

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

21 October 2015

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #15-124
INDEFINITE
10 Positions

POSITION: Police Officer (D2155000) (GS-0083-06) EXCEPTED POSITION

LOCATION: 101st Security Forces Squadron, Bangor, Maine

SALARY RANGE: \$35,609 to \$46,294 per annum **GS-06**

CLOSING DATE: 10 November 2015

AREA OF CONSIDERATION:

AREA I: All permanent and indefinite Enlisted technicians in the Maine Air National Guard and personnel with reemployment rights to the MeANG positions.

AREA II: All Enlisted Members of the Maine Air National Guard.

DUTIES: See attached duties and responsibilities.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show that they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Understanding of the basic principles and concepts of military security forces functions, laws, policies, regulations, rules, procedures, and methods. Also, have general experience performing functions such as weapon systems and resource security, air base defense and law enforcement.

SPECIALIZED EXPERIENCE: Must have nine (9) months experience for the GS-06 level, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

1. Knowledge of security and security forces requirements, procedures, and tactics to support installation physical security and contingency operations.

2. Knowledge of firearms and tactics utilized in emergency situations.
3. Ability to gather facts and use effective, analytical, and established methods to accurately Assess a situation and determine the appropriate course of action.
4. Ability to use automated information systems to enter and extract data and to prepare reports.

OTHER REQUIREMENT: Must possess a valid state drivers license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Vehicle Operations.

Qualification to bear firearms according to AFI 31-117, Arming and Use of Force by Air Force Personnel. **Must Provide Firearms Qualification Record. AF Form 522.**

Must have as a minimum a current National Agency Check, Security Clearance preferred.

COMPATIBILITY CRITERIA: AFSC: 3P031/3P051/3P071

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled “Technician Vacancy Announcement Guide” which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA”. Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: ng.me.mearng.list.hro-applications@mail.mil.

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6013 / COM (207) 430-6013 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

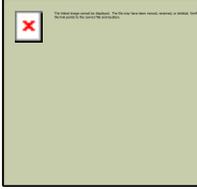
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LISA M. SESSIONS

MAJ, AG

Human Resources Specialist

(Recruitment & Placement/Compensation)



NATIONAL GUARD POSITION DESCRIPTION

PD#: NGD2155000

Sequence#: VARIES

Replaces PD#:

POLICE OFFICER

GS-0083-06

POSITION LOCATION:

Servicing CPAC: NATIONAL GUARD BUREAU

Agency: VARIES

Installation: VARIES

Army Command: VARIES

Region: NATIONAL GUARD

Command Code: VARIES

POSITION CLASSIFICATION STANDARDS USED IN CLASSIFYING/GRADING POSITION:

Citation 1: OPM PCS POLICE SERIES, GS-0083, APR 88

Citation 2: OPM PCS SECURITY GUARD, GS-0085, APR 88

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.*

Supervisor Name:

Reviewed Date:

Classification Review: *This position has been classified/graded as required by Title 5, U.S. Code in conformance with standard published by the U.S. Office of Personnel Management or if no published standards apply directly, consistently with the most applicable published standards.*

Reviewed By: DON SAIZ, NGB-JA-TNC

Reviewed Date: 05/22/2012

POSITION INFORMATION:

Cyber Workforce:

- **Cert Type/Level Required 1:**
VARIES
- **Cert Type/Level Required 2:**
VARIES
- **Cert Type/Level Required 3:**
VARIES

FLSA: NON-EXEMPT

FLSA Worksheet: NON EXEMPT

FLSA Appeal: NO

Bus Code: VARIES

DCIPS PD: NO

- **Mission Category:**
- **Work Category:**
- **Work Level:**

Acquisition Position: NO

- **CAP:**
- **Career Category:**
- **Career Level:**

Functional Code:

Interdisciplinary: NO

Supervisor Status:

CONDITION OF EMPLOYMENT:

Drug Test Required:
VARIES

Financial Management Certification: VARIES

Position Designation:
VARIES

Position Sensitivity:
VARIES

Security Access: VARIES

Emergency Essential:

Requires Access to Firearms: VARIES

Personnel Reliability Position: VARIES

Information Assurance: N

Influenza Vaccination:

Financial Disclosure: NO

Enterprise Position:
VARIES

POSITION ASSIGNMENT:

Competitive Area: VARIES

Competitive Level: VARIES

Career Program: VARIES

Career Ladder PD: NO

Target Grade/FPL:

Career Pos 1:

Career Pos 2:

Career Pos 3:

Career Pos 4:

Career Pos 5:

Career Pos 6:

VARIES

PD Status: VERIFIED

DCA Override: NO

POSITION DUTIES:

PD released as part of CRA 12-1005 - ANG Security Forces Squadron

This position is located in an Air National Guard Wing, Mission Support Group, Security Forces Squadron. The primary purpose of this position is to protect Federal property from hazards such as sabotage, espionage, trespass, theft, fire, and accident or willful damage and destruction. To maintain law and order, preserve the peace, and protect life and civil rights within the jurisdiction of the military installation.

b. DUTIES AND RESPONSIBILITIES:

(1) Performs and enforces the full range of security forces duties within the military installation. Apprehends and detains violators of laws, rules, and regulations and turns them over to the Federal or civil police or other law enforcement officers for arrest and/or posting of collateral. Serves at fixed posts or patrols the installation on foot or in vehicles; responds to alarms, irregularities, and unusual or suspicious circumstances. Responds to calls for emergency assistance to include active shooter, suspicious persons, catastrophic events, scenes of crimes/natural disasters and enemy attacks, and makes apprehensions. Incumbent is required to perform specialized techniques, methods, and procedures to execute search and apprehension; counter terrorist operations; or counter violence posing a threat to public safety. As directed, acts as the on-scene commander for significant and catastrophic events. Performs traffic duty to include directing traffic and escorting dignitaries. Incumbent enforces pertinent administrative rules and regulations governing traffic control, parking, building, or other facility access, and breaches in physical security controls (locks, fences, gates, or other barriers). When enforcing rules and regulations established to accomplish the protective missions, security forces personnel control the movement of persons and protect lives and personal property in and around the identified Federal property. The incumbent carries out related duties such as, escorting persons and valuables; driving emergency vehicles; detecting and reporting potential fire and accident hazards; making preliminary checks of violations; and, preparing reports of incidents or security conditions.

(2) Serves as a Security Forces Dispatcher for the installation. Dispatches personnel and equipment to meet emergency situations. Monitors the locations of all posts, alarm systems, closed circuit television systems and telephone/radio networks. As required, coordinates with civilian police, fire, rescue and emergency units for assistance. Uses computerized information systems to direct patrols, record daily blotter information, and retrieve information through the FBI's National Crime Information Center System. Uses

knowledge of the Security Forces Management Information Systems (SFMIS) to retrieve information and complete reports on the systems. Receives, records, and secures confiscated items and evidence. Assures witness statements are properly secured. Keeps reports and complaint records. Prepares shift activity reports. Interviews witnesses and suspects to obtain and verify information. Advises suspects of their rights. Receives and records radio, telephone, and personal messages and instructions involving emergencies, complaints, violations, accidents, and requests for information and assistance. Transmits messages and instructions to officers on patrol and dispatch officers to investigate complaints and assist in emergencies. Interprets directives and instructions and answers general inquiries. Maintains records and prepares reports covering activities and events occurring over the course of a shift.

(3) Performs the full range of Base Entry Controller and commercial vehicle inspection duties. Ensures individuals requesting access to the installation have the proper identification credentials before entering. Conducts random vehicle searches at the privately owned vehicle (POV) gates and conducts thorough searches of all vehicles at commercial gate. Performs random antiterrorism measures in accordance with applicable instructions. Performs over-watch duties as required by force protection conditions. Responsible for Issuing base entry passes (individual and vehicle), and conducts background checks on contractors. Operates vehicle arresting barriers as necessary.

(4) Performs the full range of duties for defending protection level resources (Patrol, Security Response Team (I-SRT & E-SRT)). Defends installation personnel, equipment, and resources from hostile ground attack. Participates in tactical defense postures as a member of a quick reaction force to deny infiltration or attack. Verifies credentials to ensure only authorized personnel, vehicles, and equipment items are permitted in these areas and validates each person's need to access the area. Ensures visitors are informed of applicable security requirements. Operates, monitors, and assesses sensor systems for the area. Responds to all area alarms and makes required notifications. Assesses the origin and cause of intrusion detection system (IDS) alarms in the area and makes required notifications. Implements compensatory measures if all, or part of, the IDS is inoperable and completes documentation required in accordance with IDS operational and maintenance procedures. Detects and eliminates threats to the restricted area; and, detains and apprehends violators. Informs supervisor and central security control/law enforcement desk of any changes or reductions in security safeguards capabilities and physical security aids such as, lights, signs, fencing, barriers, sensors, alarms, and locks. Performs ground defense functions during base contingency operations and exercises. Operates specialized weapons and special purpose equipment such as, night observation devices and portable intrusion detection equipment. Participates in training, exercises, and evaluations to increase proficiency and update skills.

(5) Performs other duties as assigned.

Fair Labor Standards Act (FLSA) Determination = (NON EXEMPT)

1. Availability Pay Exemption - (e.g., Criminal Investigators, U.S. Customs and Border Protection pilots who are also Law Enforcement Officers).

2. Foreign Exemption - (Note: Puerto Rico and certain other locations do not qualify for this exemption – [See 5 CFR 551.104](#) for a list of Nonexempt areas.)

3. Executive Exemption:

a. Exercises appropriate management responsibility (primary duty) over a recognized organizational unit with a continuing function, AND

b. Customarily and regularly directs 2 or more employees, AND

c. Has the authority to make or recommend hiring, firing, or other status-change decisions, when such recommendations have particular weight.

Note: Shared supervision or “matrix management” responsibility for a project team does not meet the above criteria. Limited “assistant manager” functions or “acting in the absence” of the manager does not meet the above criteria.

4. Professional Exemption:

a. Professional work (primary duty)

b. Learned Professional, ([See 5 CFR, 551.208](#)) (Registered Nurses, Dental Hygienists, Physician’s Assistants, Medical Technologists, Teachers, Attorneys, Physicians, Dentists, Podiatrists, Optometrists, Engineers, Architects, and Accountants at the independent level as just some of the typical examples of exempt professionals). Or

c. Creative Professional, ([See 5 CFR, 551.209](#)) (The primary duty requires invention and originality in a recognized artistic field (music, writing, etc.) and does not typically include newspapers or other media or work subject to control by the organization are just some examples of Creative Professionals).
Or

d. Computer Employee, ([See 5 CFR, 551.210](#)) (must meet salary test and perform such duties as system analysis, program/system design, or program/system testing, documentation, and modification). Computer manufacture or repair is excluded (non-exempt work).

5. Administrative Exemption:

a. Primary duty consistent with [5 CFR 551](#) (e.g.; non-manual work directly related to the management or general business operations of the employer or its customers), AND job duties require exercise of discretion & independent judgment.

FLSA Conclusion:

Exempt

Non Exempt

FLSA Comments/Explanations:

Not Listed

CONDITIONS OF EMPLOYMENT & NOTES:

POSITION EVALUATION:

--Knowledge of the full range of security forces, and police and law enforcement services which requires considerable training, experience, and proficiency to perform the full range of operations in preventing or resolving offenses.

--Knowledge of standardized federal laws, regulations, methods, procedures, operating techniques, Air Force instructions, state, and local laws to perform tasks including, but not

limited to, pursuing and apprehending persons fleeing a crime scene; performing dispatcher duties involving passing of directions and information to officers on posting assignments; seeking, detecting, and protecting evidence and witnesses at the scene of an incident; and detaining witnesses and suspects.

--Knowledge of investigative techniques to adequately handle complaints and incidents which may entail performing initial investigative actions prior to transferring situation authority to other investigators.

--Knowledge of security and security forces requirements, procedures, and tactics to support installation physical security and contingency operations.

--Knowledge of firearms and tactics utilized in emergency situations.

--Knowledge of alarm and electronic monitoring system operations and how to interpret signals and other outputs.

--Knowledge of emergency services, tactics, and procedures to include, weapons and chemical agents, negotiations, building layouts, terrorist threats and counter terrorism methods, search and rescue techniques, crowd and demonstration control, etc.

--Ability to use firearms in emergency situations.

--Ability to gather facts and use effective, analytical, and established methods to accurately assess a situation and determine the appropriate course of action.

--Ability to use automated information systems to enter and extract data and to prepare reports.

Factor 2 - Supervisory Controls:

The supervisor makes assignments that define the employee's scope of responsibilities, the objectives, priorities, and deadlines; and, assists the employee in unusual situations which do not have clear precedents. The employee, having developed competence in the assignment, plans and carries out the steps required according to specific case conditions. The employee handles deviations from established procedures to resolve problems by using his knowledge of agency or local standards, previous training and experience, established practices, legal precedents, or other controls appropriate to the immediate circumstances. Completed work is evaluated for technical soundness of actions and reports. Employee techniques are not usually reviewed in detail.

Factor 3 - Guidelines:

Guidelines are established from DoD and Air Force instructions, rules, and procedures; Security Forces Handbooks; local instructions, procedures, and checklists; and federal and

local laws and administrative and legal procedures. Guidelines are specific and well-established and describe the security forces and law enforcement normal, emergency, and contingency procedures. Guidelines are supplemented with local special instructions, methods, techniques, and procedures. The employee must use judgment in identifying and applying the proper procedures and techniques that fit specific actions when protecting property, enforcing the law, or assisting people. The employee makes minor deviations according to specific circumstances encountered at the scene of the activity. Procedural deviations are normally referred to the supervisor unless prevented by the emergency nature of the incident.

Factor 4 - Complexity:

The work includes various duties within an assigned shift such as, performing foot patrol and/or vehicle patrol and responding to violations and alarms, etc. that require the employee to perform related steps, processes, or methods for the completion of each duty/assignment. The work varies depending upon the rules or laws which apply to encountered situations. The employee must maintain constant situational awareness and have the ability to respond appropriately to unanticipated events. There are typically several possible approaches to consider. The employee must determine the existence of and differences among easily recognizable situations where law enforcement, assistance, or some types of informal situational counseling are required. The employee must assess each situation as it occurs, identify the conditions involved and decide what kind of action is required. Assessment of conditions and elements are quickly assimilated to determine the proper course of action and gain control of the situation. The employee may need to apply these decisions at the incident location as the "On Scene Commander".

When acting as the On Scene Commander, the officer must make decisions based on current threat information, integrated base defense policies and procedures, the perceived threat from person(s) and/or, potential terrorists' actions. The officer initiates the Air Force Incident Management System procedures whether the situation is real or simulates a potential threat.

Factor 5 - Scope and Effect:

The employee performs a full range of duties by following and executing specific rules, instructions, laws and rules enforcement procedures, physical and personal security operations, patrol duties, control desk duty, coordination with local courts, and/or crime prevention activities. Work performed affects acceptance of law enforcement and security programs; contributes to crime prevention programs; influences employees and visitors to cooperate with the security force; and, influences military personnel, their dependents, civilian employees, and visitors to cooperate with police and security forces.

Factor 6 - Personal Contacts

Personal contacts are with civilian employees, military personnel, contractors, and visitors

within the same agency but, outside the immediate organization. Contacts may also be with violators, unruly individuals, demonstrators, trespassers, felons, suspects in felony crimes, distraught individuals, or witnesses to accidents or crimes where there are potential arrests. In some cases, people contacted are reluctant to accept the employee's authority, may resist detention, attempt to flee, or are unruly/hostile individuals who pose a threat to the employee and/or other individuals.

Factor 7 - Purpose of Contacts:

The purpose is to influence, motivate, and control people or groups. In some cases, people contacted may exhibit fear, skepticism, uncooperative, or dangerous behaviors. Employee must carefully and skillfully approach the individual or group in order to obtain the desired results such as, gaining compliance with established policies and regulations through persuasion or negotiation techniques, or gaining information by establishing rapport with a suspicious informant.

Factor 8 - Physical Demands:

The work requires regular and recurring physical exertion such as, long periods of standing, walking, driving, bending, stooping, reaching, crawling, and similar activities. The employee will engage in such exertions when responding to alarms, pursuing suspects, or participating in weapons or other types of training activities, climbing stairs in office buildings, or walking foot patrols in and around large buildings. The employee is required to continually stoop, bend, crouch and lift objects in the commercial vehicle search pit. The work may require common physical characteristics, agility and dexterity abilities, and body strength to pursue, apprehend, and detain uncooperative suspects.

Factor 9 - Work Environment:

The work is performed in settings where regular and recurring exposures to moderate discomforts and unpleasantness occur. These environments include, yet, are not limited to, increased noise levels from industrial settings, aircraft engines and weapons fire; and, high temperatures in confined spaces or adverse weather conditions during extended periods of traffic and patrol duties. When appropriate and directed, the employee is required to use protective clothing or gear such as, masks, gowns, coats, boots, goggles, gloves, or shields. The work also involves moderate risks and discomfort levels when working outdoors for extended periods of time without shelter or operating vehicles over rough terrain.

d. OTHER SIGNIFICANT FACTS:

Employee may work an uncommon tour of duty to include nights, weekends, holidays, rotating shifts and subject to recall.

May need to wear special protective clothing such as coats, boots, vests, gas masks, helmets

and hearing protection. May be exposed to high levels of noise such as aircraft engines.

The employee may need to travel in military and/or commercial aircraft to perform temporary duty assignments.

This position is covered by the Domestic Violence Misdemeanor Amendment (30 September 1996) of the Gun Control Act (Lautenberg Amendment) of 1968. An individual convicted of a qualifying crime of domestic violence may not perform the duties of this position.

The work may require the employee to drive a motor vehicle. An appropriate, valid driver's license may be required for the position.

Incumbent must know how to operate all Security Forces Vehicles and installed equipment.

Incumbent must maintain current qualifications in the use of required weapons.

Compensatory time is allowed when required to conduct unscheduled work.

Incumbent is exposed to the day-to-day dangers associated with law enforcement and security duties.

This position is designated as mission essential based on local conditions. Mission essential personnel report for duty at normal times when the base is closed or other employees are allowed delayed reporting. Mission essential personnel remain on duty during phased or early release activities.

Incumbent is required to obtain first responder training/certifications in CPR techniques, self-aid buddy care, and first-aid skills and complete annual recertifications.

While wearing protective gear for extended periods of time, employ 'infantry/SWAT' small unit tactics involving weapon fire and maneuvers, with rapid advancing movements between defensive positions. The ability to employ "Active Shooter" response tactics and techniques, as a member of a small team, is required.

EVALUATION STATEMENT

A. Title, Series, and Grade: Police Officer, GS-0083-06.

B. Reference: USOPM Grade Evaluation Guide for Police and Security Guard Positions in Series GS-0083, GS-0085, TS-87, dated April 1988.

C. Background: This position description was developed by the Functional Manager for use in the Security Forces Squadron to recruit and hire technicians to fill requirements in

support of the current AGR force.

D. Pay Plan, Series, Title, and Grade Determination:

1. Pay Plan: The Police Series, GS-0083 falls into the category of 'Other Kinds of Work' of which its work characteristics are classifiable under the General schedule. Thus, the position is subject to the General Schedule.

2. Series: The primary purpose of this position is to protect Federal property from hazards such as, sabotage, espionage, trespass, theft, fire, and accident or willful damage and destruction. To maintain law and order, protect life, property and the civil rights of individuals located on a military installation. The Police and Security Guard Administrative Series, GS-0083 and GS-0085, includes positions which have the primary duties of law enforcement work and protective services work. The major duties of this position are appropriately classified to the 0083 series.

3. Title: The basic title for nonsupervisory positions classified to the GS-0083 series is Police Officer.

4. Grade: As shown in the attached Factor Evaluation Statement (FES) position evaluation statement, the grade is GS-06.

E. Conclusion: Police Officer, GS-0083-06

CLASSIFIERS: Don Saiz, Human Resources Specialist (Classification)
Stephen L. Hatch, NGB-J1-TNC DATE: 22 May 12

**FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT**

FACTOR FL PTS REMARKS

1. Knowledge Required by the Position 1-3 350 See Analysis
2. Supervisory Controls 2-3 275 See Analysis
3. Guidelines 3-2 125 See Analysis
4. Complexity 4-2 75 See Analysis
5. Scope And Effect 5-2 75 See Analysis
6. Personal Contacts 6-3 60
and
7. Purpose Of Contacts 7-3 60
120 See Analysis
8. Physical Demands 8-2 20 See Analysis
9. Work Environment 9-2 20 See Analysis

TOTAL POINTS ASSIGNED: 1120 GRADE: GS-06

Factor 1 – Knowledge Required by the Position:

At this level, the incumbent uses a full range of security forces, police, and law enforcement services which require considerable training, experience, and proficiency to perform the full range of operations in preventing or resolving offenses. Knowledge of standardized federal laws, regulations, methods, procedures, operating techniques, Air Force instructions, along with state and local laws, to perform tasks that include pursuing and apprehending persons fleeing a crime scene; performing dispatcher duties involving passing of directions and information to officers on patrol assignments; knowledge of investigative techniques and methods; knowledge of seeking, detecting, and protecting evidence and witnesses at the scene of an incident. Knowledge of specialized techniques, methods and procedures for performing emergency services to include: Crowd control, search and rescue, counter-terrorist operations, proficiency in specialized weapons and equipment, and the tactics for employing them in emergency situations.

In order to exceed Factor 1-3, the position's work is broader in scope and requires an extensive knowledge of standardized, optional, and innovative investigative procedures, techniques, and methods to detect, investigate, and resolve crimes and other incidents that are beyond the scope or requirements for solution on patrol assignments.

Factor 2 – Supervisory Controls:

The supervisor makes assignments that define the incumbent's scope of responsibilities, objectives, priorities, and deadlines; and, assists the incumbent in unusual situations which do not have clear precedents. The employee, having developed competence in the assignment, plans and carries out the steps required according to specific case conditions. The employee handles deviations from established procedures to resolve problems by using his knowledge of agency or local standards, previous training and experience, established practices, legal precedents, or other controls appropriate to the immediate circumstances. Completed work is evaluated for technical soundness of actions and reports. Employee techniques are not usually reviewed in detail.

Factor 3 – Guidelines:

Guidelines are established from DoD and Air Force instructions, rules, and procedures; Security Forces Handbooks; local instructions, procedures, and checklists; and federal and local laws and administrative and legal procedures. Guidelines are supplemented with local special instructions, methods, techniques, and procedures. The employee must use judgment in identifying and applying the proper procedures and techniques that fit specific actions when protecting property, enforcing the law, or assisting people. The employee may make minor deviations according to specific circumstances encountered at the scene of the activity.

Guidelines in factor 3-3 are not always applicable in certain emergency circumstances. The incumbent at this level uses personal judgment in interpreting, adapting, applying, and

deviating from guidelines, based on unusual or emergency circumstances.

Factor 4 – Complexity:

The work includes various duties within an assigned shift such as, performing foot patrol and/or vehicle patrol and responding to violations and alarms, etc. that require the employee to perform related steps, processes, or methods for the completion of each duty/assignment. The work varies depending upon the rules or laws which apply to encountered situations. The employee must maintain constant situational awareness and have the ability to respond appropriately to unanticipated events. There are typically several possible approaches to consider. The employee must determine the existence of and differences among easily recognizable situations where law enforcement, assistance, or some types of informal situational counseling are required. The employee must assess each situation as it occurs, identify the conditions involved and decide what kind of action is required. Assessment of conditions and elements are quickly assimilated to determine the proper course of action and gain control of the situation. The employee may need to apply these decisions at the incident location as the “On Scene Commander”.

When acting as the On Scene Commander, the officer must make decisions based on current threat information, integrated base defense policies and procedures, the perceived threat from person(s) and/or, potential terrorists’ actions. The officer initiates the Air Force Incident Management System procedures whether the situation is real or simulates a potential threat.

Factor 4-3 is not met as the work at this level performs various duties requiring the application of different and unrelated methods, practices, techniques, or criteria.

Factor 5 – Scope and Effect:

The employee performs a full range of duties by following and executing specific rules, instructions, laws and rules enforcement procedures, physical and personal security operations, patrol duties, control desk duty, coordination with local courts, and/or crime prevention activities within a military installation. Work performed affects acceptance of law enforcement and security programs; contributes to crime prevention programs; influences employees and visitors to cooperate with the security force; and, influences military personnel, their dependents, civilian employees, and visitors to cooperate with police and security forces.

Factor level 5-3 is not met, as the scope at this level requires the performance of criminal investigative work such as that performed by detectives.

Factor 6 – Personal Contacts:

Personal contacts are with civilian employees, military personnel, contractors, and visitors within the same agency but, outside the immediate organization. Contacts may also be with violators, unruly individuals, demonstrators, trespassers, felons, suspects in felony crimes, distraught individuals, or witnesses to accidents or crimes where there are potential arrests. In some cases, those contacted are reluctant to accept the employee's authority, may resist detention, attempt to flee, or are unruly/hostile individuals who pose a threat to the employee and/or other individuals.

Exceeds factor level 6-2, whereas contacts at this level are generally routine and with cooperative persons.

Factor 7 – Purpose of Contacts:

The purpose is to influence, motivate, and control people or groups. In some cases, people contacted may exhibit fear, skepticism, uncooperative, or dangerous behaviors. Employee must carefully and skillfully approach the individual or group in order to obtain the desired results such as, gaining compliance with established policies and regulations through persuasion or negotiation techniques, or gaining information by establishing rapport with a suspicious informant.

Exceeds factor level 7-2, whereas the purpose of contacts is with individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

Factor level 7-4 is not met, as the purpose of contacts is dealing with life threatening situations.

Factor 8 – Physical Demands:

The work requires regular and recurring physical exertion such as, long periods of standing, walking, driving, bending, stooping, reaching, crawling, and similar activities. The employee will engage in such exertions when responding to alarms, pursuing suspects, or participating in weapons or other types of training activities, climbing stairs in office buildings, or walking foot patrols in and around large buildings. The employee is required to continually stoop, bend, crouch and lift objects in the commercial vehicle search pit. The work may require common physical characteristics, agility and dexterity abilities, and body strength to pursue, apprehend, and detain uncooperative suspects.

Factor 9 – Work Environment:

The work is performed in settings where regular and recurring exposures to moderate discomforts and unpleasantness occur. These environments include, yet, are not limited to, increased noise levels from industrial settings, aircraft engines and weapons fire; and, high temperatures in confined spaces or adverse weather conditions during extended periods of traffic and patrol duties. When appropriate and directed, the employee is required to use protective clothing or gear such as, masks, gowns, coats, boots, goggles, gloves, or shields.

The work also involves moderate risks and discomfort levels when working outdoors for extended periods of time without shelter or operating vehicles over rough terrain.

FINAL CLASSIFICATION: Police Officer, GS-0083-06

CLASSIFIERS: Don Saiz, Human Resources Specialist (Classification)
Stephen L. Hatch, NGB-J1-TNC DATE: 22 May 12