be handled privately by the Special Agent.


  
Frederick R. Jackson

02/13/2012

# Office of Security and Law Enforcement





  
 Approved  
 Robert D. Cagle  
 Director LETC

August 11, 2012

LETC Organizational Chart as of 08/09/2012



08/09/2012

# Office of Security and Law Enforcement

## Office of the Director

1 ES Director, (Jackson)  
1 GS-343-13 Program Analyst [REDACTED]  
1 GS-341-13 Administrative Officer [REDACTED]  
1 GS-301-11 Staff Assistant [REDACTED]

## Police Service

1 GS-1811-15 Director (Franklin)  
1 GS-0303-7 Program Support Assistant [REDACTED]

## VA Police Oversight & Investigations

1 GS-1811-14 -Sup. Criminal Invest [REDACTED]  
1 GS-1811-13 [REDACTED]  
1 GS-1811-13 (vacant vice [REDACTED]  
1 GS-1811-13 [REDACTED]  
1 GS-1811-13 [REDACTED]  
1 GS-1811-13 [REDACTED]  
1 GS-1811-13 [REDACTED]

## Policy & Infrastructure Protection

1 GS-1811-14 Sup. Criminal Invest [REDACTED]  
1 GS-1811-13 [REDACTED]  
1 GS-1811-13 (vacant [REDACTED]  
1 GS-1811-9 to13 (vacant [REDACTED]  
1 GS-0080-12 [REDACTED]

## Executive Protection

1 GS-1811-14 Sup. Criminal Invest [REDACTED]  
1 GS-1811-13 [REDACTED]  
1 GS-1811-13 [REDACTED]  
1 GS-1811-11 [REDACTED]  
1 GS-1811-13 [REDACTED]  
1 GS-1811-13 [REDACTED]  
1 GS-1811-13 [REDACTED]  
1 GS-1811-13 [REDACTED]  
2 GS-080-12 [REDACTED]  
1 WG-9 Motor Vehicle Operator [REDACTED]

## Intelligence & Crime Analysis

1-GS-1811-14 Lead Criminal Invest (selection process)  
1-GS-1811-13 [REDACTED]  
1-GS-1811-13 [REDACTED]  
1-GS-181 11-1 [REDACTED]  
1-GS-1811-13 [REDACTED]

Frederick R. Jackson, Director, OSLE

# Office of Security and Law Enforcement

Office of the DAS/Director

- 1-ES Director, (Jackson)
- 1-GS-343-13 Program Analyst
- 1-GS-341-13 Administrative Officer
- 1-GS-303-10 Program Assistant

Police Service

1-GS-1811-15 Director (Vacant)

1-GS-0303-7 Program Support Assistant

VA Police Oversight & Investigations

1-GS-1811-14 -Sup. Criminal Invest

- 1-GS-1811-13
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Executive Protection

1-GS-1811-14 Sup. Criminal Invest

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- 1-GS-1811-13
- 2-GS-080-12
- 1-WG-9

Motor Vehicle Operator

Policy & Infrastructure Protection

1-GS-0080 14 Sup. Security Specialist

- 1-GS-1811-13
- 1-GS-1811-13
- 1-GS-1811-13
- 1-GS-0080-12
- 1-GS-0080-07

Intelligence & Analysis

1-GS-1811-14 Lead Criminal Investigator

- 1-GS-1811-13
- 1-GS-1811-13
- 1-GS-1811-13

Filled 34

Vacant 0

Authorized 34 Positions