

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. G421A	
2. DPM Certification No.	
3. SUBJECT TO IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
4. Composite Level Code 0001	
5. Agency Use	
6. Establishing Office <input checked="" type="checkbox"/> New <input type="checkbox"/> Existing <input type="checkbox"/> Other	7. Service <input checked="" type="checkbox"/> Active <input type="checkbox"/> Inactive
8. Employing Office Location Washington, DC	9. Duty Station Arlington, VA
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Noncompetitive <input type="checkbox"/> SES (CMI) <input type="checkbox"/> SES (CMI)	11. Financial Statements Required <input checked="" type="checkbox"/> Executive Personnel <input type="checkbox"/> Managerial <input type="checkbox"/> Nonmanagerial
12. Position Is (12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000)	

10. Organizational Title of Position (if different from official title)

11. Name of Employee (if vacant, specify)

12. Department, Agency, or Establishment
Pentagon Force Protection Agency

13. First Subdivision
Pentagon Police Directorate

14. Second Subdivision
Operations Division

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

16. Supervisory Positioning. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationship, and that the position is necessary to carry out government functions in 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.

17. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Deputy Director for Program Integration

18. Signature
(b)(6)

19. Date
7/2/04

20. Position Classification Standards Used in Classifying/Grading Position
Lead Human Resources Specialist

21. 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.

22. Position Review

Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date

23. Employee (optional)

24. Supervisor

25. Classifier

26. Remarks
L: 13

27. Description of Major Duties and Responsibilities (See Attachment)

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**SUPERVISORY POLICE OFFICER
WATCH COMMANDER
OPERATIONS DIVISION
GS-0083-13**

I. INTRODUCTION

This position is located in the Operations Division, Pentagon Police Directorate (PPD), Pentagon Force Protection Agency (PFPA), Department of Defense (DoD). As a Police Officer, primary responsibilities are for force protection, security and law enforcement in the National Capital Region for the people, facilities, infrastructure and other resources at the Pentagon Reservation and for DoD activities and DoD occupied facilities not under the jurisdiction of a Military Department. The incumbent of this position serves at the rank of Major. The incumbent has direct responsibility for the implementation of operational and administrative functions associated with law enforcement and security services necessary to accomplish the PFPA mission. The incumbent serves as the Watch Commander (senior official) in the Operations Division, PPD, on any of the three primary reliefs. As such, the Major is responsible for the day-to-day general supervision of all aspects of managing his/her assigned relief or command. The incumbent will serve as a first and second level supervisor. The incumbent is typically responsible for the following subordinate staff: at least (03) GS-12's, Captains; (07) GS-11's, Lieutenants; (17) GS-9's, Sergeants; (156) GS-7's, Police Officers; and (75) GS-5/6's, Police Officers, encompassing three shifts.

II. MAJOR DUTIES AND RESPONSIBILITIES

I. As an integral part of the Operations Division, senior management team, the Major contributes to the overall development of programs, projects, procedures, and policy relating to the establishment of goals and the structures and processes necessary to carry them out through their supervisory responsibilities and commands. These include: 75%

- The incumbent contributes to the development of long and short-term planning needs, objectives, priorities, feasibility studies, and options which are used to justify manpower, assess current and future protection requirements, budget impact and assessment, crime analysis, and other administrative and operational requirements.

- The incumbent establishes benchmark systems for monitoring productivity and other effectiveness/efficiency standards in order to meet established goals.

- The incumbent initiates and/or contributes to the development of written directives such as; General Orders, Standard Operating Procedures, and Special Orders affecting many, if not all personnel within PPD, to include subjects such as administration, management, operations, arrest search and seizure, security systems, personnel administration, training, demonstration, tactical response plans, line inspections, mass arrests, and preliminary and follow-up investigations.

- The incumbent promotes the effective and efficient assignment of work, within their command by initiating timely amendments as needed to promote the effective and efficient scheduling of work assignments. Included within this duty is the need to frequently adjust, on short notice, to unexpected changes in work assignments, as it relates to security and personnel management associated with V.I.P. arrivals and ceremonies. This one factor significantly affects changes in staffing requirements, often on short notice. Due to security requirements, it is often impossible to predict the level of service required; however, the coordination of personnel for these functions is critical to the security of the event.

2. The incumbent promotes the repression of criminal activity, regulation of traffic and personal conduct, safety and security of government and civilian personnel and property, and performing a number of other designated services to the public through the supervision of the implementation of a viable access security control system, mobilized and foot patrol police officers, and contingency planning. 25%

- The incumbent gathers information and conducts analysis of same as it relates to protection requirements and intelligence affecting the protection of assigned assets and V.I.P.'s. Based on analysis, the Major is responsible for adjusting resources to effectively promote the safety of the community.

3. The incumbent integrates with internal and external agencies and groups concerning the development and/or coordination of Procedure/Program/Policy issues. This area involves seeing that key national and agency security goals, priorities, values and other issues are taken into account in carrying out the responsibilities of the immediate work unit. These include: 20%

- The incumbent is responsive to the general public and clientele groups.

- The incumbent coordinates with other parts of the agency and other agencies in order to administer the development and execution of the physical security access control functions to insure proper physical security for specified DoD buildings in the National Capitol Region (NCR)

- The incumbent provides briefings, speeches, inter-unit and agency staff meetings, professional presentations, question and answer sessions etc., involving information giving and receiving, recommendations persuasion, and program defense.

- The incumbent keeps up-to-date with relevant social, political, and technical developments and analyzes their potential impact on protection requirements.

4. In addition to those duties required of every other police officer, the incumbent implements the necessary administrative responsibilities of the first line and second line supervisor to include duties such as: "planning work and schedules; assigning work based on priorities and employee skills, establishing performance standards and evaluating performance; providing advice, counsel, and instruction on work and administrative matters; hearing and resolving employee complaints and referring more serious

unresolved complaints to a higher level supervisor; effecting minor disciplinary actions and recommending action in more serious cases; and identifying developmental and training opportunities. 25%

5. The incumbent performs other duties as assigned. 05%

III. GENERAL SCHEDULE SUPERVISOR FACTORS

Factor 1, Program Scope and Effect

FL 1-3, 550 Points

Directs the work of law enforcement and security personnel who are engaged in law enforcement programs, operations, and functions that encompass the Pentagon Reservation and other leased facilities in the vicinity. The work managed by the incumbent affects a wide range of mission and support activities affecting the level of physical security of individuals in the Pentagon and at various NCR locations, as well as protection of the personnel property and resources. Work performed and services provided directly and significantly impact the provision of essential support operations to numerous, varied and complex technical administrative functions throughout PFFA and other DoD functional activities.

Factor 2, Organizational Setting

FL 2-1, 100 Points

This position is accountable to a position that is two or more levels below the first SES. The position is accountable to the Operations Division Chief, who is a GS-14.

Factor 3, Supervisory and Managerial Authority Exercised

FL 3-3b, 775 Points

This position accomplishes work through the technical and administrative direction of others, including assigning and reviewing work, approving leave, and performing other supervisory functions as detailed in the duties section of this document. Plans, schedules, and assigns work on a daily basis to be carried out by subordinates; sets and adjusts short-term priorities; prepares schedules for completion of work, reviews work, assures law enforcement tasks are performed timely and accurately; approves leave; recommends performance standards and ratings and evaluates work performance; adjusts staffing levels or work procedures to accommodate changes in resource allocations; justifies the purchase of new equipment; improves work methods and procedures used in conducting law enforcement operations; oversees the development of operating instructions for special events, and personal protection plans for visiting high ranking military and civilian dignitaries; gives advise, counsel, or instructions to personnel on both work and administrative matters; hears and resolves complaints from personnel, referring more serious unresolved complaints to a higher level supervisor or manager; effects disciplinary measures such as warnings and reprimands; and identifies training needs of personnel, providing or arranging for needed development and training.

Factor 4, Personal Contacts**Sub-Factor 4A - Nature of Contacts**

Level 4A-3 (75 Points)

There are frequent contacts related to the supervisory work of the position with high ranking managers and directors at the bureau, major command or agency level, which are sometimes unplanned, for which the employee has been designated as point of contact, and those which take place in meetings or conferences, often requiring extensive preparation and technical familiarity with complex subject matter.

Sub-Factor 4B - Purpose of Contacts

Level 4B-3, 100 Points

Supervisory contacts are for the purpose of justifying, defending, representing, or negotiating for the program in obtaining/committing resources, or in gaining compliance.

Factor 5, Difficulty of Typical Work Directed

FL 5-4, 505 Points

The highest grade which best characterizes the nature of the basic nonsupervisory work of the organization, and which constitutes 25% or more of the workload of the organization, is GS-7. The incumbent supervises several supervisors and police officers. The amount of subordinates fluctuates depending on the needs of the department.

Factor 6, Other Conditions

FL 6-4b, 1120 Points

The position directs subordinate supervisors and/or contractors who each direct substantial workloads comparable to the GS-9 or 10 levels. The work supervised consists of coordination and integration of personnel necessary for the enforcement of Federal and State laws, regulations, and guidelines. The work supervised involves work comparable in difficulty to the GS-7 level. The supervisor oversees a workforce that requires coordination with the various sections to ensure all law enforcement and security operations and functions are performed correctly and professionally. Supervision is exercised over police sergeants, canine handlers, canines and other subordinate police and non-uniform personnel.

NOTE: As a pre-employment condition and continuing condition of employment, all incumbents of this position must comply with the following:

- This position has been designated as EMERGENCY-ESSENTIAL. Must be able to continue to perform the duties of this position in the event of a crisis until relieved by proper authority.
- Must possess and maintain a valid driver's license.
- Incumbent may be required to participate in an annual fitness evaluation test.
- This position is designated as Drug Testing Required.
- Incumbent is subject to random urinalysis testing in accordance with DoD guidelines.
- Incumbent must qualify bi-annually with assigned weapon(s)
- Incumbent must be able to obtain and maintain a "Secret" security clearance.
- Incumbent must meet requirements of "Lautenberg Agreement" which outline rules regarding carrying of firearms.

- Incumbent may be required to work shift work.
- Annual physical examination is required.

TOTAL POINTS = 3225

POINT RANGE = 3155 - 3600

GRADE CONVERSION = AD-13

IV. Other Relating Factors for Police Officer:

The incumbent must be in a constant state of physical readiness and must be capable of demonstrating maximum physical exertion without warning. Any hesitancy, reluctance, or inability to fully engage in a critical situation that requires full-unrestricted physical capabilities could have tragic, if not fatal consequences.

This position is subject to recall 24/7 and incumbent is required to work shifts; days off vary.

The following medical requirements apply to all incumbents: good near and distant vision, ability to distinguish basic colors, emotional and mental stability, and the ability to hear the conversational voice. In addition, the position requires common physical characteristics & abilities in agility, dexterity, and strength to endure regular & recurring physical exertion such as long periods of standing, walking, driving, bending, stooping, carrying or dragging unconscious victims up or down multiple flights of stairs, moving heavy or unwieldy objects over 50 lbs., running, climbing, crouching, crawling and kneeling during pursuit possibly in restricted, dark & hot or cold spaces, or defending oneself or others against physical attacks, possible exposure to explosives, chemicals, or other weapons of mass destruction (WMD).

This position requires the incumbent to take and pass annual medical and physical fitness examinations; to carry and qualify with PFPA designated weapons twice a year on a test; to wear personal protective equipment (PPE), i.e., ballistic vests, etc.; and to pass all designated PFP/PTD certification programs. This includes being trained and then qualifying in how to deal with an "active shooter." He or she must have the capacity to perform the essential functions of the position without risk to themselves or others.

The incumbent must possess and maintain a valid state driver's license from the jurisdiction where he or she resides.

The incumbent must be able to obtain and maintain a "secret" security clearance.

As a police officer representing PFPA, it is essential that the incumbent present a professional and competent image with a clean, neatly pressed uniform or attire. Safety and effective performance requires a well-groomed and tidy appearance, proper decorum and appropriate responses.

The position is designated for drug testing – the incumbent is subject to urinalysis testing.

Retention in this position is contingent upon the successful completion and passing of all agency-training requirements.

V. NON-SUPERVISOR FACTOR LEVELS

Factor 1. Knowledge Required by the Position

- Knowledge of DoD personnel practices and policies for use in conjunction with personnel assigned to the Majors' command or relief.
- Knowledge of a wide range of Federal, State, Local laws or ordinances, and agency rules and regulations relating to law enforcement to prevent, detect, and investigate violations and crimes.
- Sound working knowledge of basic and advanced training which will promote the effective and efficient advancement of skills for five primary groups; Emergency Services Team, Hostage Negotiators, Police Officers, First Line Supervisor, and Middle Management.
- Knowledge of computer application skills to promote the use of office automation within their assigned command or relief, thereby promoting the efficient use of available resources.
- Knowledge of security systems which can enhance security of assigned facilities and promote the efficient use of resources.
- Sound working knowledge of the principles of administration which enables the incumbent to promote the efficient use of assigned resources and promote the effective development of human resources, thereby promoting an efficient and effective law enforcement/security program for DoD.

Factor 2, Supervisory Controls

The incumbent works under the general supervision and guidance of the Operations Branch Commander, PPD (GM-13). The incumbent is an integral part of the senior management team in the Operations Branch, PPD. As such, much of the work performed directly supports the Operations Branch Commander in carrying out his/her duties and responsibilities. The incumbent is expected to exercise some latitude and independent judgment in considering the appropriate options to most effectively accomplish assignments. The type of work is varied and the mitigating circumstances surrounding various issues requires sound judgment and some latitude for making decisions. The incumbent must keep the supervisor informed of progress toward program objectives and other significant projects which have substantial impact upon program areas and other branches. Work is reviewed from a standpoint of compliance within established guidelines, however, initiative and originality is essential to resolve issues based on various mitigating circumstances.

Factor 3, Guidelines

Some legal and regulatory guidelines (agency directives and instructions) at the local, State, and Federal level are available, others need to be developed; General Orders, Standard Operating Procedures, Memorandums of Understanding, Contingency Plans, etc. Sound judgment is required in the interpretation and application of laws and regulations as incidents and crimes require the most appropriate course of action. Once the most effective course of action is determined, the established procedures must be identified and followed, in detail, to reduce potential liability to the government and to prevent the loss of a case in court due to faulty or inadequate reporting. The incumbent must exercise sound judgment in interpreting, adapting, applying, and deviating from these guidelines due to unique or unusual circumstances concerning the administrative services.

Factor 4, Complexity

The incumbent may serve as the senior PPD Law Enforcement Official on duty depending on relief assigned or day of week. Some work requires some coordination with other branch, section heads, other federal, state, and local law enforcement agencies, and other DoD personnel. Work is performed in a very dynamic environment, can be very complex due to various jurisdictions and varying processes for carrying out the work. The work requires the application of varying and unrelated practices, techniques, or criteria involving law enforcement, communications, logistics, personnel administration, training, criminal investigations, emergency response procedures, and physical security.

Factor 5, Scope and Effect

Within his/her assigned area or relief, the incumbent is responsible for directing mixed occupational organizational elements involved in providing physical and personnel security for VIP visits and ceremonies, emergency response capability, criminal investigations, mobile patrol, contract guard monitoring, and access control functions for all customer agencies requiring protective services whether at the Pentagon or any of the approximately 40 delegated DoD buildings. The work affects the public safety and national defense.

Factor 6, Personal Contacts

Personal contacts include DoD officials, the media, foreign dignitaries, other high-ranking government officials, and other federal, state, and local law enforcement officials in order to coordinate the delivery of police and security services.

Factor 7, Purpose of Contacts

Because this position is that of a public servant with a primary purpose of protecting people and property involving the national defense, the incumbent is in contact with a

wide variety of people from all walks of life. The primary purpose of contacts is to coordinate and implement policy and procedures such as: overcome life threatening situations; hostage barricade, terrorist attack, kidnap, or felony assault conditions where the persons deal with may be unstable and pose an imminent and direct threat to the protectee, innocent victims, or bystanders. Incumbent is responsible for ensuring that personnel assigned to his/her command are qualified officers who have the essential capabilities to negotiate with individuals who clearly intend to carry out threats of violence, mayhem, or murder and due to either their emotional instability or dedication to a cause, must be convinced, or otherwise neutralized, in order to cease their life threatening activities. Incumbent must also interface with police officials from other jurisdictions for the purpose of authorizing and coordinating mutual aid, customer satisfaction, and to ensure that the interests of the Federal Government are protected. The incumbent also represents PPD (DoD) interests at seminars, public meetings, and social engagements affecting public safety and security.

Factor 8, Physical Demands

The incumbent may be required to participate in work, such as investigations, responding to suspicious packages or bomb threats, conducting staff/line inspections of personnel, etc. which requires some regular and recurring physical exertion such as long periods of standing, walking, driving, bending, stooping, reaching, crawling, and similar activities.

Factor 9, Work Environment

While participating in some type of work, the incumbent is subjected to various weather conditions. Most work is performed in an office setting.

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

1. Agency Position No.

G444A

2. Reason for Submission

☐ Redescription☐ New☐ Reestablishment☒ Other

3. Service

☒ Hdqtrs ☐ Field

4. Employing Office Location

Arlington

VA

5. Duty Station

Pentagon

VA

Explanation (Show any positions replaced)

OF-8 updated to reflect new supervisory certification. Position previously classified under PD# G444A dated 02/06/2004. No changes to major duties of position.

7. Fair Labor Standards Act

☒ Exempt☐ Nonexempt

8. Financial Statements Required

☐ Executive Personnel☐ Financial Disclosure☐ Employment and☐ Financial Interest

9. Subject to IA Action

☒ Yes☐ No

10. Position Status

☒ Competitive☐ Excepted (Specify in Remarks)☐ SES (Gen.)☐ SES (CR)

11. Position Is

☒ Supervisory☐ Managerial☐ Neither

12. Sensitivity

☐ 1-Non-Sensitive☒ 3-Critical☐ 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. Office of Personnel Management

b. Department, Agency or Establishment

Supervisory Police Officer

AD

0083

09

(b)(6)

07/06/15

c. Second Level Review

d. First Level Review

e. Recommended by Supervisor or Initiating Office

Supervisory Police Officer

AD

0083

09

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

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Pentagon Force Protection Agency

c. Third Subdivision

a. First Subdivision

Office of the Principal Deputy Director

d. Fourth Subdivision

b. Second Subdivision

Pentagon Police Directorate

e. Fifth Subdivision

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

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

James L. Ballard

Chief of Police

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

Signature

(b)(6)

Date

Signature

Date

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

22. Position Classification Standards Used in Classifying/Grading Position

(b)(6) of Official Taking Action

HR Specialist

Signature

(b)(6)

Date

07/06/15

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

24. Remarks

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

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OF 8 (Rev. 1-85)
U.S. Office of Personnel Management
FPM Chapter 295

Instructions for Completing Optional Form 8 POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

- *1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.
- *2. Check one.
 - "Redescription" means the duties and/or responsibilities of an existing position are being changed.
 - "New" means the position has not previously existed.
 - "Reestablishment" means the position previously existed, but had been cancelled.
 - "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
 - **The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.**
3. Check one.
- *4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
- *5. Enter geographical location if different from that of #4.
6. To be completed by OPM when certifying positions. (See Item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
- *7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.
8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.
9. Check one to show whether Identical Additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.
11. Check one.
 - A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
 - A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.
13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.
14. Agencies may use this block for any additional coding requirement.
- *15. Enter classification/job grading action.
 - For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
 - For "Pay Plan code," see FPM Supplement 292-1, "Personnel Data Standards," Book III.
 - For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.
16. Enter the organizational, functional, or working title if it differs from the official title.
17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."
- *18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.
19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.
- *20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.
- *21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.
22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."
23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in Items #20 and #21 respectively.
24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.
- *25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

SUPERVISORY POLICE OFFICER
AD-0083-09

I. INTRODUCTION:

This position is located in the Pentagon Force Protection Agency under the Director of Administration and Management, Office of the Secretary of Defense. As a Police Officer, primary responsibilities are for force protection, security and law enforcement in the National Capital Region for the people, facilities, infrastructure and other resources at the Pentagon Reservation and for DoD activities and DoD occupied facilities not under the jurisdiction of a Military Department. The incumbent of this position serves at the rank of Sergeant. The incumbent has direct responsibility for the implementation of operational and administrative functions associated with law enforcement and security services necessary to accomplish the PFPA mission. As a vital link within the management team, the Sergeant is primarily concerned with directing subordinates in the accomplishment of the achievement of the police security mission. He/she directs the implementation of the work by providing interpretation and guidance to subordinates. The Sergeant is permitted limited latitude or the exercise of independent judgment within the framework of department policies. Supervision is exercised over police officers and non-uniformed personnel.

II. CORE DUTIES AND RESPONSIBILITIES FOR POLICE OFFICER:

Serves as Supervisory Police Officer responsible for planning, administering, and supervising law enforcement operations which includes security operations in the Pentagon and various NCR locations. The incumbent plans for current, and long range operations based on workload trends, policies and projected requirements of the detachment to assure law enforcement and security operations are performed in accordance with regulatory procedures and meet security and law enforcement requirements. Advises immediate supervisors of security requirements and justifies changes to security plans and programs, staffing levels and priorities to meet requirements.

In addition to those duties required of every other police officer, the incumbent implements the necessary administrative responsibilities of the first line supervisor to include duties such as; "planning work and schedules; assigning work based on priorities and employee skills; establishing performance standards and evaluating performance; providing advice, counsel, and instruction on work and administrative matters; hearing and resolving employee complaints and referring more serious unresolved complaints to a higher level supervisor; effecting minor disciplinary actions and recommending action in more serious cases; and identifying developmental and training opportunities."

Incumbent is responsible for the protection of the lives and property of the community and all visitors within his area, and the satisfactory performance and general supervision of approximately 10 officers/employees depending on shift assignment and special situations.

Incumbent must keep himself accurately informed of all gatherings and events occurring or with the potential to occur within his area and shall coordinate with his immediate supervisor, the Captain, such steps as may be necessary to insure the safety and security of lives and property within.

Incumbent must maintain a continuous evaluation of all operational and administrative matters under his command. Based on these evaluations, he must coordinate with the Captain to establish priorities based on frequently changing law enforcement and security conditions.

Incumbent conducts daily line inspections of subordinates to insure compliance with all directives. He involves himself daily to direct the effective deployment of personnel, delivery of services, assessment of training, request for supplies, and the timely reporting of required and necessary information.

Incumbent must develop and maintain a broad and general knowledge of PFPA goals, policies, programs, and objectives in order to effectively administer his position.

As the first line supervisor, the sergeant plays an intimate role in disciplinary process through the investigation of initial inquiries and making recommendations for disposition of issues.

Incumbent develops and maintains a general administrative knowledge of the requirements for contract guard performance and conduct.

The incumbent may be appointed as the Property Custodian to interact with elements of the OSD Property Management Branch with signatory authority for acquisition of government personal property.

The incumbent is responsible for initiating administrative action for maintaining an inventory of equipment through a system of intra-office subcustodians.

Incumbent must establish and maintain a records and evidence system that will enhance the effectiveness of the retrieval and dispersing of police or public information to those with a need to know.

Incumbent is responsible for setting up a filing system for all Offense/Incidents reports so that retrieval of needed information can occur on short notice. This function is accomplished by maintaining back-up files that can be used in the event original files become inaccessible.

Incumbent compiles a daily Offense/Incident Activity Log that is later converted into a monthly and yearly statistical report.

Incumbent is responsible for coordinating the storage of evidence and the releasing of evidence that may be needed in the criminal process.

Incumbent must be thoroughly familiar with the Freedom of Information Act with regards to releasing and processing request for copies of Offense/Incidents reports.

Performs other duties as assigned.

III. SUPERVISORY FACTORS

Factor 1. Program Scope and Effect

FL 1-2, 350 Points

Directs the work of law enforcement and security personnel who are engaged in law enforcement programs, operations, and functions at the Pentagon and at various NCR locations. The work affects the level of physical security of individuals in the Pentagon and at various NCR locations, as well as protection of the personnel property and resources.

Factor 2. Organizational Setting

FL 2-1, 100 Points

This position reports through the assigned supervisor. These positions are two or more levels below the Director of DPS position in the chain of command.

Factor 3. Supervisory and Managerial Authority Exercised

FL 3-2c, 450 Points

Plans, schedules, and assigns work on a daily basis to be carried out by subordinates; sets and adjusts short-term priorities; prepares schedules for completion of work; reviews work; assures law enforcement tasks are performed timely and accurately; approves leave; recommends performance standards and ratings and evaluates work performance; adjusts staffing levels or work procedures to accommodate changes in resource allocations; justifies the purchase of new equipment; improves work methods and procedures used in conducting law enforcement operations; oversees the development of operating instructions for special events, and personal protection plans for visiting high ranking military and civilian dignitaries; gives advise, counsel, or instructions to personnel on both work and administrative matters; hears and resolves complaints from personnel, referring more serious unresolved complaints to a higher level supervisor or manager; effects disciplinary measures such as warnings and reprimands; and identifies training needs of personnel, providing or arranging for needed development and training.

Factor 4. Personal Contacts

Sub-factor 4A - Nature of Contacts

FL 4A-2, 50 Points

Has frequent formal and informal contact with the highest level Pentagon officials including the Secretary of Defense, Chairman of the Joint Chief of Staff, various other Federal, State, Military and local police officials, high-level military and civilian officials, the general public and all levels of employees on the Pentagon and NCR locations on law enforcement and security matters; judges and district attorneys, and members of the general public who may be seeking information or advise on matters or mutual concern in the law enforcement program.

Sub-factor 4B - Purpose of Contacts

FL 4B-2, 75 Points

Purpose of the contacts is to coordinate the work of the department, explain and resolve the conduct of work operations, and to establish and maintain effective working relationships within the serviced areas and with the general public.

Factor 5. Difficulty of Typical Work Directed

FL 5-3, 340 Points

The classification which best characterizes the nature of the mission oriented non-supervisory work performed is Police Officer, GS-6. Serves as supervisor of police programs which consists of a staff of approximately 20 or more personnel ranging from GS-05 to GS-7. The base level work is representative of the GS-6 level.

Factor 6. Other Conditions

FL 6-2, 575 Points

The work supervised consists of coordination and integration of personnel necessary for the enforcement of Federal and State laws, regulations, and guidelines. The work supervised involves work comparable in difficulty to the GS-7 level. The supervisor oversees a workforce that requires coordination with the various sections to ensure all law enforcement and security operations and functions are performed correctly and professionally.

SPECIAL SITUATIONS:

Supervisory work performed is further complicated by the following conditions:

- Shift Operations, centers on a 24-7 work operation
- Variety of work functions, consisting of both technical and administrative
- Constantly changing deadlines, encompassing abrupt and unexpected changes in the work
- Safety conditions due to the need to make provisions for significant unsafe and/or hazardous conditions

NOTE: As a pre-employment condition and continuing condition of employment, all incumbents of this position must comply with the following:

- ~~THIS POSITION HAS BEEN DESIGNATED AS EMERGENCY ESSENTIAL. MUST BE ABLE TO CONTINUE TO PERFORM THE DUTIES OF THIS POSITION IN THE EVENT OF A CRISIS UNTIL RELIEVED BY PROPER AUTHORITY.~~ (11/29/2012)
- Must possess and maintain a valid driver's license.
- Incumbent may be required to participate in an annual fitness evaluation test.
- This position is designated as Drug Testing Required.
- Incumbent is subject to random urinalysis testing in accordance with DoD guidelines.
- Incumbent must qualify bi-annually with assigned weapon(s).
- Incumbent must be able to obtain and maintain a "Secret" security clearance.

Top Secret (11/29/2012)

- Incumbent must meet requirements of "Lautenberg Agreement" which outline rules regarding carrying of firearms.
- Incumbent may be required to work shift work.
- Annual physical examination is required.

TOTAL POINTS = 1940

POINT RANGE = 1855 -- 2100

GRADE CONVERSION = AD-9

IV. Other Relating Factors for Police Officer:

The incumbent must be in a constant state of physical readiness and must be capable of demonstrating maximum physical exertion without warning. Any hesitancy, reluctance, or inability to fully engage in a critical situation that requires full-unrestricted physical capabilities could have tragic, if not fatal consequences.

This position is subject to recall 24/7 and incumbent is required to work shifts; days off vary.

The following medical requirements apply to all incumbents: good near and distant vision, ability to distinguish basic colors, emotional and mental stability, and the ability to hear the conversational voice. In addition, the position requires common physical characteristics & abilities in agility, dexterity, and strength to endure regular & recurring physical exertion such as long periods of standing, walking, driving, bending, stooping, carrying or dragging unconscious victims up or down multiple flights of stairs, moving heavy or unwieldy objects over 50 lbs., running, climbing, crouching, crawling and kneeling during pursuit possibly in restricted, dark & hot or cold spaces, or defending oneself or others against physical attacks, possible exposure to explosives, chemicals, or other weapons of mass destruction (WMD).

This position requires the incumbent to take and pass annual medical and physical fitness examinations; to carry and qualify with PFPA designated weapons twice a year on a test; to wear personal protective equipment (PPE), i.e., ballistic vests, etc.; and to pass all designated PFP/PPD certification programs. This includes being trained and then qualifying in how to deal with an "active shooter." He or she must have the capacity to perform the essential functions of the position without risk to themselves or others.

The incumbent must possess and maintain a valid state driver's license from the jurisdiction where he or she resides.

TOP

The incumbent must be able to obtain and maintain a "secret" security clearance.

As a police officer representing PFP, it is essential that the incumbent present a professional and competent image with a clean, neatly pressed uniform or attire. Safety and effective performance requires a well-groomed and tidy appearance, proper decorum and appropriate responses.

The position is designated for drug testing – the incumbent is subject to urinalysis testing.

Retention in this position is contingent upon the successful completion and passing of all agency-training requirements.

The incumbent of this position is designated as an EMERGENCY EMPLOYEE. Emergency Employees are expected to report for, or remain at, work in dismissal or closure situations unless otherwise directed by their supervisor. (b)(6) 11/29/2012).

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)				3. Service <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location Arlington, Va		5. Duty Station Arlington, VA		1. Agency Position No G449A	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel/Financial Disclosure <input type="checkbox"/> Employment and Interest				9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither				12. Sensitivity <input type="checkbox"/> 1-Non Sensitive <input checked="" type="checkbox"/> 2-Critical <input type="checkbox"/> 3-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive			
13. Competitive Level Code 0001				14. Agency Use							
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management		Supervisory Police Officer				AD		0083		11	
b. Department, Agency or Establishment										(b)(6)	
c. Second Level Review										2/6/04	
d. First Level Review											
e. Recommended by Supervisor or Initiating Office						AD		0083		11	
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment Pentagon Force Protection Agency						c. Third Subdivision					
a. First Subdivision Pentagon Police Department						d. Fourth Subdivision					
b. Second Subdivision Operation Division						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.						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
3. (b)(6) Supervisor											
5. (b)(6)											
Date: 2/6/04						Signature: _____ Date: _____					
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position					
Typed Name and Title of Official Taking Action (b)(6) Lead Human Resources Specialist						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.					
Date: 2/6/04											
Initials: _____ Date: _____						Initials: _____ Date: _____					
a. Employee (optional)											
b. Supervisor											
c. Classifier											
24. Remarks FPL: 11											
25. Description of Major Duties and Responsibilities (See Attached)											

NSN 7540-00-634-4265

Previous Edition Usable

5008-10E

OF 8 (Rev. 1-85)
U.S. Office of Personnel Management
FPM Chapter 201

* Changed per
conversation
(b)(6)

SUPERVISORY POLICE OFFICER
AD-0083-11

I. INTRODUCTION:

This position is located in the Pentagon Force Protection Agency under the Director of Administration and Management, Office of the Secretary of Defense. As a Police Officer, primary responsibilities are for force protection, security and law enforcement in the National Capital Region for the people, facilities, infrastructure and other resources at the Pentagon Reservation and for DoD activities and DoD occupied facilities not under the jurisdiction of a Military Department. The incumbent of this position serves at the rank of Lieutenant. The incumbent may, on a rotational basis, serve either as Assistant Watch Commander for one of the three shifts or in a specialty staff supervisor position reporting to the Operational Services Commander or as a staff supervisor for the head of the Operations Relief Branch. These rotational assignments are intended to provide for a well-rounded management team. When assigned to the Operations Relief Branch, the incumbent serves in a staff supervisory capacity and assists the Watch Commander (Captain) in the implementation of operational and administrative functions associated with the law enforcement and security services necessary to accomplish the PPD mission. As a vital link with the management team, the Lieutenant is primarily concerned with the operation achievement of the police and security purpose. He/she directs the implementation of the work by providing interpretation and guidance to line supervisors (Sergeants). The Lieutenant is permitted some latitude for the exercise of independent judgment within the framework of department policies. Supervision is exercised over police sergeants and other subordinate police and non-uniform personnel.

II. CORE DUTIES AND RESPONSIBILITIES FOR POLICE OFFICER:

The incumbent serves as Supervisory Police Officer responsible for planning, administering, and supervising law enforcement operations which include security operations in the Pentagon and various NCR locations. The incumbent plans for current, and long range operations based on workload trends, policies and projected requirements of the detachment to assure law enforcement and security operations are performed in accordance with regulatory procedures and meet security and law enforcement requirements. The incumbent advises immediate supervisors of security requirements and justifies changes to security plans and programs, staffing levels and priorities to meet requirements.

In addition to those duties required of every other police officer, the incumbent implements the necessary administrative responsibilities of the first line supervisor to include duties such as; "planning work and schedules; assigning work based on priorities and employee skills; establishing performance standards and evaluating performance; providing advice, counsel, and instruction on work and administrative matters; hearing and resolving employee complaints and referring more serious unresolved complaints to a higher level supervisor; effecting minor disciplinary actions and recommending action in more serious cases, and identifying developmental and training opportunities."

Incumbent is responsible for the protection of the lives and property of the community and all visitors within his area, and the satisfactory performance and general supervision of approximately 10 officers/employees depending on shift assignment and special situations.

Incumbent must keep himself accurately informed of all gatherings and events occurring or with the potential to occur within his area and shall coordinate with his immediate supervisor, the Captain, such steps as may be necessary to insure the safety and security of lives and property within.

Incumbent must maintain a continuous evaluation of all operational and administrative matters under his command. Based on these evaluations, he must coordinate with the Captain to establish priorities based on frequently changing law enforcement and security conditions.

Incumbent conducts daily line inspections of subordinates to insure compliance with all directives. He involves himself daily to direct the effective deployment of personnel, delivery of services, assessment of training, request for supplies, and the timely reporting of required and necessary information.

Incumbent must develop and maintain a broad and general knowledge of PFFA goals, policies, programs, and objectives in order to effectively administer his position.

As the first line supervisor, the sergeant plays an intimate role in disciplinary process through the investigation of initial inquiries and making recommendations for disposition of issues.

Incumbent develops and maintains a general administrative knowledge of the requirements for contract guard performance and conduct.

The incumbent may be appointed as the Property Custodian to interact with elements of the OSD Property Management Branch with signatory authority for acquisition of government personal property.

The incumbent is responsible for initiating administrative action for maintaining an inventory of equipment through a system of intra-office subcustodians.

Incumbent must establish and maintain a records and evidence system that will enhance the effectiveness of the retrieval and dispersing of police or public information to those with a need to know.

Incumbent is responsible for setting up a filing system for all Offense/Incidents reports so that retrieval of needed information can occur on short notice. This function is accomplished by maintaining back-up files that can be used in the event original files become inaccessible.

Incumbent compiles a daily Offense/Incident Activity Log that is later converted into a monthly and yearly statistical report.

Incumbent is responsible for coordinating the storage of evidence and the releasing of evidence that may be needed in the criminal process.

Incumbent must be thoroughly familiar with the Freedom of Information Act with regards to releasing and processing request for copies of Offense/Incidents reports.

Performs other duties as assigned.

III. SUPERVISORY FACTORS:

Factor 1. Program Scope and Effect

FL 1-2, 350 Points

Directs the work of law enforcement and security personnel who are engaged in law enforcement programs, operations, and functions at the Pentagon and at various NCR locations. The work affects the level of physical security of individuals in the Pentagon and at various NCR locations, as well as protection of the personnel property and resources.

Factor 2. Organizational Setting

FL 2-1, 100 Points

This position reports through the assigned supervisor. These positions are two or more levels below the Director of PPD position in the chain of command.

Factor 3. Supervisory and Managerial Authority Exercised

FL 3-3b, 775 Points

This position accomplishes work through the technical and administrative direction of others, including assigning and reviewing work, approving leave, and performing other supervisory functions as detailed in the duties section of this document.

Plans, schedules, and assigns work on a daily basis to be carried out by subordinates; sets and adjusts short-term priorities; prepares schedules for completion of work; reviews work; assures law enforcement tasks are performed timely and accurately; approves leave; recommends performance standards and ratings and evaluates work performance; adjusts staffing levels or work procedures to accommodate changes in resource allocations; justifies the purchase of new equipment; improves work methods and procedures used in conducting law enforcement operations; oversees the development of operating instructions for special events, and personal protection plans for visiting high ranking military and civilian dignitaries; gives advise, counsel, or instructions to personnel on both work and administrative matters; hears and resolves complaints from personnel, referring more serious unresolved complaints to a higher level supervisor or manager; effects disciplinary measures such as warnings and reprimands; and identifies training needs of personnel, providing or arranging for needed development and training.

Factor 4. Personal Contacts**Sub-factor 4A - Nature of Contacts**

FL 4A-2, 50 Points

Has frequent formal and informal contact with the highest level Pentagon officials including the Secretary of Defense, Chairman of the Joint Chief of Staff, various other Federal, State, Military and local police officials, high-level military and civilian officials, the general public and all levels of employees on the Pentagon and NCR locations on law enforcement and security matters; judges and district attorneys, and members of the general public who may be seeking information or advise on matters of mutual concern in the law enforcement program.

Sub-factor 4B - Purpose of Contacts

FL 4B-2, 75 Points

Purpose of the contacts is to coordinate the work of the department, explain and resolve the conduct of work operations, and to establish and maintain effective working relationships within the serviced areas and with the general public.

Factor 5. Difficulty of Typical Work Directed

FL 5-4, 505 Points

The highest grade which best characterizes the nature of the basic nonsupervisory work of the organization, and which constitutes 25% or more of the workload of the organization, is GS-7. The incumbent supervises several supervisors and police officers. The amount of subordinates fluctuates depending on the needs of the department.

Factor 6. Other Conditions

FL 6-2, 575 Points

The work supervised consists of coordination and integration of personnel necessary for the enforcement of Federal and State laws, regulations, and guidelines. The work supervised involves work comparable in difficulty to the GS-7 level. The supervisor oversees a workforce that requires coordination with the various sections to ensure all law enforcement and security operations and functions are performed correctly and professionally. Supervision is exercised over police sergeants, canine handlers, canines and other subordinate police and non-uniform personnel.

SPECIAL SITUATIONS:

Supervisory work performed is further complicated by the following conditions:

- Shift Operations, centers on a 24-7 work operation
- Variety of work functions, consisting of both technical and administrative
- Constantly changing deadlines, encompassing abrupt and unexpected changes in the work
- Safety conditions due to the need to make provisions for significant unsafe and/or hazardous conditions

NOTE: As a pre-employment condition and continuing condition of employment, all incumbents of this position must comply with the following:

- This position has been designated as EMERGENCY-~~ESSENTIAL~~ ^{(b)(6) 04/04/2012}. Must be able to continue to perform the duties of this position in the event of a crisis until relieved by proper authority.
- Must possess and maintain a valid driver's license.
- Incumbent may be required to participate in an annual fitness evaluation test.
- This position is designated as Drug Testing Required.
- Incumbent is subject to random urinalysis testing in accordance with DoD guidelines.
- Incumbent must qualify bi-annually with assigned weapon ^{(b)(6) 04/04/2012}.
- Incumbent must be able to obtain and maintain a "Secret" security clearance.
- Incumbent must meet requirements of "Lautenberg Agreement" which outline rules regarding carrying of firearms.
- Incumbent may be required to work shift work.
- Annual physical examination is required.

**Drug-Testing
Designated Position.**

TOTAL POINTS = 2430

POINT RANGE = 2355 - 2750

GRADE CONVERSION = AD-11

IV. Other Relating Factors for Police Officer:

The incumbent must be in a constant state of physical readiness and must be capable of demonstrating maximum physical exertion without warning. Any hesitancy, reluctance, or inability to fully engage in a critical situation that requires full-unrestricted physical capabilities could have tragic, if not fatal consequences.

This position is subject to recall 24/7 and incumbent is required to work shifts; days off vary.

The following medical requirements apply to all incumbents: good near and distant vision, ability to distinguish basic colors, emotional and mental stability, and the ability to hear the conversational voice. In addition, the position requires common physical characteristics & abilities in agility, dexterity, and strength to endure regular & recurring physical exertion such as long periods of standing, walking, driving, bending, stooping, carrying or dragging unconscious victims up or down multiple flights of stairs, moving heavy or unwieldy objects over 50 lbs., running, climbing, crouching, crawling and kneeling during pursuit possibly in restricted, dark & hot or cold spaces, or defending oneself or others against physical attacks, possible exposure to explosives, chemicals, or other weapons of mass destruction (WMD).

This position requires the incumbent to take and pass annual medical and physical fitness examinations; to carry and qualify with PFFA designated weapons twice a year on a test; to wear personal protective equipment (PPE), i.e., ballistic vests, etc.; and to pass all designated PFP/PPD certification programs. This includes being trained and then qualifying in how to deal with an "active shooter." He or she must have the capacity to perform the essential functions of the position without risk to themselves or others.

The incumbent must possess and maintain a valid state driver's license from the jurisdiction where he or she resides.

The incumbent must be able to obtain and maintain a "secret" security clearance. *Top (b)(6) 04/04/2012*

As a police officer representing PFFA, it is essential that the incumbent present a professional and competent image with a clean, neatly pressed uniform or attire. Safety and effective performance requires a well-groomed and tidy appearance, proper decorum and appropriate responses.

The position is designated for drug testing – the incumbent is subject to urinalysis testing.

Retention in this position is contingent upon the successful completion and passing of all agency-training requirements.

ROUTING AND TRANSMITTAL SLIP

January 12, 2004

TO		INITIALS		DATE	
1.	(b)(6)				
2.					
	Action		File		Note and Return
X	Approval		For Clearance		Per Conversation
X	As Requested		For Correction		Prepare Reply
	Circulate		For Your Info.		See Me
	Comment		Investigate	X	Signature
SUBJ: PROPOSED ESTABLISHMENT OF A STANDARD (CORE) POSITION DESCRIPTION FOR A SUPERVISORY POLICE OFFICER, AD-0083-11, TO BE USED THROUGHOUT THE PENTAGON FORCE PROTECTION AGENCY (PFPA) TO INCLUDE THE NEW PHYSICAL READINESS AND MEDICAL REQUIREMENTS					
ENCL: (1) Completed position description and evaluation for a Supervisory Police Officer, AD-0083-11, dtd 01/12/04					
Attached, please find the completed package for the Standard (Core) Supervisory Police Officer, AD-0083-11 position, to be used throughout the Pentagon Force Protection Agency. I do not have the SF-52 or the OF-8 for this position. If it's ok, please sign and process.					
• The PD and Eval are on the attached disc.					
FROM		Room Number - Building			
(b)(6)		Pentagon - 2E139			
		Phone Number			
		(703) 614-8149			

OPTIONAL FORM 41

EVALUATION STATEMENT

Title, Series & Grade: Supervisory Police Officer, AD-0083-11
Organizational Location: Pentagon Force Protection Agency (PFPA),
Pentagon Police Directorate (PPD)

Ref: (a) OPM PCS for Police & Security Guard Positions, GS-0083/085, WCPS-2, dtd 08/02; &
(b) OPM PCS for General Schedule Supervisory Guide, WCPS-2, dtd 08/02

1. Background Information: This is a new position in a newly established agency, the Pentagon Force Protection Agency (PFPA). The position is proposed as a Supervisory Police Officer, AD-0083-11. This position description is being established as a standard (Core) Supervisory Police Officer, AD-0083-11 and will serve as a Lieutenant to be used throughout the Pentagon Force Protection Agency (PFPA) to include the new Physical Readiness and Medical Requirements. Currently, assigned Supervisory Police Officers, AD-0083-11 will be reassigned to this new position and it will also be used to recruit new Supervisory Police Officers, AD-0083-11. The overall consideration in the development of the PFPA Mandatory Occupational Medical and Physical Examination Program and these standard (Core) position descriptions is to ensure the candidates and incumbents are physically and medically fit and able to perform the complex, varied and demanding duties of PFPA Police Officers. The primary responsibility of the position is to ensure compliance with and enforcement of a full range of Federal, State, local laws, ordinances, rules and regulations as they pertain to accident investigation, crime prevention, community relations and traffic control duties at assigned locations. In addition to those duties required of every other police officer, the incumbent implements the necessary administrative responsibilities of the first line supervisor to include duties such as; "planning work and schedules; assigning work based on priorities and employee skills; establishing performance standards and evaluating performance; providing advice, counsel, and instruction on work and administrative matters; hearing and resolving employee complaints and referring more serious unresolved complaints to a higher level supervisor; effecting minor disciplinary actions and recommending action in more serious cases, and identifying developmental and training opportunities." Incumbent is responsible for the protection of the lives and property of the community and all visitors within his/her area, and the satisfactory performance and general supervision of approximately 10 officers/employees depending on shift assignment and special situations. The incumbent has direct responsibility for the implementation of operational and administrative functions associated with law enforcement and security services necessary to accomplish the PFPA mission. The incumbent may, on a rotational basis, serve either as Assistant Watch Commander for one of the three shifts or in a specialty staff supervisor position reporting to the Operational Services Commander or as a staff supervisor for the head of the Operations Relief Branch. These rotational assignments are intended to provide for a well-rounded management team. When assigned to the Operations Relief Branch, the incumbent serves in a staff supervisory capacity and assists the Watch Commander (Captain) in the implementation of operational and administrative functions associated with the law enforcement and security services necessary to accomplish the PPD mission. The office where the

Supervisory Police Officer is assigned has supervisory control. Audits were performed on the duties of the position. Findings were conclusive, and this position will be established as a standard AD-11 and currently assigned Supervisory Police Officers, AD-0083-11, will be reassigned to this new position non-competitively, and it will also be used to recruit new Supervisory Police Officers, AD-0083-11. **This is a projected job description, subject to post audit and reevaluation. Since this is a projected position, it should be reviewed 6-12 months after filled for propriety and accuracy.**

2. Series and Title Determination: This position will serve as a Police Lieutenant located in the Defense Protective Service Directorate, Pentagon Force Protection Agency (PFPA). The primary responsibility of the position is to ensure compliance with and enforcement of a full range of Federal, State, local laws, ordinances, rules and regulations as they pertain to accident investigation, crime prevention, community relations and traffic control duties at assigned locations. In addition to those duties required of every other police officer, the incumbent implements the necessary administrative responsibilities of the first line supervisor to include duties such as; "planning work and schedules; assigning work based on priorities and employee skills; establishing performance standards and evaluating performance; providing advice, counsel, and instruction on work and administrative matters; hearing and resolving employee complaints and referring more serious unresolved complaints to a higher level supervisor; effecting minor disciplinary actions and recommending action in more serious cases, and identifying developmental and training opportunities." Incumbent is responsible for the protection of the lives and property of the community and all visitors within his/her area, and the satisfactory performance and general supervision of approximately 10 officers/employees depending on shift assignment and special situations. The incumbent has direct responsibility for the implementation of operational and administrative functions associated with law enforcement and security services necessary to accomplish the PFPA mission. The incumbent may, on a rotational basis, serve either as Assistant Watch Commander for one of the three shifts or in a specialty staff supervisor position reporting to the Operational Services Commander or as a staff supervisor for the head of the Operations Relief Branch. These rotational assignments are intended to provide for a well-rounded management team. When assigned to the Operations Relief Branch, the incumbent serves in a staff supervisory capacity and assists the Watch Commander (Captain) in the implementation of operational and administrative functions associated with the law enforcement and security services necessary to accomplish the PPD mission. The duties of this position are considered to be two-grade interval work. These are duties as well as knowledge and skill requirements which are typical of a Police Officer and is, therefore, placed in the Police Officers Series, GS-0083; this position also services as a full first-line and second-line supervisor and, therefore, is assigned the title of **Supervisory Police Officer, AD-0083-11.**

3. Grade Determination: This position was evaluated by using reference (a), and (b); see the attached factor evaluation summary sheet. This is a 1st level supervisor position; therefore, reference (b) was used to determine the final grade. The total points assigned to the supervisory duties using the General Schedule Supervisory Guide is 2430, which fall within the GS-11 grade point range, which is 2355-2750.

4. **Conclusion:** Based on the analysis presented above, it is recommended that this position be classified as a standard (Core) **Supervisory Police Officer, AD-0083-11**, and currently assigned Supervisory Police Officers, AD-0083-11 will be reassigned non-competitively to this new position; and it will also be reassigned to Supervisory Police Officers, AD-0083-11.

(b)(6)

Signature of Classifier

12 January 2004

Date

Concur:

Signature of Classification Authority

2004

Date

GENERAL SCHEDULE SUPERVISORY GUIDE SUMMARY EVALUATION

TITLE, SERIES, GRADE: Supervisory Police Officer, AD-0083-11 (standard/core position)
ORGANIZATION: DoD, Pentagon Force Protection Agency, (PFPA),
 Pentagon Police Directorate (PPD)

1st, 2nd or Higher Level SPVR (indicate which): 2nd Level

BASE LEVEL: GS-07

Immediate SPVR of subject position (series/grade or equivalent): Assigned Supvy Police Officer,
 AD-0083-12

Contractor oversight credited: No (Yes or No)

G.S.S.G. APPLICATION

1. PROGRAM SCOPE AND EFFECT	1-2	350	Directs law enforcement work which is technical & professional; work has limited geographical coverage; affect work at installation level.
2. ORGANIZATION SETTING	2-1	100	Reports to a supervisor that is two or more reporting levels below the SES level.
3. SUPERVISORY & MANAGERIAL AUTHORITY	3-3b	775	Carries out full scope of 1st & 2nd level supervisory duties and responsibilities accomplishing work through the technical and administrative direction of others.
4. CONTACTS: A. NATURE & B. PURPOSE	4A-2	50	Internal & external contacts; top agency officials; general public.
	4B-2	75	Purpose of the contacts is to coordinate the work of the department, explain and resolve the conduct of work operations.
5. DIFFICULTY (BASE WORK) GS-07	5-4	505	First & Second Level Supervisor; 25% provision not used.
6. OTHER CONDITIONS	6-2	575	Coordination and integration of technical personnel; Coordination requires conformance with other units and various personnel; Special Situations credited: No
TOTAL POINTS ASSIGNED:		2430	Point Range = 2355 - 2750
ADJUSTMENT PROVISION USED <u>N</u> (Yes or No)		Grade conversion: AD-11	

FINAL G.S.S.G. GRADE: AD-0083-11

(b)(6)

Signature of Classifier

12 January 2004

Date

Concur:

Signature of Classification Authority

2004

Date

POSITION DESCRIPTION (Please Read Instructions on the Back)

Reason for Submission		3. Service	4. Employing Office Location	5. Duty Station	1. Agency Position No.
Redescription <input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field	Reestablishment <input type="checkbox"/> Other		Arlington, Va	Pentagon VA (b)(6) 04/12/12	G454A
Explanation (Show any positions replaced)		7. Fair Labor Standards Act	8. Financial Statements Required	6. OPM Certification No.	
		<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	<input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest	9. Subject to IA Action	
		10. Position Status	11. Position Is	13. Competitive Level Code	
		<input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks)	<input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither	0001	
		<input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)	12. Sensitivity	14. Agency Use	
			1-Non-Sensitive (b)(6) 04/12/12		
			2-Non-Sensitive <input type="checkbox"/> 3-Critical <input checked="" type="checkbox"/> 4-Special Sensitive <input type="checkbox"/>		
15. Classified/Graded by	Official Title of Position		Pay Plan	Occupational Code	Grade
a. Office of Personnel Management					
b. Department, Agency or Establishment	Supervisory Police Officer		AD	0083	12 (b)(6) 2/6/04
c. Second Level Review					
d. First Level Review					
e. Recommended by Supervisor or Initiating Office	Supervisory Police Officer		AD	0083	12
16. Organizational Title of Position (if different from official title)			17. Name of Employee (if vacant, specify)		

18. Department, Agency, or Establishment	c. Third Subdivision
Pentagon Force Protection Agency	
a. First Subdivision	d. Fourth Subdivision
Pentagon Police Department	
b. Second Subdivision	e. Fifth Subdivision
Operations Division	
Employee Review-This is an accurate description of the major duties and responsibilities of my position.	
Signature of Employee (optional)	

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

a. Typed Name and Title of Immediate Supervisor	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
(b)(6)	
Assistant Chief	
(b)(6)	
Date	Signature
2/6/04	

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
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.
Typed Name and Title of Official Taking Action
(b)(6)
Lead Human Resources Specialist
(b)(6)
Date
2/6/04

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

d. Remarks

FPL: 12

Description of Major Duties and Responsibilities (See Attached)

**SUPERVISORY POLICE OFFICER
WATCH COMMANDER
OPERATIONS DIVISION
GS-0083-12**

I. INTRODUCTION

This position is located in the Operations Division, Pentagon Police Directorate (PPD), Pentagon Force Protection Agency (PFPA), Department of Defense (DoD). As a Police Officer, primary responsibilities are for force protection, security and law enforcement in the National Capital Region for the people, facilities, infrastructure and other resources at the Pentagon Reservation and for DoD activities and DoD occupied facilities not under the jurisdiction of a Military Department. The incumbent of this position serves at the rank of Captain. The incumbent has direct responsibility for the implementation of operational and administrative functions associated with law enforcement and security services necessary to accomplish the PFPA mission. The incumbent serves as the Watch Commander (senior official) in the Operations Division, PPD on any of the three primary reliefs. As such, the Captain is responsible for the day-to-day general supervision of all aspects of managing his/her assigned relief or command. The incumbent will serve as a first and second level supervisor. The incumbent is typically responsible for the following subordinate staff: at least (07) GS-11's, Lieutenants; (17) GS-9's, Sergeants; (156) GS-7's, Police Officers; and (75) GS-5/6's, Police Officers, encompassing three shifts.

II. MAJOR DUTIES AND RESPONSIBILITIES

1. As an integral part of the Operations Division, senior management team, the Captain contributes to the overall development of programs, projects, procedures, and policy relating to the establishment of goals and the structures and processes necessary to carry them out through their supervisory responsibilities and commands. These include: 25%

- The incumbent contributes to the development of long and short-term planning needs, objectives, priorities, feasibility studies, and options which are used to justify manpower, assess current and future protection requirements, budget impact and assessment, crime analysis, and other administrative and operational requirements.

- The incumbent establishes benchmark systems for monitoring productivity and other effectiveness/efficiency standards in order to meet established goals.

- The incumbent initiates and/or contributes to the development of written directives such as: General Orders, Standard Operating Procedures, and Special Orders affecting many, if not all personnel within PPD, to include subjects such as administration, management, operations, arrest search and seizure, security systems, personnel administration, training, demonstration, tactical response plans, line inspections, mass arrests, and preliminary and follow-up investigations.

- The incumbent promotes the effective and efficient assignment of work within his/her command by initiating timely amendments as needed to promote the effective and efficient scheduling of work assignments. Included within this duty is the need to frequently adjust, on short notice, to unexpected changes in work assignments, as it relates to security and personnel management associated with V.I.P. arrivals and ceremonies. This one factor significantly affects changes in staffing requirements, often on short notice. Due to security requirements, it is often impossible to predict the level of service required, however, the coordination of personnel for these functions is critical to the security of the event.

2. The incumbent promotes the repression of criminal activity, regulation of traffic and personal conduct, safety and security of government and civilian personnel and property, and performing a number of other designated services to the public through the supervision of the implementation of a viable access security control system, mobilized and foot patrol police officers, and contingency planning. 25%

- The incumbent gathers information and conducts analysis of same as it relates to protection requirements and intelligence affecting the protection of assigned assets and V.I.P.'s. Based on analysis, the Captain is responsible for adjusting resources to effectively promote the safety of the community.

3. The incumbent integrates with internal and external agencies and groups concerning the development and/or coordination of Procedure/Program/Policy issues. This area involves seeing that key national and agency security goals, priorities, values and other issues are taken into account in carrying out the responsibilities of the immediate work unit. These include: 20%

- The incumbent is responsive to the general public and clientele groups.

- The incumbent coordinates with other parts of the agency and other agencies in order to administer the development and execution of the physical security access control functions to insure proper physical security for specified DoD buildings in the National Capitol Region (NCR).

- The incumbent provides briefings, speeches, inter-unit and agency staff meetings, professional presentations, question and answer sessions etc. involving information giving and receiving, recommendations persuasion, and program defense.

- The incumbent keeps up-to-date with relevant social, political, and technical developments and analyzes their potential impact on protection requirements.

4. In addition to those duties required of every other police officer, the incumbent implements the necessary administrative responsibilities of the first line and second line supervisor to include duties such as; "planning work and schedules; assigning work based on priorities and employee skills; establishing performance standards and evaluating performance; providing advice, counsel, and instruction on work and administrative matters; hearing and resolving employee complaints and referring more serious

unresolved complaints to a higher level supervisor; effecting minor disciplinary actions and recommending action in more serious cases; and identifying developmental and training opportunities." 25%

5. The incumbent performs other duties as assigned. 05%

III. GENERAL SCHEDULE SUPERVISOR FACTORS

Factor 1, Program Scope and Effect

FL 1-3, 550 Points

Directs the work of law enforcement and security personnel who are engaged in law enforcement programs, operations, and functions that encompass the Pentagon Reservation and other leased facilities in the vicinity. The work managed by the incumbent affects a wide range of mission and support activities affecting the level of physical security of individuals in the Pentagon and at various NCR locations, as well as protection of the personnel property and resources. Work performed and services provided directly and significantly impact the provision of essential support operations to numerous, varied and complex technical administrative functions throughout PFPA and other DoD functional activities.

Factor 2, Organizational Setting

FL 2-1, 100 Points

This position is accountable to a position that is two or more levels below the first SES. The position is accountable to the Operations Branch Commander, PPD who is a GS-13.

Factor 3, Supervisory and Managerial Authority Exercised

FL 3-3b, 775 Points

This position accomplishes work through the technical and administrative direction of others, including assigning and reviewing work, approving leave, and performing other supervisory functions as detailed in the duties section of this document. The incumbent plans, schedules, and assigns work on a daily basis to be carried out by subordinates; sets and adjusts short-term priorities; prepares schedules for completion of work; reviews work; assures law enforcement tasks are performed timely and accurately; approves leave; recommends performance standards and ratings and evaluates work performance; adjusts staffing levels or work procedures to accommodate changes in resource allocations; justifies the purchase of new equipment; improves work methods and procedures used in conducting law enforcement operations; oversees the development of operating instructions for special events, and personal protection plans for visiting high ranking military and civilian dignitaries; gives advise, counsel, or instructions to personnel on both work and administrative matters; hears and resolves complaints from personnel, referring more serious unresolved complaints to a higher level supervisor or manager; effects disciplinary measures such as warnings and reprimands; and identifies training needs of personnel, providing or arranging for needed development and training.

Factor 4, Personal Contacts**Sub-Factor 4A - Nature of Contacts**

Level 4A-3 (75 Points)

There are frequent contacts related to the supervisory work of the position with high ranking managers and directors at the bureau, major command or agency level which are sometimes unplanned, for which the employee has been designated as point of contact, and those which take place in meetings or conferences, often requiring extensive preparation and technical familiarity with complex subject matter.

Sub-Factor 4B - Purpose of Contacts

Level 4B-3, 100 Points

Supervisory contacts are for the purpose of justifying, defending, representing, or negotiating for the program in obtaining/committing resources, or in gaining compliance.

Factor 5, Difficulty of Typical Work Directed

FL 5-4, 505 Points

The highest grade which best characterizes the nature of the basic nonsupervisory work of the organization, and which constitutes 25% or more of the workload of the organization is GS-7. The incumbent supervises several supervisors and police officers. The amount of subordinates fluctuates depending on the needs of the department.

Factor 6, Other Conditions

FL 6-3a, 975 Points

The work supervised involves work comparable in difficulty to the GS-7 level. The supervisor oversees a workforce that requires coordination with the various sections to ensure all law enforcement and security operations and functions are performed correctly and professionally. Supervision is exercised over police sergeants, canine handlers, canines and other subordinate police and non-uniform personnel. The supervisor has full and final technical authority over the work. This includes responsibility for all technical determinations arising from the work without technical advice or assistance on even the more difficult or unusual problems, and without further review except from an administrative or program evaluation standpoint. Work coordination ensures consistency of product, service, interpretation or advice, or conformance with the output of other units, formal standards, or agency policy. Coordination with supervisors of other units occurs to deal with requirements and problems affecting others outside the organization.

NOTE: As a pre-employment condition and continuing condition of employment, all incumbents of this position must comply with the following:

- This position has been designated as EMERGENCY-~~ESSENTIAL~~ ^{(b)(6)} 04/24/12. Must be able to continue to perform the duties of this position in the event of a crisis until relieved by proper authority.
- Must possess and maintain a valid driver's license.
- Incumbent may be required to participate in an annual fitness evaluation test.
- This position is designated as Drug Testing Required.
- Incumbent is subject to random urinalysis testing in accordance with DoD guidelines.
- Incumbent must qualify bi-annually with assigned weapon(s).

- TOP (b)(6) 04/12/12
- Incumbent must be able to obtain and maintain a "Secret" security clearance.
 - Incumbent must meet requirements of "Lautenberg Agreement" which outline rules regarding carrying of firearms.
 - Incumbent may be required to work shift work.
 - Annual physical examination is required.

TOTAL POINTS = 3080

POINT RANGE = 2755 - 3150

GRADE CONVERSION = AD-12

IV. Other Relating Factors for Police Officer:

The incumbent must be in a constant state of physical readiness and must be capable of demonstrating maximum physical exertion without warning. Any hesitancy, reluctance, or inability to fully engage in a critical situation that requires full-unrestricted physical capabilities could have tragic, if not fatal consequences.

This position is subject to recall 24/7 and incumbent is required to work shifts; days off vary.

The following medical requirements apply to all incumbents: good near and distant vision, ability to distinguish basic colors, emotional and mental stability, and the ability to hear the conversational voice. In addition, the position requires common physical characteristics and abilities in agility, dexterity, and strength to endure regular and recurring physical exertion such as long periods of standing, walking, driving, bending, stooping, carrying or dragging unconscious victims up or down multiple flights of stairs, moving heavy or unwieldy objects over 50 lbs., running, climbing, crouching, crawling and kneeling during pursuit possibly in restricted, dark and hot or cold spaces, or defending oneself or others against physical attacks, possible exposure to explosives, chemicals, or other weapons of mass destruction (WMD).

This position requires the incumbent to take and pass annual medical and physical fitness examinations; to carry and qualify with PFPA designated weapons twice a year on a test; to wear personal protective equipment (PPE), i.e., ballistic vests, etc.; and to pass all designated PFP/PPD certification programs. This includes being trained and then qualifying in how to deal with an "active shooter." He or she must have the capacity to perform the essential functions of the position without risk to themselves or others.

The incumbent must possess and maintain a valid state driver's license from the jurisdiction where he or she resides.

TOP (b)(6) 04/12/12
The incumbent must be able to obtain and maintain a "secret" security clearance.

As a police officer representing PFPA, it is essential that the incumbent present a professional and competent image with a clean, neatly pressed uniform or attire. Safety and effective performance requires a well-groomed and tidy appearance, proper decorum and appropriate responses.

The position is designated for drug testing – the incumbent is subject to urinalysis testing.

Retention in this position is contingent upon the successful completion and passing of all agency-training requirements.

V. NON-SUPERVISOR FACTOR LEVELS

Factor 1, Knowledge Required by the Position

- Knowledge of DoD personnel practices and policies for use in conjunction with personnel assigned to the Captains' command or relief.
- Knowledge of a wide range of Federal, State, Local laws or ordinances, and agency rules and regulations relating to law enforcement to prevent, detect, and investigate violations and crimes.
- Sound working knowledge of basic and advanced training which will promote the effective and efficient advancement of skills for five primary groups; Emergency Services Team, Hostage Negotiators, Police Officers, First Line Supervisor, and Middle Management.
- Knowledge of computer application skills to promote the use of office automation within their assigned command or relief, thereby promoting the efficient use of available resources.
- Knowledge of security systems which can enhance security of assigned facilities and promote the efficient use of resources.
- Sound working knowledge of the principles of administration which enables the incumbent to promote the efficient use of assigned resources and promote the effective development of human resources, thereby promoting an efficient and effective law enforcement/security program for DoD.

Factor 2, Supervisory Controls

The incumbent works under the general supervision and guidance of the Operations Branch Commander, PPD (GM-13). The incumbent is an integral part of the senior management team in the Operations Branch, PPD. As such, much of the work performed directly supports the Operations Branch Commander in carrying out his/her duties and responsibilities. The incumbent is expected to exercise some latitude and independent judgment in considering the appropriate options to most effectively accomplish assignments. The type of work is varied and the mitigating circumstances surrounding various issues requires sound judgment and some latitude for making decisions. The incumbent must keep the supervisor informed of progress toward program objectives and other significant projects that have substantial impact upon program areas and other

branches. Work is reviewed from a standpoint of compliance within established guidelines, however, initiative and originality is essential to resolve issues based on various mitigating circumstances.

Factor 3, Guidelines

Some legal and regulatory guidelines (agency directives and instructions) at the local, State, and Federal level are available, others need to be developed; General Orders, Standard Operating Procedures, Memorandums of Understanding, Contingency Plans, etc. Sound judgment is required in the interpretation and application of laws and regulations as incidents and crimes require the most appropriate course of action. Once the most effective course of action is determined, the established procedures must be identified and followed, in detail, to reduce potential liability to the government and to prevent the loss of a case in court due to faulty or inadequate reporting. The incumbent must exercise sound judgment in interpreting, adapting, applying, and deviating from these guidelines due to unique or unusual circumstances concerning the administrative services.

Factor 4, Complexity

The incumbent may serve as the senior PPD Law Enforcement Official on duty depending on relief assigned or day of week. Some work requires some coordination with other branch, section heads, other federal, state, and local law enforcement agencies, and other DoD personnel. Work is performed in a very dynamic environment, can be very complex due to various jurisdictions and varying processes for carrying out the work. The work requires the application of varying and unrelated practices, techniques, or criteria involving law enforcement, communications, logistics, personnel administration, training, criminal investigations, emergency response procedures, and physical security.

Factor 5, Scope and Effect

Within his/her assigned area or relief, the incumbent is responsible for directing mixed occupational organizational elements involved in providing physical and personnel security for VIP visits and ceremonies, emergency response capability, criminal investigations, mobile patrol, contract guard monitoring, and access control functions for all customer agencies requiring protective services whether at the Pentagon or any of the approximately 40 delegated DoD buildings. The work affects the public safety and national defense.

Factor 6, Personal Contacts

Personal contacts include DoD officials, the media, foreign dignitaries, other high-ranking government officials, and other federal, state, and local law enforcement officials in order to coordinate the delivery of police and security services.

Factor 7, Purpose of Contacts

Because this position is that of a public servant with a primary purpose of protecting people and property involving the national defense, the incumbent is in contact with a wide variety of people from all walks of life. The primary purpose of contacts is to coordinate and implement policy and procedures such as: overcome life threatening situations, hostage barricade, terrorist attack, kidnap, or felony assault conditions where the persons dealt with may be unstable and pose an imminent and direct threat to the protectee, innocent victims, or bystanders. Incumbent is responsible for ensuring that personnel assigned to his/her command are qualified officers who have the essential capabilities to negotiate with individuals who clearly intend to carry out threats of violence, mayhem, or murder and due to either their emotional instability or dedication to a cause, must be convinced, or otherwise neutralized, in order to cease their life threatening activities. Incumbent must also interface with police officials from other jurisdictions for the purpose of authorizing and coordinating mutual aid, customer satisfaction, and to ensure that the interests of the Federal Government are protected. The incumbent also represents PPD (DoD) interests at seminars, public meetings, and social engagements affecting public safety and security.

Factor 8, Physical Demands

The incumbent may be required to participate in work, such as investigations, responding to suspicious packages or bomb threats, conducting staff/line inspections of personnel, etc. which requires some regular and recurring physical exertion such as long periods of standing, walking, driving, bending, stooping, reaching, crawling, and similar activities.

Factor 9, Work Environment

While participating in some type of work, the incumbent is subjected to various weather conditions. Most work is performed in an office setting.

GENERAL SCHEDULE SUPERVISORY GUIDE SUMMARY EVALUATION

TITLE, SERIES, GRADE: Supervisory Police Officer, AD-0083-12 (Captain)
(Watch Commander)(standard/core position)

ORGANIZATION: DoD, Pentagon Force Protection Agency, (PFPA),
Pentagon Police Directorate (PPD),
Operations Division

1st, 2nd or Higher Level SPVR (indicate which): 3rd Level

BASE LEVEL: GS-07

Immediate SPVR of subject position (series/grade or equivalent): Operations Branch Cdr, GS-13

Contractor oversight credited: No (Yes or No)

G.S.S.G. APPLICATION

1. PROGRAM SCOPE AND EFFECT	1-3	550	Directs law enforcement work which is technical & professional; work has limited geographical coverage; affect work at Pentagon Reservation & other leased facilities in the NCR.
2. ORGANIZATION SETTING	2-1	100	Reports to a supervisor that is two or more reporting levels below the SES level.
3. SUPERVISORY & MANAGERIAL AUTHORITY	3-3b	775	Carries out full scope of 1st & 2nd level supervisory duties and responsibilities, accomplishing work through the technical and administrative direction of others.
4. CONTACTS: A. NATURE & B. PURPOSE	4A-3	75	Internal & external contacts; high ranking officials; general public.
	4B-3	100	Purpose of the contacts is to justify, and coordinate the work of the department, explain and resolve the conduct of work operations.
5. DIFFICULTY (BASE WORK) GS-07	5-4	505	First & Second Level Supervisor; 25% provision used
6. OTHER CONDITIONS * Also meets 6-3b directing subordinate supervisors over positions at the GS-07 level.	6-3a & b*	975	The work of the position requires coordination, integration, or consolidation of administrative, technical, or complex technician or other support work comparable to GS-7 level which requires coordination and integration of work efforts, either within the unit or with other units, in order to produce a completed work product or service. The supervisor has full and final technical authority over the work. Coordination with supervisors of other units occurs to deal with requirements and problems affecting others outside the organization. Special Situations credited: No
TOTAL POINTS ASSIGNED:		3080	Point Range = 2755 - 3150
ADJUSTMENT PROVISION USED N (Yes or No)		Grade conversion: AD-12	

FINAL G.S.S.G. GRADE: AD-0083-13

(b)(6)

Signature of Classifier

04 February 2004

Date

Concur:

Signature of Classification Authority

2004

Date

EVALUATION STATEMENT

Title, Series & Grade: Supervisory Police Officer, AD-0083-12 (Watch Commander)
Organizational Location: Department of Defense (DoD),
Pentagon Force Protection Agency (PFPA),
Pentagon Police Directorate (PPD),
Operations Division

- Ref:** (a) OPM PCS GEG for Police & Security Guard Positions is Series, GS-083/GS-085, WCPS-2, dtd 08/02
(b) OPM General Schedule Supervisory Guide (GSSG), WCPS-2, dtd 08/02

1. Background Information: This is a new position in a newly established agency, the Pentagon Force Protection Agency (PFPA). The position is proposed as a Supervisory Police Officer, AD-0083-12. This position is being established as a Supervisory Police Officer, AD-0083-12, to be used throughout the Pentagon Force Protection Agency (PFPA) to include the new Physical Readiness and Medical Requirements, and will serve as the Watch Commander (senior official) in the Operations Division, PPD on any of the three primary reliefs. As such, the Captain is responsible for the day-to-day general supervision of all aspects of managing his/her assigned relief or command. The incumbent will serve as a first, second, and third level supervisor. The incumbent is typically responsible for the following subordinate staff: at least (07) GS-11's, Lieutenants; (17) GS-9's, Sergeants; (156) GS-7's, Police Officers; and (75) GS-5/6's, Police Officers, encompassing three shifts. The incumbent has direct responsibility for the implementation of operational and administrative functions associated with law enforcement and security services necessary to accomplish the PFPA mission. The incumbent contributes to the development of long and short-term planning needs, objectives, priorities, feasibility studies, and options which are used to justify manpower, assess current and future protection requirements, budget impact and assessment, crime analysis, and other administrative and operational requirements. The incumbent initiates and/or contributes to the development of written directives such as: General Orders, Standard Operating Procedures, and Special Orders affecting many, if not all personnel within DPS, to include subjects such as administration, management, operations, arrest search and seizure, security systems, personnel administration, training, demonstration, tactical response plans, line inspections, mass arrests, and preliminary and follow-up investigations. The incumbent promotes the repression of criminal activity, regulation of traffic and personal conduct, safety and security of government and civilian personnel and property, and performing a number of other designated services to the public through the supervision of the implementation of a viable access security control system, mobilized and foot patrol police officers, and contingency planning. The incumbent integrates with internal and external agencies and groups concerning the development and/or coordination of Procedure/Program/Policy issues. In addition to those duties required of every other police officer, the incumbent implements the necessary administrative responsibilities of the first line, second line, and third line supervisor to include duties such as: "planning work and schedules; assigning work based on priorities and employee skills; establishing performance standards and evaluating performance; providing advice, counsel, and instruction on work and administrative

matters; hearing and resolving employee complaints and referring more serious unresolved complaints to a higher level supervisor; effecting minor disciplinary actions and recommending action in more serious cases; and identifying developmental and training opportunities." The supervisor of this position is the Operations Branch Commander, Operations Division, Pentagon Police Directorate (PPD), Pentagon Force Protection Agency (PFPA). Audits were performed on the duties of the position. Findings were conclusive, and this position can be supported at the GS-12. **This is a projected job description, subject to post audit and reevaluation. Since this is a projected position, it should be reviewed 6-12 months after filled for propriety and accuracy.**

2. Series and Title Determination: This subject position will serve as the Watch Commander (senior official) in the Operations Division, PPD on any of the three primary reliefs. As such, the Captain is responsible for the day-to-day general supervision of all aspects of managing his/her assigned relief or command. The incumbent will serve as a first and second level supervisor. The incumbent is typically responsible for the following subordinate staff: at least (07) GS-11's, Lieutenants; (17) GS-9's, Sergeants; (156) GS-7's, Police Officers; and (75) GS-5/6's, Police Officers, encompassing three shifts. The incumbent has direct responsibility for the implementation of operational and administrative functions associated with law enforcement and security services necessary to accomplish the PFPA mission. The incumbent contributes to the development of long and short-term planning needs, objectives, priorities, feasibility studies, and options which are used to justify manpower, assess current and future protection requirements, budget impact and assessment, crime analysis, and other administrative and operational requirements. The incumbent initiates and/or contributes to the development of written directives such as: General Orders, Standard Operating Procedures, and Special Orders affecting many, if not all personnel within DPS, to include subjects such as administration, management, operations, arrest search and seizure, security systems, personnel administration, training, demonstration, tactical response plans, line inspections, mass arrests, and preliminary and follow-up investigations. The incumbent promotes the repression of criminal activity, regulation of traffic and personal conduct, safety and security of government and civilian personnel and property, and performing a number of other designated services to the public through the supervision of the implementation of a viable access security control system, mobilized and foot patrol police officers, and contingency planning. The incumbent integrates with internal and external agencies and groups concerning the development and/or coordination of Procedure/Program/Policy issues. In addition to those duties required of every other police officer, the incumbent implements the necessary administrative responsibilities of the first line, second line, and third line supervisor to include duties such as: "planning work and schedules; assigning work based on priorities and employee skills; establishing performance standards and evaluating performance; providing advice, counsel, and instruction on work and administrative matters; hearing and resolving employee complaints and referring more serious unresolved complaints to a higher level supervisor; effecting minor disciplinary actions and recommending action in more serious cases; and identifying developmental and training opportunities." The incumbent has direct responsibility for the implementation of operational and administrative functions associated with law enforcement and security services necessary to accomplish the

PFPA mission. These are duties as well as knowledge and skill requirements which are typical of a Police Officer and is, therefore, placed in the Police Officers Series, GS-0083; this position also services as a full first-line, second-line, and third-line Supervisor and, therefore, is assigned the title of **Supervisory Police Officer, AD-0083-12**.

3. Grade Determination: These positions were evaluated by using references (a), and (b), see the attached factor evaluation summary sheets. The total points assigned to the supervisory duties using the General Schedule Supervisory Guide is 3080, which fall within the GS-12 grade point range, 2755-3150.

4. FLSA Determination: Subject position is exempt from the FLSA based on its administrative criteria.

5. Conclusion: Based on the analysis presented above, it is recommended that this position be classified as a Supervisory Police Officer, AD-0083-12, and filled through the competitive process.

(b)(6)

Signature of Classifier

04 February 2004

Date

Concur:

2004

Signature of Classification Authority

Date

BASE LEVEL:	AD-083-11'S	(007) EXCLUDED FROM BASE LEVEL
	AD-083-09'S	(017) EXCLUDED FROM BASE LEVEL
	AD-083-07'S	(156)
	AD-083-06'S	(061) FPL AD-083-07
	AD-083-05'S	(014) FPL AD-083-07
		255 TOTAL IN DIVISION
		231 TOTAL IN BASE LEVEL

IN BASE LEVEL: AD-07 ($231 \div 231 = 100\%$)

BASE LEVEL FOR ENTIRE DIVISION IS: GS-07

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> Now <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location <input checked="" type="checkbox"/> Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		5. Duty Station <input type="checkbox"/> Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest <input type="checkbox"/> Position Is <input type="checkbox"/> Sensitivity <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> 1 Non-Sensitive <input type="checkbox"/> 3 Critical <input type="checkbox"/> Managerial <input type="checkbox"/> 2 Noncritical Sensitive <input checked="" type="checkbox"/> 4 Special Sensitive <input type="checkbox"/> Neither		6. Agency Position No. JL80A	
7. Explanation (Show any positions replaced)		8. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		9. Competitive Level Code 0002		10. Agency Use			

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment	Supervisory Police Officer	AD	0083	14		
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office	Deputy Chief of Police	AD	0083	14		

16. Organizational Title of Position (if different from official title)		17. Name of Employee (if vacant, specify)	
Pentagon Force Protection Agency			
18. Department, Agency, or Establishment		c. Third Subdivision	
Pentagon Police Department			
a. First Subdivision		d. Fourth Subdivision	
b. Second Subdivision		e. Fifth Subdivision	

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

Signature of Employee (optional)

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

a. Typed Name and Title of Immediate Supervisor Pentagon Force Protection Agency Chief of Police		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature	Date	Signature	Date
(b)(6)	12/17/05		

21. Position Classification Standards Used in Classifying/Grading Position
GBG, GS-0083/GS-0085, 04/1988; GSSG, 06/1998.

22. 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.	
a. Employee (optional) b. Supervisor c. Classifier	d. Remarks BUS: 8888 / FPL: AD-14

Initials	Date	Initials	Date	Initials	Date	Initials	Date

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

**Pentagon Force Protection Agency
Pentagon Police Directorate**

**Supervisory Police Officer
(Deputy Chief of Police)
AD-0083-14**

I. INTRODUCTION:

This position is located in the Pentagon Police Directorate (PPD), Pentagon Force Protection Agency (PFPA). The incumbent serves a Deputy Chief and is responsible for the management of law enforcement and related force protection provided to the Pentagon and other Department of Defense (DoD) occupied buildings in the National Capital Region under the responsibility of PFPA.

II. MAJOR DUTIES:

Serves as a senior law enforcement official in the PPD and is responsible for development of plans and procedures designed to safeguard DoD employees and property against criminal activity, civil disorder, terrorist activities, and other threats. Represents DoD in meetings and confrontations with demonstrators.

Responsible for providing force protection, security and response forces for dealing with threats including basic armed assault, explosive, chemical and other attacks or surveillance directed against the Pentagon and DoD delegated buildings.

Manages the administrative, logistical, training and standardization programs of the PPD and exercises control to ensure that the use of government resources are in accordance with all statutory, regulatory, and other guidance.

Maintains liaison with local and Federal law enforcement and emergency services officials to ensure adequate coordination of plans and programs.

Maintains liaison with U.S. Attorney and local prosecutor offices and ensures that all violations of U.S. and state laws and codes committed on PFPA controlled facilities are presented for prosecution.

Maintains liaison with the security officials of the Military Forces and DoD Agencies in PFPA controlled facilities, and coordinates the activities of the PPD.

Establishes crime prevention education programs that (1) encourage DoD member to take an active role in preventing crime; (2) provide information leading to an arrest and conviction in criminal offenses; and (3) facilitate the identification and recovery of stolen property.

Directs patrol officers to conduct thorough preliminary investigations

Manages criminal investigations for follow-up investigation of all criminal activity occurring on PFPA controlled property.

Plans and manages protection assignments involving senior U.S. government officials and foreign

diplomats. Provides assistance to the U.S. Secret Service during visits by the President/Vice President and other protected officials.

Makes decisions during life threatening events that affect senior leadership of DoD and population of the Pentagon.

Develops response procedures for a wide variety of threats to include terrorist attacks, demonstrations, and special events.

Supervises and monitors internal discipline, complaint reception procedures and internal discipline investigations. Seeks and develops programs and techniques that will minimize the potential for employee misconduct.

Responsible for the utilization of PPD manpower as appropriate depending on current priorities to ensure effective use of human resources. Analyzes the efficiency and effectiveness of the manpower; ensures optimum utilization of manpower, materials and financial resources.

Oversees formulation and execution of the PPD budget and determines the budgetary cost of PPD services for inclusion in PFPA budget submission. Administers a police recruitment program to ensure availability of qualified applicants. Administers a safety program to ensure the safety of PPD officers and the public and to minimize unnecessary expenditure of funds and to increase PPD efficiency.

Ensures that all law enforcement employees receive basic and annual in-service training and medical and physical fitness examinations.

Ensures through an active internal management control program the effective, efficient, and proper use of PPD resources and activities.

Performs other duties as assigned.

III. SUPERVISOR CONTROLS:

Receives general supervision, administrative direction and policy guidance from the Chief of Police for the Pentagon Police Directorate (PPD), Pentagon Force Protection Agency. Exercises independent judgment and originality to assignments. Incumbent is considered the technical authority for law enforcement activities and decisions are generally accepted without significant change. Performance is judged by the ability to effectively manage the services provided by the organization.

IV. SUPERVISORY FACTORS

Factor 1 - Program Scope and Effect Level 1-4, 775 Pts

The incumbent directs the work of the PPD providing management of law enforcement and force protection provided to the Pentagon and other DoD occupied buildings in the National Capital Region under the responsibility of PFPA. The incumbent serves as a senior law enforcement official in the PPD and is responsible for the development of plans and procedures designed to safeguard DoD employees and property against criminal activity, civil disorder, terrorism and other threats. The incumbent represents DoD in meetings and confrontations with demonstrators. The incumbent also manages the administrative, logistical, training and standardization programs of the PPD and exercises control to ensure that the use of government resources are in accordance with all statutory, regulatory, and other

guidance.

Factor II - Organizational Setting Level 2-2, 250 Pts

The incumbent reports to the Chief of Police who is one level below the SES level.

Factor III - Supervisory and Managerial Authority Exercised Level 3-4a, 900 pts

The incumbent exercises delegated managerial authority to oversee the overall planning, direction, and timely execution of the management of law enforcement and force protection provided to the Pentagon and other DoD occupied buildings in the National Capital Region under the responsibility of PFPA. The incumbent approves multiyear and long-range work plans developed by the supervisors or managers of subordinate organizational units and subsequently manages the overall work to enhance achievement of the goals and objectives. The incumbent determines long-term training objectives for the department in order to meet the emergency responses and law enforcement requirements provided to the Pentagon and other DoD occupied buildings in the National Capital Region under the responsibility of PFPA.

Factor IV - Personal Contacts Level 4A-3, 75 Pts & Level 4B-4, 125 Pts

Nature of Contacts:

The incumbent maintains senior-level contacts with persons within and outside of DoD associated with the DoD law enforcement and force protection activities including PFPA directors, division chiefs, branch chiefs and project officers within the PFPA and DoD, U.S. Secret Service, local and Federal law enforcement officials, U.S. Attorney and local prosecutor offices. Contacts usually take place in formal meetings and conferences scheduled at the request of one of the participants.

Purpose of Contacts: The purpose of the contacts is to influence, motivate, or provide expert guidance and advice on PFPA and DoD law enforcement and force protection activities. Serves as a senior law enforcement official in the Pentagon Police Department and is responsible for the development of plans and procedures designed to safeguard DoD employees and property against criminal activity, civil disorder, terrorism, and other threats. Represents DoD in meetings and confrontations with demonstrators. Persons contacted are sufficiently fearful, skeptical, or uncooperative so that highly developed communication, negotiation, conflict resolution, leadership, and similar skills must be used to obtain the desired results. Provides assistance to the U.S. Secret Service during visits by the President/Vice President and other protected officials.

Factor V - Difficulty of Typical Work Directed Level 5-5, 650 Pts

GS-09 best characterizes the nature of the primary non-supervisory work performed by the directorate.

Factor VI - Other Conditions Level 6-5a, 1225 Pts

Supervision and oversight at this level requires significant and extensive coordination and integration of a number of important projects or program segments of professional, scientific, technical, managerial, or administrative work comparable in difficulty to the GS-12 level. Supervision at this level involves major recommendations which have a direct and substantial effect on the organization and projects managed. Manages through subordinate supervisors a workload comparable to the GS-12 level.

Total Points: 4000

POINT RANGE: GS-14 (3600-4050)

RECOMMENDED GRADE CONVERSION: GS-14

V. CONDITIONS OF EMPLOYMENT

Incumbent must be able to obtain and maintain a Top-Secret compartmented information codeword security clearance.

This position is designed emergency essential.

The incumbent must pass and complete a weapon test twice a year with a primary weapon and any other weapons that may be assigned.

This position is designated drug test. The incumbent is subject to urinalysis testing. Retention in this position is based on successful completion of all agency-training requirements.

Incumbent may be required to work shift work, unusual hours, and extended work shifts. A pre-employment and annual physical examination is required and must be passed.

An annual physical fitness test is required and must be passed.

The incumbent must possess and maintain a valid state driver's license.

POSITION DESCRIPTION AMENDMENT

Supervisory Police Officer

AD-0083-14

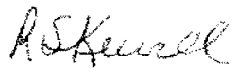
PD#J180A

Amend Section V. CONDITIONS OF EMPLOYMENT

Incumbent must meet the Agency Medical and Physical Fitness Standards

Incumbent must have completed basic Federal Police Officer Training course at the Federal Law Enforcement Training Center

Approved:

A handwritten signature in cursive script, appearing to read "R. S. Keevill".

Richard S. Keevill
Chief of Police

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

K051A

2. Reason for Submission

☐ Redescription
☐ Reestablishment

☐ New
☒ Other

3. Service

☒ Hdqtrs ☐ Field

4. Employing Office Location

Arlington

VA

5. Duty Station

Pentagon

VA

6. OPM Certification No.

Explanation (Show any positions replaced)

Updated to reflect current supervisory certification & subdivision title. No major changes to duties previously classified under PD# K051A dated 3/25/11.

7. Fair Labor Standards Act

☒ Exempt ☐ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☒ Competitive
☐ Excepted (Specify in Remarks)
☐ SES (Gen.) ☐ SES (CR)

11. Position Is

☒ Supervisory
☐ Managerial
☐ Neither

12. Sensitivity

☐ 1-Non-Sensitive ☒ 3-Critical
☐ 2-Noncritical Sensitive ☐ 4-Special Sensitive

13. Competitive Level Code

0001

14. Agency Use

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

b. Department, Agency or Establishment

Supervisory Police Officer

AD

0083

13

(b)(6)

3/16/16

c. Second Level Review

d. First Level Review

e. Recommended by Supervisor or Initiating Office

Supervisory Police Officer

AD

0083

13

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

Major

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Pentagon Force Protection Agency

c. Third Subdivision

Pentagon Police Division

a. First Subdivision

Office of the Principal Deputy Director

d. Fourth Subdivision

b. Second Subdivision

Law Enforcement Directorate

e. Fifth Subdivision

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

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

(b)(6)

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

Signature

(b)(6)

Date

20160308

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

(b)(6)

Human Resources Specialist

Signature

(b)(6)

Date

20160316

22. Position Classification Standards Used in Classifying/Grading Position

Grade Evaluation Guide for Police and Security Guard Positions in Series, GS-0083/GS-0085 TS-87 April 1988; General Schedule Supervisory Guide HRCD-5 June 1998, April 1998.

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

24. Remarks

FPL: 13 BUS: 8888

This is a drug testing designated position.

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

NSN 7540-00-634-4265 Previous Edition Usable 5008-106

OF 8 (Rev. 1-85)
U.S. Office of Personnel Management
FPM Chapter 295

Add Page

Instructions for Completing Optional Form 8

POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

- *1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.
- *2. Check one.
 - "Redescription" means the duties and/or responsibilities of an existing position are being changed.
 - "New" means the position has not previously existed.
 - "Reestablishment" means the position previously existed, but had been cancelled.
 - "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
 - The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.
- 3. Check one.
- *4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
- *5. Enter geographical location if different from that of #4.
- 6. To be completed by OPM when certifying positions. (See Item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
- *7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.
- 8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.
- 9. Check one to show whether identical additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
- 10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.
- 11. Check one.
 - A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
 - A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
- 12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.

- 13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.
- 14. Agencies may use this block for any additional coding requirement.
- *15. Enter classification/job grading action.
 - For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
 - For "Pay Plan code," see FPM Supplement 292-1, "Personnel Data Standards," Book III.
 - For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.
- 16. Enter the organizational, functional, or working title if it differs from the official title.
- 17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."
- *18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.
- 19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.
- *20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.
- *21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.
- 22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."
- 23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.
- 24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.
- *25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

POSITION DESCRIPTION (Continuation)				Agency Position No.
				K051A
FLSA: Exempt	BUS Code: 8888	FPL: AD-13	Drug Testing Designated Position: Yes	
National Security Professional: No		Emergency Essential/Key: No	Information Assurance Position: No	
Language Identifier: None				
Pentagon Force Protection Agency Office of the Principal Deputy Director Law Enforcement Directorate Pentagon Police Division				
Supervisory Police Officer, AD-0083-13				
Introduction:				
<p>The mission of the Pentagon Force Protection Agency (PFPA) is to provide force protection, security, and law enforcement to safeguard personnel, facilities, infrastructure, and other resources for the Pentagon Reservation and designated DoD facilities (hereinafter referred to as "the Pentagon Facilities") within the National Capital Region (NCR). PFPA addresses the full spectrum of threats by utilizing a balanced approach of comprehensive protective intelligence and counterintelligence analysis, to include forensic and biometric-enabled information, to determine the appropriate protective posture for personnel and facilities; prevention, preparedness, detection; all-hazards response; DoD emergency management; support the lead response management agency during an emergency or crisis; and provide comprehensive threat assessments, security, and protection services for Office of the Secretary of Defense personnel and other persons. The PFPA is the DoD focal point for collaborating and coordinating with other DoD Components, other Executive departments and agencies, and State and local authorities on matters involving force protection, security, and law enforcement activities that impact the Pentagon Facilities.</p> <p>This position is located in the PFPA. As a Police Officer, the primary responsibilities are for force protection, security, and law enforcement in the NCR for the people, facilities, infrastructure, and other resources at the Pentagon Reservation and for DoD activities and DoD occupied facilities not under the jurisdiction of a Military Department.</p>				
Supervisory Duties:				
<p>The employee of this position serves at the rank of Major. The employee has direct responsibility for the implementation of operational and administrative functions associated with law enforcement and security services necessary to accomplish the PFPA mission.</p> <p>The employee contributes to the overall development of programs, projects, procedures, and policy relating to the establishment of goals and the structures and process necessary to carry them out through their supervisory responsibilities and commands.</p> <p>The employee contributes to the development of long and short-term planning needs, objectives, priorities, feasibility studies, and options used to justify manpower assess current and future protection requirements, budget impact and assessment, crime analysis, and other administrative and operational requirements.</p> <p>The employee establishes benchmark systems for monitoring productivity and other effectiveness/efficiency standards in order to meet established goals.</p> <p>The employee initiates and/or contributes to the development of written directives such as: Operations Orders, Operations Decision Briefings, Interagency Memoranda of Agreement, Standard Operating Procedures, and Special Orders affecting many, if not all personnel within the PFPA, to include subjects such as administration; management; operations; arrest, search, and seizure; security systems; personnel administration; training; demonstration; tactical response plans; line inspections; mass arrests; and preliminary and follow-up investigations.</p> <p>The employee integrates with internal and external agencies and groups concerning the development and/or coordination of Procedure/Program/Policy issues. Ensures that key national and agency security goals, priorities, values, and other issues are taken into account in carrying out the responsibilities of the immediate work unit. The employee coordinates with other parts of the agency</p>				
Page 3 of 7				

POSITION DESCRIPTION *(Continuation)*

Agency Position No.

K051A

and other agencies in order to administer the development and execution of the physical security access control functions to ensure proper physical security for specified DoD buildings in the NCR.

The employee keeps up-to-date on relevant social, political, and technical developments and analyzes their potential impact on protection requirements.

The employee gathers information and conducts analyses as it relates to protection requirements and intelligence affecting the protection of assigned assets and high-risk personnel. Based on analysis, the Major is responsible for adjusting resources to effectively promote the safety of the community.

In addition to those duties required of every other police officer, the employee is the primary adjudication authority of the disciplinary process. He/she is responsible for the thorough oversight, just administration, and proper execution of the disciplinary process. The employee implements the necessary administrative responsibilities of the first line and second line supervisor to include duties, such as: planning work and schedules; assigning work based on priorities and employee skills; establishing performance standards and evaluating performance; providing advice, counsel, and instructions on work and administrative matters; hearing and resolving complaints and referring more serious unresolved complaints to a higher level supervisor; effecting minor disciplinary actions and recommending action in more serious cases; and identifying developmental and training opportunities.

Other Duties and Responsibilities:

The employee is responsible for protecting life and property, preventing, detecting, and investigating criminal acts, and enforcing traffic regulations throughout a large complex of the Pentagon Reservation, DoD leased buildings, parks, and National Memorials in the NCR.

The employee performs special details and specific assignments; assists fellow officers and other agencies; responds to the needs of the general public by performing investigations, problem solving, following up on leads, obtaining evidence and deterring criminal activity within DoD facilities; compiling reports, preparing cases for trial and appearing in court; and maintaining records for proper documentation.

The employee patrols a designated area to preserve law and order; investigates complaints, disturbances, accidents, and reported criminal activities; testifies in court. These duties involve foot patrols responding to calls or alarms, informing individuals of their rights, questioning victims and witnesses, and providing first aid and other assistance to victims of assaults or accidents. Other duties include obtaining statements, recording observations, pursuing and apprehending fleeing persons, subduing people causing disturbances, directing traffic, securing crime scenes, coordinating with other law enforcement agencies, reporting fires and other safety hazards, assisting persons in emergencies, giving out crime prevention information/advice and preparing reports.

Ensures the protection of life, property, and civil rights of individuals. Has full authority to carry firearms and make arrests in order to oversee the enforcement, protection, and investigation of a wide range of federal laws. Performs initial investigations of all criminal activity. Responds to emergency and routine calls which may involve dangerous personnel or personnel who have committed felonies.

Checks badges and identification cards of incoming personnel. Performs searches of individuals and hand carried items for weapons, narcotics, explosives, and other illegal contraband.

Controls crowds for various events, including many National Security Special Events, Presidential Inaugurations, annual marathons, protests (which may require mass arrests), and ceremonies at the 9/11 Memorial.

Conducts preliminary investigations of surveillance and suspicious persons on and around the Pentagon Reservation. Employs methods to counter terrorism activities including, surveillance detection, monitoring CCTV, and conducting risk assessments of buildings and entrances.

Ensures the security and protection of U.S. Government officials on the Pentagon Reservation, including the President, Vice President, Cabinet level Secretaries, senior leaders of the Joint Chiefs of Staff, and Under Secretaries of Defense. The employee ensures the security and protection of foreign diplomats, including heads of state, Ministers of Defense, Chiefs of Defense, and other high-ranking foreign diplomats.

POSITION DESCRIPTION *(Continuation)***Agency Position No.**

K051A

Escorts high-risk personnel around the NCR to provide protection from threats. Coordinates and reviews threat reports for personnel visiting the Pentagon. Creates security plans and contingencies for high-risk personnel traveling in the United States and abroad. The employee is responsible for arranging and executing transportation for high-risk personnel and senior executives of the DoD. Coordinates security and protection for arrival and departure areas of high-risk personnel often on short notice. Maintains working relationships with U.S. Secret Service, U.S. Capitol Police, and other surrounding law enforcement agencies to ensure efficient and timely transportation and arrival of high-risk personnel to locations in the NCR. Operates official government vehicles, including sedans, sport utility vehicles, and vans in various weather conditions. Reviews and plans transportation routes before departure to ensure safe and timely transportation of DoD officials. Interacts, plans, and communicates with staff members of senior DoD officials to schedule transportation plans and schedules. Able to adjust to and accommodate changes in transportation, scheduling, and arrival locations with short notice.

Provides year round emergency response to the Secretary of Defense's residence. Act as a member of a tactical emergency response team responsible for responding to the aid of senior DoD officials around the NCR.

Assists members of the Pentagon Police Special Operations Division with canine sweeps, conducting random anti-terrorism measures, protecting high-risk personnel. First responders to the SECDEF, DEPSEC, Service Secretaries, and Joint Staff office suites in case of emergency.

Performs other duties as assigned.

Supervisory Factor Levels:

Factor 1 - Program Scope and Effect FL 1-3, 550 points

Directs the work of law enforcement and security personnel who are engaged in law enforcement programs, special operations and functions that encompass the Pentagon and other leased facilities in the vicinity. The work managed by the employee affects a wide range of mission and support activities affecting the level of physical security of individuals in the Pentagon and at various NCR locations, as well as protection of the personnel property and resources. Work performed and services provided directly and significantly impact the provision of essential support operations to numerous, varied, and complex technical administrative functions throughout PFPA and other DoD functional activities.

Factor 2 - Organizational Setting FL 2-1, 100 points

This position is accountable to a position that is two or more levels below the first SES, flag, or General officer in the direct supervisory chain.

Factor 3 - Supervisory and Managerial Authority Exercises FL 3-3b, 775 points

This position accomplishes work through the technical and administrative direction of others, including assigning and reviewing work, approving leave, and performing other supervisory functions. Plans, schedules, and assigns work on a daily basis to be carried out by subordinates; sets and adjusts short-term priorities; prepares schedules for completion of work; reviews work; assures law enforcement tasks are performed timely and accurately; recommends performance standards and ratings and evaluates work performance; adjusts staffing levels or work procedures to accommodate changes in resource allocations; justifies the purchase of new equipment; improves work methods and procedures used in conducting law enforcement operations; oversees the development of operating instructions for special events, and personal protection plans for visiting high ranking military and civilian dignitaries; gives advice, counsel, and instructions to personnel on both work and administrative matters; hears and resolves complaints from personnel, referring more serious unresolved complaints to a higher level supervisor or manager; effects disciplinary measures such as warnings and reprimands; and identifies training needs of personnel, providing or arranging for needed development and training.

Factor 4 - Personal Contacts

Sub-factor 4A - Nature of Contacts FL 4A-2, 50 points

Contacts are with high ranking managers, supervisors, and other units and activities. Contacts may be informal, occur in conferences and meetings, and require non-routine or special preparations.

POSITION DESCRIPTION <i>(Continuation)</i>	Agency Position No. K051A
Sub-factor 4B - Purpose of Contacts FL 4B-2, 75 points	
<p>The purpose of contacts is to ensure that information provided to outside parties is accurate and consistent; to plan and coordinate the work directed with that of others outside the subordinate organization; and to resolve differences of opinion among supervisors and managers.</p>	
Factor 5 - Difficulty of Typical Work Directed FL 5-5, 650 points	
<p>The highest grade that best characterizes the nature of the basic non-supervisory work of the organization and which constitutes 25% or more of the workload of the organization is AD-09. The number of subordinates fluctuates depending on the needs of the Agency. The employee contributes to working groups responsible for near- and long-term planning that resolve high-visibility concerns.</p>	
Factor 6 - Other Conditions FL 6-4b, 1120 points	
<p>The position directs subordinate supervisors and/or contractors who each direct substantial workloads comparable to the AD-09 through AD-11 levels. The work supervised consists of coordination and integration of personnel necessary for the enforcement of Federal and state laws, regulations, and guidelines. The work supervised involves work comparable in difficulty to the AD-09 through AD-11 level. The supervisor oversees a workforce that requires coordination with the various sections to ensure all law enforcement and security operations and functions are performed correctly and professionally. Supervision may be exercised over police sergeants, canine handlers, canines, and other subordinate police and non-uniform personnel.</p>	
<p>Total Points = 3320 Range = 3155 - 3600 Grade = AD-13</p>	
Other Conditions for Police Officer:	
<ol style="list-style-type: none"> 1. The employee must be able to obtain and maintain a Top Secret security clearance. 2. The employee must possess and maintain a valid state driver's license from the jurisdiction where he or she resides. 3. This position is designated as Drug Testing Required. The employee is subject to random urinalysis testing in accordance with guidelines. 4. The employee must meet requirements of "Lautenberg Agreement" which outline rules regarding carrying of firearms. 5. The employee must qualify monthly, quarterly, and/or bi-annually, as applicable, with assigned weapon(s). 6. Employees assigned to this position are designated as EMERGENCY EMPLOYEES. Emergency employees are expected to report for, or remain at, work in dismissal or closure situations due to adverse weather conditions, natural disasters, or other emergency situations (e.g., building closure due to power outage) causing disruptions of government operations, unless otherwise directed by their supervisor. 7. This position is subject to recall 24/7 and the employee is required to work shifts; days off vary. 8. The employee must be in a constant state of physical readiness and must be capable of demonstrating maximum physical exertion without warning. Any hesitancy, reluctance, or inability to fully engage in a critical situation that requires full-unrestricted physical capabilities could have tragic, if not fatal, consequences. 9. This position requires the employee to take and pass annual medical and physical fitness examinations; to carry and qualify with PFPA designated weapons twice a year on a test; to wear personal protective equipment, i.e., ballistic vest, etc.; and to pass all designated PFPA certification programs. This includes being trained and then qualifying in how to deal with an "active shooter". He or she must have the capacity to perform the essential functions of the position without risk to themselves or others. 	
Page 6 of 7	

POSITION DESCRIPTION (Continuation)	Agency Position No. K051A
<p>10. The following medical requirements apply to all employees: good near and distant vision, ability to distinguish basic colors, emotional and mental stability, and the ability to hear the conversational voice. In addition, the position requires common physical characteristics and abilities in agility, dexterity, and strength to endure regular and recurring physical exertion such as long periods of standing, walking, driving, bending, stooping, carrying, or dragging unconscious victims up or down multiple flights of stairs, moving heavy or unwieldy objects over 50 pounds, running, climbing, crouching, crawling and kneeling during pursuit possibly in restricted, dark and hot or cold spaces, or defending oneself or others against physical attacks, possible exposure to explosives, chemicals, or other weapons of mass destruction.</p> <p>11. As a police officer representing PFPA, it is essential that the employee present a professional and competent image, with a clean, neatly pressed uniform or attire. Safety and effective performance requires a well-groomed and tidy appearance, proper decorum and appropriate responses.</p> <p>12. Retention in this position is contingent upon the successful completion and passing of all agency-training requirements.</p> <p>13. This position is authorized for the Domicile-to-Duty Transportation Program. Domicile-to-duty mileage is limited to operators living within 50 driving miles, one way, of their duty location.</p> <p>14. This position is not eligible for telework.</p> <p>15. This position is identified as a covered position under the Pentagon Force Protection Agency (PFPA) Civilian Mobility Program, Regulation 1400.24, effective September 28, 2015. This position requires that the candidate must sign a mobility agreement as a condition of employment. PFPA may relocate covered positions and covered employees in permanent changes of duty station between PFPA duty locations in the National Capital Region; Raven Rock Mountain Complex (Adams County, Pennsylvania); Glynco, Georgia; Harrisburg, Pennsylvania or Baltimore, Maryland and potentially other locations to improve mission effectiveness or enhance individual career progression.</p> <p>The "Mobility Agreement" requirements do not apply to employees assigned to the subject position description prior to March 30, 2016.</p>	

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

K054A

2. Reason for Submission

☐ Redescription
☐ Reestablishment☐ New
☒ Other

3. Service

☒ Hdqtrs ☐ Field

4. Employing Office Location

Arlington

VA

5. Duty Station

Pentagon

VA

6. OPM Certification No.

Explanation (Show any positions replaced)

Updated to reflect current supervisory certification and organizational information. No major changes to duties previously classified under PD# K054A dated 03/25/11.

7. Fair Labor Standards Act

☒ Exempt ☐ Nonexempt

8. Financial Statements Required

☐ Executive Personnel
Financial Disclosure☐ Employment and
Financial Interest

9. Subject to IA Action

☐ Yes ☒ No

10. Position Status

☒ Competitive
☐ Excepted (Specify in Remarks)
☐ SES (Gen.) ☐ SES (CR)

11. Position Is

☒ Supervisory
☐ Managerial
☐ Neither

12. Sensitivity

☐ 1-Non-Sensitive
☐ 2-Noncritical Sensitive
☐ 3-Critical
☒ 4-Special Sensitive

13. Competitive Level Code

0002

14. Agency Use

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

b. Department, Agency or Establishment

Supervisory Police Officer

AD

0083

14

(b)(6)

11/12/15

c. Second Level Review

d. First Level Review

e. Recommended by Supervisor or Initiating Office

Supervisory Police Officer

AD

0083

14

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

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Pentagon Force Protection Agency

c. Third Subdivision

Pentagon Police Directorate

a. First Subdivision

Office of the Principal Deputy Director

d. Fourth Subdivision

b. Second Subdivision

Assistant Director for 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. Typed Name and Title of Immediate Supervisor

For James L. Ballard

Chief of Police

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

Signature (b)(6)

Date

11/02/15

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

(b)(6)

HR Specialist

Signature (b)(6)

Date

11/12/15

22. Position Classification Standards Used in Classifying/Grading Position

Grade Evaluation Guide for Police and Security Guard Positions in Series, GS-0083/GS-0085 TS-87 April 1988; General Schedule Supervisory Guide HRCD-5 June 1998, April 1998.

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

24. Remarks

FPL: AD-14

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

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OF 8 (Rev. 1-85)
U.S. Office of Personnel Management
FPM Chapter 295

Add Page

Instructions for Completing Optional Form 8

POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

- *1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.
- *2. Check one.
 - "Redescription" means the duties and/or responsibilities of an existing position are being changed.
 - "New" means the position has not previously existed.
 - "Reestablishment" means the position previously existed, but had been cancelled.
 - "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
 - The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.
3. Check one.
- *4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
- *5. Enter geographical location if different from that of #4.
6. To be completed by OPM when certifying positions. (See Item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
- *7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.
8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.
9. Check one to show whether identical additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.
11. Check one.
 - A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
 - A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.
13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.
14. Agencies may use this block for any additional coding requirement.
- *15. Enter classification/job grading action.
 - For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
 - For "Pay Plan code," see FPM Supplement 292-1, "Personnel Data Standards," Book III.
 - For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.
16. Enter the organizational, functional, or working title if it differs from the official title.
17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."
- *18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.
19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.
- *20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.
- *21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.
22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."
23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.
24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.
- *25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

POSITION DESCRIPTION (Continuation)				Agency Position No.
				K054A
FLSA: Law Enforcement Exemption	BUS Code: 8888	FPL: AD-14	Drug Testing Designated Position: Yes	
National Security Professional: No	Emergency Essential/Key: No	Information Assurance Position: No		
Language Identifier: None				
Pentagon Force Protection Agency Office of the Principal Deputy Director Assistant Director for Law Enforcement Pentagon Police Directorate				
Supervisory Police Officer, AD-0083-14 Deputy Chief of Police				
Introduction:				
<p>The mission of the Pentagon Force Protection Agency (PFPA) is to provide force protection, security, and law enforcement to safeguard personnel, facilities, infrastructure, and other resources for the Pentagon Reservation and designated Department of Defense (DoD) facilities (hereinafter referred to as "the Pentagon Facilities") within the National Capital Region (NCR). PFPA addresses the full spectrum of threats by utilizing a balanced approach of comprehensive protective intelligence and counterintelligence analysis, to include forensic and biometric-enabled information, to determine the appropriate protective posture for personnel and facilities; prevention, preparedness, detection; all-hazards response; DoD emergency management; support the lead response management agency during an emergency or crisis; and provide comprehensive threat assessments, security, and protection services for Office of the Secretary of Defense personnel and other persons. The PFPA is the DoD focal point for collaborating and coordinating with other DoD Components, other Executive departments and agencies, and State and local authorities on matters involving force protection, security, and law enforcement activities that impact the Pentagon Facilities.</p> <p>This position is located in the PFPA. As a Police Officer, the primary responsibilities are for force protection, security, and law enforcement in the NCR for the people, facilities, infrastructure, and other resources at the Pentagon Reservation and for DoD activities and DoD occupied facilities not under the jurisdiction of a Military Department.</p>				
Major Duties and Responsibilities:				
<p>Serves as the Deputy Chief of Police in the Pentagon Police Directorate (PPD) and is responsible for development of plans and procedures designed to safeguard DoD employees and property against criminal activity, civil disorder, terrorist activities, and other threats. Represents DoD in meetings and confrontations with demonstrators.</p> <p>Responsible for providing force protection, security and response force for dealing with threats including basic armed assaults, explosive, chemical and other attacks or surveillance directed against the Pentagon and DoD delegated buildings.</p> <p>Manages the administrative, logistical, training and standardization programs of the PPD and exercises control to ensure that the use of government resources are in accordance with all statutory, regulatory, and other guidance.</p> <p>Maintains liaison with local and Federal Law Enforcement and emergency services officials to ensure adequate coordination of plans and programs.</p> <p>Maintains liaison with U.S. Attorney and local prosecutor offices and ensures that all violations of U.S. and state laws and codes committed on PFPA controlled facilities are presented for prosecutions.</p> <p>Maintains liaison with the security officials of the Military Force and DoD Agencies on PFPA controlled facilities, and coordinates the activities of the PPD.</p> <p>Establishes crime prevention education programs that (1) encourages DoD member to take an active role in preventing crime; (2) provide information leading to an arrest and conviction in criminal offenses; and (3) facilitate the identification and recovery of stolen property.</p>				
Page 3 of 6				

POSITION DESCRIPTION <i>(Continuation)</i>	Agency Position No. K054A
<p>Directs patrol officers to conduct thorough preliminary investigations.</p> <p>Manages criminal investigations of follow-up investigations of all criminal activity occurring on PFPA controlled property.</p> <p>Plans and manages protection assignment involving senior U.S. government officials and foreign diplomats. Provides assistance to the U.S. Service during visits by the President/Vice President and other protected officials.</p> <p>Makes decision during life threatening events that affect senior leadership of DoD and population of the Pentagon.</p> <p>Develops responses procedures for a wide variety of threats to include terrorist attacks, demonstrations, and special events.</p> <p>Supervises and monitors internal discipline, complaint reception procedures and internal discipline investigations. Seeks and develops programs and techniques that will minimize the potential for employs misconduct.</p> <p>Responsible for the utilization of PPD manpower as appropriate depending on current priorities to ensure effective use of human resources. Analyzes the efficiency and effectiveness of the manpower, ensures optimum utilization of manpower, material and financial resources.</p> <p>Oversees formulation and execution of the PPD budget and determines and budgetary cost of PPD services for inclusion in PFPA budget submission. Administers a police recruitment program to ensure availability of qualified applicants. Administers a safety program to ensure the safety of PPD officers and the public and to minimize unnecessary expenditure of funds and to increase PPD efficiency.</p> <p>Ensures that all law enforcement employees receive basic and annual in-service training and medical and physical fitness examination.</p> <p>Ensures through an active internal management control program the effective, efficient, and proper use of PPD resources and activities.</p> <p>Performs other duties as assigned.</p>	
<p>Factor Levels:</p>	
<p>Factor 1 - Programs Scope and Effect FL 1-4, 775 points</p>	
<p>The incumbent directs the work of the PPD providing management of the law enforcement and force protection provided to the Pentagon and other DoD occupied buildings in the NCR under the responsibility of PFPA. The incumbent serves as a senior law enforcement official in the PPD and is responsible for development of plans and procedures designed to safeguard DoD employees and property against criminal activity, civil disorder, terrorism and other threats. The incumbent represents DoD in meetings and confrontations with demonstrators. The incumbent also manages the administrative, logistical, training and standardization programs of the PPD and exercise control to ensure that the use of government resources are in accordance with all statutory, regulatory, and other guidance.</p>	
<p>Factor 2 - Organizational Settings FL 2-2, 250 points</p>	
<p>The incumbent reports to the Chief of Police who is one level below the SES level.</p>	
<p>Factor 3 - Supervisory and Managerial Authority Exercised FL3-4a, 900 points</p>	
<p>The incumbent exercises delegated managerial authority to oversee the overall planning, direction, and timely execution of the management of law enforcement and force protection provided to the Pentagon and other DoD occupied buildings in the NCR under the responsibility of PFPA. The incumbent approves multiyear and long-range work plans developed by the supervisors or managers of subordinate organizational units and subsequently manager overall work to enhance achievement of the goals and objectives. The incumbent determines long-term training objectives for the department in order to meet the emergency responses and law enforcement requirements provided to the Pentagon and other DoD occupied buildings in the NCR under the responsibility of PFPA.</p>	
<p>Page 4 of 6</p>	

POSITION DESCRIPTION *(Continuation)*

Agency Position No.

K054A

Factor 4 - Personal Contacts**Sub-factor 4A - Nature of Contacts** FL 4A-3, 75 points

The incumbent maintains senior-level contacts with persons within and outside of DoD associated with the DoD law enforcement and force protection activities including PFPA directors, division chiefs, branch chiefs and project officers within the PFPA and DoD, U.S. Secret Service, local and Federal law enforcement officials, U.S. Attorney and local prosecutor offices. Contacts usually take place in formal meetings and conference scheduled at the request of one the participants.

Sub-factor 4B - Purpose of Contacts FL 4B-4, 125 points

The purpose of the contacts is to influence, motivate, or provide expert guidance and advice on PFPA and DoD law enforcement and force protection activities. Serves as the Deputy Chief of Police in the Pentagon Police Department and is responsible for development of plans and procedures designed to safeguard DoD employees and property against criminal activity, civil disorder, terrorism, and other threats. Represents DoD in meetings and confrontation with demonstrators. Persons contacted are sufficiently fearful, skeptical, or uncooperative so that highly obtained the desired results. Provides assistance to the U.S. Secret during visits by the President/Vice President and other protective officials.

Factor 5 - Difficulty of Typical Work Directed FL 5-5, 650 points

GS-09 best characterizes the nature of the primary non-supervisory work performed by the directorate.

Factor 6 - Other Conditions FL 6-5a, 1225 points

Supervision and oversight at this level requires significant and extensive coordination and integration of a number of important projects or programs segments of professional, scientific, technical, managerial, or administrative work comparable in difficulty to the GS-12 level. Supervision at this level involves major recommendations which have a direct substantial effect on the organization and projects managed. Manages through subordinate supervisions a workload comparable to the GS-12 level.

Total Points = 4000

Range = 3600 - 4050

Grade = AD-14

Other Conditions:

- The employee must be able to obtain and maintain a TS/SC" security clearance.
- The employee must possess and maintain a valid state driver's license from the jurisdiction where he or she resides.
- This position is designated as Drug Testing Required. The employee is subject to random urinalysis testing in accordance with guidelines.
- The employee must meet requirements of "Lautenberg Agreement" which outline rules regarding carrying of firearms.
- The employee must qualify bi-annually with assigned weapon(s).
- Employees assigned to this position are designated as EMERGENCY EMPLOYEES. Emergency employees are expected to report for, or remain at, work in dismissal or closure situations due to adverse weather conditions, natural disasters, or other emergency situations (e.g., building closure due to power outage) causing disruptions of government operations, unless otherwise directed by their supervisor.
- This position is subject to recall 24/7 and the employee is required to work shifts; days off vary.
- The employee must be in a constant state of physical readiness and must be capable of demonstrating maximum physical exertion without warning. Any hesitancy, reluctance, or inability to fully engage in a critical situation that requires full-unrestricted physical capabilities could have tragic, if not fatal, consequences.

POSITION DESCRIPTION <i>(Continuation)</i>	Agency Position No. K054A
<ul style="list-style-type: none"> • This position requires the employee to take and pass annual medical and physical fitness examinations; to carry and qualify with PFPA designated weapons twice a year on a test; to wear personal protective equipment, i.e., ballistic vest, etc.; and to pass all designated PFPA certification programs. This includes being trained and then qualifying in how to deal with an “active shooter”. He or she must have the capacity to perform the essential functions of the position without risk to themselves or others. • The following medical requirements apply to all employees: good near and distant vision, ability to distinguish basic colors, emotional and mental stability, and the ability to hear the conversational voice. In addition, the position requires common physical characteristics and abilities in agility, dexterity, and strength to endure regular and recurring physical exertion such as long periods of standing, walking, driving, bending, stooping, carrying, or dragging unconscious victims up or down multiple flights of stairs, moving heavy or unwieldy objects over 50 pounds, running, climbing, crouching, crawling and kneeling during pursuit possibly in restricted, dark and hot or cold spaces, or defending oneself or others against physical attacks, possible exposure to explosives, chemicals, or other weapons of mass destruction. • As a police officer representing PFPA, it is essential that the employee present a professional and competent image, with a clean, neatly pressed uniform or attire. Safety and effective performance requires a well-groomed and tidy appearance, proper decorum and appropriate responses. • Retention in this position is contingent upon the successful completion and passing of all agency-trained requirements. 	

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

1. Agency Position No.

K056A

2. Reason for Submission

☐ Redescription
☐ Reestablishment☒ New
☐ Other

3. Service

☒ Hdqtrs ☐ Field

4. Employing Office Location

Arlington

VA

5. Duty Station

Pentagon

VA

6. OPM Certification No.

Explanation *(Show any positions replaced)*

7. Fair Labor Standards Act

☒ Exempt ☐ Nonexempt

8. Financial Statements Required

☐ Executive Personnel
Financial Disclosure☐ Employment and
Financial Interest

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☒ Competitive
☐ Excepted *(Specify in Remarks)*
☐ SES (Gen.) ☐ SES (CR)

11. Position Is

☒ Supervisory
☐ Managerial
☐ Neither

12. Sensitivity

☐ 1-Non-Sensitive
☐ 2-Noncritical
Sensitive
☒ 3-Critical
☐ 4-Special
Sensitive

13. Competitive Level Code

0004

14. Agency Use

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel
Managementb. Department,
Agency or
Establishment

Supv Police Officer

AD

0083

11

(b)(6)

3/25/11

c. Second Level
Reviewd. First Level
Reviewe. Recommended by
Supervisor or
Initiating Office16. Organizational Title of Position *(if different from official title)*

Lieutenant

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

18. Department, Agency, or Establishment

Pentagon Force Protection Agency

c. Third Subdivision

a. First Subdivision

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

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

Signature of Employee *(optional)*

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

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

Signature (b)(6)

Date

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

(b)(6)

HR Specialist (Classification)

Signature (b)(6)

Date

3/25/11

22. Position Classification Standards Used in Classifying/Grading Position

GEG for Police and Security Guard Positions in Series, GS-0083/ GS-0085, TS-87 April 1988; GSSG, HRCD-5, June 1998, April 1998.

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

24. Remarks

FPL = AD-11

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

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OF 8 (Rev. 1-85)
U.S. Office of Personnel Management
FPM Chapter 295

Add Page

Instructions for Completing Optional Form 8

POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

- *1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.
- *2. Check one.
 - "Redescription" means the duties and/or responsibilities of an existing position are being changed.
 - "New" means the position has not previously existed.
 - "Reestablishment" means the position previously existed, but had been cancelled.
 - "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
 - The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.
3. Check one.
- *4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
- *5. Enter geographical location if different from that of #4.
6. To be completed by OPM when certifying positions. (See Item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
- *7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.
8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.
9. Check one to show whether identical additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.
11. Check one.
 - A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
 - A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.

13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.
14. Agencies may use this block for any additional coding requirement.
- *15. Enter classification/job grading action.
 - For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
 - For "Pay Plan code," see FPM Supplement 292-1, "Personnel Data Standards," Book III.
 - For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.
16. Enter the organizational, functional, or working title if it differs from the official title.
17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."
- *18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.
19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.
- *20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.
- *21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.
22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."
23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.
24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.
- *25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

POSITION DESCRIPTION (Continuation)			Agency Position No.
			K056A
FLSA: Law Enforcement Exemption	BUS Code: 8888	FPL: AD-11	Drug Testing Designated Position: Yes
National Security Professional: No	Emergency Essential/Key: Yes	Information Assurance Position: No	
Language Identifier: None			
Pentagon Force Protection Agency Supervisory Police Officer AD-0083-11			
Introduction			
<p>The mission of the Pentagon Force Protection Agency (PFPA) is to provide force protection, security, and law enforcement, as required for the people, facilities, infrastructure and other resources at the Pentagon Reservation and for Department of Defense (DoD) activities and DoD-leased facilities not under the jurisdiction of a Military Department within the National Capital Region (NCR) (hereinafter referred to as "the Pentagon Facilities"). This includes addressing the full spectrum of threats to the Pentagon Facilities by utilizing a balanced strategy of prevention, preparedness, detection, response, crisis management, and consequence management. The PFPA is the DoD focal point for coordination with other DoD Components, other Executive Departments and Federal Agencies, State and local authorities on matters involving force protection, security, and law enforcement activities that impact the Pentagon Facilities.</p> <p>This position is located in the PFPA. As a Police Officer, the primary responsibilities are for force protection, security, and law enforcement in the NCR for the people, facilities, infrastructure, and other resources at the Pentagon Reservation and for DoD activities and DoD occupied facilities not under the jurisdiction of a Military Department.</p>			
Supervisory Duties			
<p>The employee of this position serves at the rank of Lieutenant with the overall responsibility for the command and control for all law enforcement patrol operations in the area of responsibility. Responsible for the operational status of all police officers assigned. Additionally, performs duties as a supervisory federal police officer performing law enforcement duties in an area of exclusive federal jurisdiction. Primary responsibility of the position is to ensure compliance with and enforce a full range of federal, state, and local laws, ordinances, rules and regulations as they pertain to law enforcement work and the supervision of others engaged in such duties. As a second line supervisor, the employee plays a vital role in planning and coordinating work assignments through subordinate supervisory police officers, and is responsible for planning and coordinating actions, and resolving issues with units and organizations.</p> <p>Plans work assignments and schedules personnel to assure successful accomplishment of assigned missions and responsibilities. The employee plans, schedules, and assigns work to be carried out by subordinates. Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees. Evaluates work performance of subordinates. Provides advice, counsel, or instruction to employees on work and administrative matters. The employee reviews work and assures all tasks are performed timely and accurately in accordance with laws and regulations. Adjusts staffing levels or work procedures to accommodate changes in resources. Improves work methods and procedures used in conducting operations. Effects disciplinary measures, such as warnings, reprimands, or other more stringent action in more serious cases. Identifies developmental and training needs of employees, providing or arranging for needed development and training. Initiates requests for filling vacancies or hiring additional personnel; selects or participates in the selection of new employees. Hears and resolves minor complaints from employees, referring more serious unresolved complaints to a higher-level supervisor or manager.</p> <p>The employee is responsible for the protection of the lives and property of the community and all visitors within his/her area, and the satisfactory performance and general supervision of officers/employees depending on shift assignment and special situations.</p> <p>The employee must keep accurately informed of all gatherings and events occurring or with the potential to occur within his/her area and coordinate with their immediate supervisor, the Captain, the steps necessary to insure the safety and security of lives and property within.</p> <p>The employee must maintain a continuous evaluation of all operational and administrative matters under his/her command. Based on these evaluations, he/she coordinates with the Captain to establish priorities based on frequently changing law enforcement and security conditions.</p>			
Page 3 of 6			

POSITION DESCRIPTION *(Continuation)*

Agency Position No.

K056A

Other Duties and Responsibilities

The employee is responsible for protecting life and property, preventing, detecting, and investigating criminal acts, and enforcing traffic regulations throughout a large complex of the Pentagon Reservation, DoD leased buildings, parks, and National Memorials in the NCR.

The employee performs special details and specific assignments; assists fellow officers and other agencies; responds to the needs of the general public by performing investigations, problem solving, following up on leads, obtaining evidence and deterring criminal activity within DoD facilities; compiling reports, preparing cases for trial and appearing in court; and maintaining records for proper documentation.

The employee patrols a designated area to preserve law and order; investigates complaints, disturbances, accidents, and reported criminal activities; testifies in court. These duties involve foot patrols responding to calls or alarms, informing individuals of their rights, questioning victims and witnesses, and providing first aid and other assistance to victims of assaults or accidents. Other duties include obtaining statements, recording observations, pursuing and apprehending fleeing persons, subduing people causing disturbances, directing traffic, securing crime scenes, coordinating with other law enforcement agencies, reporting fires and other safety hazards, assisting persons in emergencies, giving out crime prevention information/advice and preparing reports.

Ensures the protection of life, property, and civil rights of individuals. Has full authority to carry firearms and make arrests in order to oversee the enforcement, protection, and investigation of a wide range of federal laws. Performs initial investigations of all criminal activity. Responds to emergency and routine calls which may involve dangerous personnel or personnel who have committed felonies.

Checks badges and identification cards of incoming personnel. Performs searches of individuals and hand carried items for weapons, narcotics, explosives, and other illegal contraband.

Controls crowds for various events, including many National Security Special Events, Presidential Inaugurations, annual marathons, protests (which may require mass arrests), and ceremonies at the 9/11 Memorial.

Conducts preliminary investigations of surveillance and suspicious persons on and around the Pentagon Reservation. Employs methods to counter terrorism activities including, surveillance detection, monitoring CCTV, and conducting risk assessments of buildings and entrances.

Ensures the security and protection of U.S. Government officials on the Pentagon Reservation, including the President, Vice President, Cabinet level Secretaries, senior leaders of the Joint Chiefs of Staff, and Under Secretaries of Defense. The employee ensures the security and protection of foreign diplomats, including heads of state, Ministers of Defense, Chiefs of Defense, and other high-ranking foreign diplomats.

Escorts high-risk personnel around the NCR to provide protection from threats. Coordinates and reviews threat reports for personnel visiting the Pentagon. Creates security plans and contingencies for high-risk personnel traveling in the United States and abroad. The employee is responsible for arranging and executing transportation for high-risk personnel and senior executives of the DoD. Coordinates security and protection for arrival and departure areas of high-risk personnel often on short notice. Maintains working relationships with U.S. Secret Service, U.S. Capitol Police, and other surrounding law enforcement agencies to ensure efficient and timely transportation and arrival of high-risk personnel to locations in the NCR. Operates official government vehicles, including sedans, sport utility vehicles, and vans in various weather conditions. Reviews and plans transportation routes before departure to ensure safe and timely transportation of DoD officials. Interacts, plans, and communicates with staff members of senior DoD officials to schedule transportation plans and schedules. Able to adjust to and accommodate changes in transportation, scheduling, and arrival locations with short notice.

Provides year round emergency response to the Secretary of Defense's residence. Acts as a member of a tactical emergency response team responsible for responding to the aid of senior DoD officials around the NCR.

Assists members of the Pentagon Police Special Operations Division with canine sweeps, conducting random anti-terrorism measures, protecting high-risk personnel. First responders to the SECDEF, DEPSEC, Service Secretaries, and Joint Staff office suites in case of emergency.

Performs other duties as assigned.

POSITION DESCRIPTION *(Continuation)*

Agency Position No.

K056A

Supervisory Factor Levels

Factor 1 – Program Scope and Effect FL 1-2, 350 points

The employee technically and administratively supervises, through subordinate supervisors, police officers performing all aspects of law enforcement/protective duties. The work directed affects the physical security of people and resources at the Pentagon and within the NCR. This employee is responsible for the overall operations of law enforcement and crime prevention, traffic control, patrols, investigations, and related work within the serviced area. This involves the coordination of persons in mobile units, at on-site investigations, and at various posts. The work being performed by those directed involves law enforcement and protection, traffic control, patrol activities, and investigations. The work also involves coordination of emergency response to accidents and incidents, which usually involve other emergency response personnel, such as fire, safety, and other emergency units.

Factor 2 – Organizational Setting FL 2-1, 100 points

This position reports through the assigned supervisor. These positions are two or more levels below the first SES, flag or general officer or equivalent or higher level position in the chain of command.

Factor 3 – Supervisory and Managerial Authority Exercised FL 3-3b, 775 points

The employee plans and schedules work on a weekly and/or monthly and sometimes longer basis and assigns and reviews the overall operation; sets and/or recommends adjustments to priorities; distributes/balances workload/assignments of units; reviews readiness (fitness for duty, uniform appearance, proper equipment) of subordinate supervisors and other officers and provides instructions as appropriate; ensures overall compliance with policy, schedules, procedures and special instructions; approves leave; develops performance standards or ensures equity of standards as well as application of rating criteria by subordinate supervisors; arranges for developmental activities; evaluates work performance and assigns rating of subordinate supervisors; reviews performance ratings done by subordinate supervisors; reports performance, progress and training needs of subordinate supervisors to supervisor; interviews candidates and recommends promotion, reassignment, or other placement action; provides advice and counsel; resolves employee/subordinate supervisor complaints; and takes disciplinary action. Responsible for improving the efficiency and effectiveness of the services provided by the units directed. Recommends changes in staffing levels, priorities, and deadlines.

Factor 4 – Personal Contacts

Sub-factor 4A – Nature of Contacts FL 4A-1, 25 points

Primary contacts are with subordinate supervisors and officers, peers, and other law enforcement personnel within the organization as well as infrequent contacts with managers and staff within the Pentagon and the NCR.

Sub-factor 4B – Purpose of Contacts FL 4B-2, 75 points

Contacts are primarily to exchange information, monitor response, and provide for assistance and resolve any conflicts with subordinates (including supervisors) and other staff within the organization in order to provide a coordinative effort for response to incidents and accidents (to include the investigation of) and to provide for the enforcement of laws and prevention of crime within the area/shift assigned as well as to perform personnel management functions as second-line supervisor. Contacts are typically by phone or in person.

Factor 5 – Difficulty of Typical Work Directed FL 5-4, 505 points

The highest grade which best characterizes the nature of the basic non-supervisory work of the organization, and which constitutes 25% or more of the workload of the organization, is AD-07.

Factor 6 – Other Conditions FL 6-2, 575 points

The work supervised consists of coordination and integration of personnel necessary for the enforcement of Federal and state laws, regulations, and guidelines. The work supervised involves work comparable in difficulty to the AD-07 level. The supervisor oversees a workforce that requires coordination with the various sections to ensure all law enforcement and security operations and functions are performed correctly and professionally.

POSITION DESCRIPTION *(Continuation)***Agency Position No.**

K056A

Special Situations:

Supervisory work performed is further complicated by the following conditions:

- Shift Operations centers on a 24/7 work operation
- Variety of work functions consisting of both technical and administrative
- Constantly changing deadlines, encompassing abrupt and unexpected changes in the work
- Safety conditions due to the need to make provisions for significant unsafe and/or hazardous conditions

Total Points = 2405

Range = 2355 – 2750

Grade = AD-11

Other Conditions for Police Officer:

- The employee must be able to obtain and maintain a “Top Secret” security clearance.
- The employee must possess and maintain a valid state driver’s license from the jurisdiction where he or she resides.
- This position is designated as Drug Testing Required. The employee is subject to random urinalysis testing in accordance with guidelines.
- The employee must meet requirements of “Lautenberg Agreement” which outline rules regarding carrying of firearms.
- The employee must qualify bi-annually with assigned weapon(s).
- This position has been designated as EMERGENCY ESSENTIAL. The employee must be able to continue to perform the duties of this position in the event of a crisis until relieved by proper authority.
- This position is subject to recall 24/7 and the employee is required to work shifts; days off vary.
- The employee must be in a constant state of physical readiness and must be capable of demonstrating maximum physical exertion without warning. Any hesitancy, reluctance, or inability to fully engage in a critical situation that requires full-unrestricted physical capabilities could have tragic, if not fatal, consequences.
- This position requires the employee to take and pass annual medical and physical fitness examinations; to carry and qualify with PFPA designated weapons twice a year on a test; to wear personal protective equipment, i.e., ballistic vest, etc.; and to pass all designated PFPA certification programs. This includes being trained and then qualifying in how to deal with an “active shooter”. He or she must have the capacity to perform the essential functions of the position without risk to themselves or others.
- The following medical requirements apply to all employees: good near and distant vision, ability to distinguish basic colors, emotional and mental stability, and the ability to hear the conversational voice. In addition, the position requires common physical characteristics and abilities in agility, dexterity, and strength to endure regular and recurring physical exertion such as long periods of standing, walking, driving, bending, stooping, carrying, or dragging unconscious victims up or down multiple flights of stairs, moving heavy or unwieldy objects over 50 pounds, running, climbing, crouching, crawling and kneeling during pursuit possibly in restricted, dark and hot or cold spaces, or defending oneself or others against physical attacks, possible exposure to explosives, chemicals, or other weapons of mass destruction.
- As a police officer representing PFPA, it is essential that the employee present a professional and competent image, with a clean, neatly pressed uniform or attire. Safety and effective performance requires a well-groomed and tidy appearance, proper decorum and appropriate responses.
- Retention in this position is contingent upon the successful completion and passing of all agency-trained requirements.
- This position is authorized for the Domicile-to-Duty Transportation Program. Domicile-to-duty mileage is limited to operators living within 50 driving miles, one way, of their duty location. (sjm 09/20/2013)

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)					3. Service <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field					4. Employing Office Location Arlington VA					5. Duty Station Pentagon VA					1. Agency Position No. K057A																			
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt					8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest					9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					6. OPM Certification No.																								
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)					11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither					12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input checked="" type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive					13. Competitive Level Code 0001																								
15. Classified/Graded by					Official Title of Position					Pay Plan					Occupational Code					Grade					Initials					Date									
a. Office of Personnel Management																																							
b. Department, Agency or Establishment					Supv Police Officer					AD					0083					09					(b)(6)					3/25/11									
c. Second Level Review																																							
d. First Level Review																																							
e. Recommended by Supervisor or Initiating Office																																							
16. Organizational Title of Position (If different from official title)										17. Name of Employee (If vacant, specify)																													
18. Department, Agency, or Establishment Pentagon Force Protection Agency										c. Third Subdivision																													
a. First Subdivision										d. Fourth Subdivision																													
b. Second Subdivision										e. Fifth Subdivision																													
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.										Signature of Employee (optional)																													
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that										this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																													
a. Typed Name and Title of Immediate Supervisor (b)(6)										b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																													
Signature (b)(6)										Date										Signature										Date									
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.										22. Position Classification Standards Used in Classifying/Grading Position GEG for Police and Security Guard Positions in Series, GS-0083/ GS-0085, TS-87 April 1988; GSSG, HRCD-5, June 1998, April 1998.																													
Typed Name and Title of Official Taking Action (b)(6) HR Specialist (Classification)										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.																													
Signature (b)(6)										Date 3/25/11																													
23. Position Review					Initials					Date					Initials					Date					Initials					Date									
a. Employee (optional)																																							
b. Supervisor																																							
c. Classifier																																							
24. Remarks FPL = AD-09																																							
25. Description of Major Duties and Responsibilities (See Attached)																																							

Instructions for Completing Optional Form 8 POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

*1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.

*2. Check one.

- "Redescription" means the duties and/or responsibilities of an existing position are being changed.
- "New" means the position has not previously existed.
- "Reestablishment" means the position previously existed, but had been cancelled.
- "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
- The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.

3. Check one.

*4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).

*5. Enter geographical location if different from that of #4.

6. To be completed by OPM when certifying positions. (See Item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).

*7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.

8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.

9. Check one to show whether identical Additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.

10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.

11. Check one.

- A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
- A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.

12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.

13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.

14. Agencies may use this block for any additional coding requirement.

*15. Enter classification/job grading action.

- For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
- For "Pay Plan code," see FPM Supplement 292-1, "Personnel Data Standards," Book III.
- For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.

16. Enter the organizational, functional, or working title if it differs from the official title.

17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."

*18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.

19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.

*20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.

*21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.

22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."

23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.

24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.

*25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

POSITION DESCRIPTION (Continuation)	Agency Position No. K057A
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FLSA: Law Enforcement Exemption BUS Code: 8888 FPL: AD-09 Drug Testing Designated Position: Yes
 National Security Professional: No Emergency Essential/Key: Yes No (b)(7)(F) 10/07/2013 Information Assurance Position: No

Language Identifier: None

Pentagon Force Protection Agency
 Supervisory Police Officer
 AD-0083-09

Introduction

The mission of the Pentagon Force Protection Agency (PFPA) is to provide force protection, security, and law enforcement, as required for the people, facilities, infrastructure and other resources at the Pentagon Reservation and for Department of Defense (DoD) activities and DoD-leased facilities not under the jurisdiction of a Military Department within the National Capital Region (NCR) (hereinafter referred to as "the Pentagon Facilities"). This includes addressing the full spectrum of threats to the Pentagon Facilities by utilizing a balanced strategy of prevention, preparedness, detection, response, crisis management, and consequence management. The PFPA is the DoD focal point for coordination with other DoD Components, other Executive Departments and Federal Agencies, State and local authorities on matters involving force protection, security, law enforcement activities that impact the Pentagon Facilities.

The position is located in the PFPA. As a Police Officer, the primary responsibilities are for force protection, security, and law enforcement in the NCR for the people, facilities, infrastructure, and other resources at the Pentagon Reservation and for DoD activities and DoD occupied facilities not under the jurisdiction of a Military Department.

The incumbent of this position serves at the rank of Sergeant. The incumbent has direct responsibility for the implementation of operational and administrative functions associated with law enforcement and security services necessary to accomplish the PFPA mission. As a vital link within the management team, the Sergeant is primarily concerned with directing subordinates in the accomplishment of the achievement of the police security mission. The incumbent directs the implementation of the work by providing interpretation and guidance to subordinates. The Sergeant is permitted limited latitude or the exercise of independent judgment within the framework of department policies. Supervision is exercised over police officers and non-uniformed personnel.

Major Duties and Responsibilities

The employee is responsible for protecting life and property, preventing, detecting and investigating criminal acts, and enforcing traffic regulations throughout a large complex of the Pentagon Reservation, DoD leased buildings, parks, and national memorials in the NCR.

The employee performs special details and specific assignments; assists fellow officers and other agencies; responds to the needs of the general public by performing investigations, problem solving, following up on leads, obtaining evidence and deterring criminal activity within DoD facilities; compiling reports, preparing cases for trial and appearing in court; and maintaining records for proper documentation.

The employee patrols a designated area to preserve law and order; investigates complaints, disturbances, accidents, and reported criminal activities; testifies in court. These duties involve foot patrols responding to calls or alarms, informing individuals of their rights, questioning victims and witnesses, and providing first aid and other assistance to victims of assaults or accidents. Other duties include obtaining statements, recording observations, pursuing and apprehending fleeing persons, subduing people causing disturbances, directing traffic, securing crime scenes, coordinating with other law enforcement agencies, reporting fires and other safety hazards, assisting persons in emergencies, giving out crime prevention information/advice and preparing reports.

Ensures the protection of life, property, and civil rights of individuals. Has full authority to carry firearms and make arrests in order to oversee the enforcement, protection, and investigation of a wide range of federal laws. Performs initial investigations of all criminal activity. Responds to emergency and routine calls which may involve dangerous personnel or personnel who have committed felonies.

Checks badges and identification cards of incoming personnel. Performs searches of individuals and hand carried items for weapons, narcotics, explosives, and other illegal contraband.

POSITION DESCRIPTION *(Continuation)***Agency Position No.**K057A

Controls crowds for various events, including many National Security Special Events, Presidential Inaugurations, annual marathons, protests (which may require mass arrests), and ceremonies at the 9/11 Memorial.

Conducts preliminary investigations of surveillance and suspicious persons on and around the Pentagon Reservation. Employs methods to counter terrorism activities including, surveillance detection, monitoring CCTV, and conducting risk assessments of buildings and entrances.

Ensures the security and protection of U.S. Government officials on the Pentagon Reservation, including the President, Vice President, Cabinet level Secretaries, senior leaders of the Joint Chiefs of Staff, and Under Secretaries of Defense. The employee ensures the security and protection of foreign diplomats, including heads of state, Ministers of Defense, Chiefs of Defense, and other high-ranking foreign diplomats.

Escorts high-risk personnel around the NCR to provide protection from threats. Coordinates and reviews threat reports for personnel visiting the Pentagon. Creates security plans and contingencies for high-risk personnel traveling in the United States and abroad. The employee is responsible for arranging and executing transportation for high-risk personnel and senior executives of the DoD. Coordinates security and protection for arrival and departure areas of high-risk personnel often on short notice. Maintains working relationships with U.S. Secret Service, U.S. Capitol Police, and other surrounding law enforcement agencies to ensure efficient and timely transportation and arrival of high-risk personnel to locations in the NCR. Operates official government vehicles, including sedans, sport utility vehicles, and vans in various weather conditions.

Reviews and plans transportation routes before departure to ensure safe and timely transportation of DoD officials. Interacts, plans, and communicates with staff members of senior DoD officials to schedule transportation plans and schedules. Able to adjust to and accommodate changes in transportation, scheduling, and arrival locations with short notice.

Provides year round emergency response to the Secretary of Defense's residence. Act as a member of a tactical emergency response team responsible for responding to the aid of senior DoDe officials around the NCR.

Assists members of the Pentagon Police Special Operations Division with canine sweeps, conducting random anti-terrorism measures, protecting high-risk personnel. First responders to the SECDEF, DEPSEC, Service Secretaries, and Joint Staff office suites in case of emergency.

Serves as Supervisory Police Officer responsible for planning, administering, and supervising law enforcement operations which includes security operations in the Pentagon and various NCR locations. The incumbent plans for current and long-range operations based on workload trends, policies, and projected requirements of the detachment to assure law enforcement and security operations are performed in accordance with regulatory procedures and meet security and law enforcement requirements. Advises immediate supervisors of security requirements and justifies changes to security plans and programs, staffing levels and priorities to meet requirements.

In addition to the duties required of every other police officer, the incumbent implements the necessary administrative responsibilities of the first line supervisor to include planning work and schedules; assigning work based on priorities and employee skills; establishing performance standards and evaluating performance; providing advice, counsel, and instruction on work and administrative matters; hearing and resolving employee complaints and referring more serious unresolved complaints to a higher level supervisor; effecting minor disciplinary actions and recommending action in more serious cases; and identifying developmental and training opportunities.

The incumbent is responsible for the satisfactory performance and general supervision of approximately 20 officers/employees depending on shift assignment and special situations.

The incumbent must keep himself/herself accurately informed of all gatherings and events occurring or with the potential to occur within his area and shall coordinate with his/her immediate supervisor, the Captain, such steps as may be necessary to insure the safety and security of lives and property within.

The incumbent must maintain a continuous evaluation of all operational and administrative matters under his command. Based on these evaluations, he/she must coordinate with the Captain to establish priorities based on frequently changing law enforcement and security conditions.

The incumbent conducts daily line inspections of subordinates to insure compliance with all directives. He/She involves himself/herself daily to direct the effective deployment of personnel, delivery of services, assessment of training, request for supplies, and the

POSITION DESCRIPTION <i>(Continuation)</i>	Agency Position No. K057A
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timely reporting of required and necessary information.

The incumbent must develop and maintain a broad and general knowledge of PFFA goals, policies, programs, and objectives in order to effectively administer his/her position.

As the first line supervisor, the sergeant plays an intimate role in the disciplinary process through the investigation of initial inquiries and making recommendations for disposition of issues.

The incumbent develops and maintains a general administrative knowledge of the requirements for contract guard performance and conduct.

The incumbent is responsible for coordinating the storage of evidence and the releasing of evidence that may be needed in the criminal process.

The incumbent must be thoroughly familiar with the Freedom of Information Act with regards to releasing and processing requests for copies of Offense/Incident reports.

Performs other duties as assigned.

Supervisory Factor Levels

Factor 1 – Program Scope and Effect FL 1-2, 350 points

Directs the work of law enforcement and security personnel who are engaged in law enforcement programs, operations, and functions at the Pentagon and at various NCR locations. The work affects the level of physical security of individuals in the Pentagon and at various NCR locations, as well as protection of the personnel property and resources.

Factor 2 – Organizational Setting FL 2-1, 100 points

This position reports through the assigned supervisor. These positions are two or more levels below the Director position in the chain of command.

Factor 3 – Supervisory and Managerial Authority Exercised FL 3-2c, 450 points

Plans, schedules, and assigns work on a daily basis to be carried out by subordinates; sets and adjusts short-term priorities; prepares schedules for completion of work; reviews works; assures law enforcement tasks are performed timely and accurately; approves leave; recommends performance standards and ratings and evaluates work performance; adjusts staffing levels or work procedures to accommodate changes in resource allocations; justifies the purchase of new equipment; improves work methods and procedures used in conducting law enforcement operations; oversees the development of operating instructions for special events, and personal protection plans for visiting high ranking military and civilian dignitaries; gives advice, counsel, or instructions to personnel on both work and administrative matters; hears and resolves complaints from personnel, referring more serious unresolved complaints to a higher level supervisor or manager; effects disciplinary measures such as warnings and reprimands; and identifies training needs of personnel, providing or arranging for needed development and training.

Factor 4 – Personal Contacts

Sub-factor 4A – Nature of Contacts FL 4A-2, 50 points

Has frequent formal and informal contact with the highest level Pentagon officials including the Secretary of Defense, Chairman of the Joint Chief of Staff, various other federal, state, military, and local public officials, high-level military civilian officials, the general public and all levels of employees on the Pentagon and NCR locations on law enforcement and security matters; judges and district attorneys, and members of the general public who may be seeking information and advice on matters or mutual concern in the law enforcement program.

Sub-factor 4B – Purpose of Contacts FL 4B-2, 75 points

The purpose of the contacts is to coordinate the work of the department, explain and resolve the conduct of work operations, and to establish and maintain effective working relationships within the serviced areas and with the general public.

POSITION DESCRIPTION *(Continuation)*

Agency Position No.

K057A

Sub-factor 4B – Purpose of Contacts FL 4B-2, 75 points

The purpose of the contacts is to coordinate the work of the department, explain and resolve the conduct of work operations, and to establish and maintain effective working relationships within the serviced areas and with the general public.

Factor 5 – Difficulty of Typical Work Directed FL 5-3, 340 points

The classification which best characterizes the nature of the mission oriented non-supervisory work performed is Police Officer, AD-06. Serves as supervisor of police programs which consists of a staff of approximately 20 or more personnel ranging from AD-05 to AD-07. The base level work is representative of the AD-06 level.

Factor 6 – Other Conditions FL 6-2, 575 points

The work supervised consists of coordination and integration of personnel necessary for the enforcement of federal and state laws, regulations, and guidelines. The work supervised involves work comparable in difficulty to the AD-07 level. The supervisor oversees a workforce that requires coordination with the various sections to ensure all law enforcement and security operations and functions are performed correctly and professionally.

Special Situations

Supervisory work performed is further complicated by the following conditions:

- Shift operations centers on a 24/7 work operation
- Variety of work functions – consisting of both technical and administrative
- Constantly changing deadlines, encompassing abrupt and unexpected changes in the work
- Safety conditions due to the need to make provisions for significant unsafe and/or hazardous conditions

Total Points = 1940

Range = 1855 – 2100

Grade = AD-09

Other Conditions for Police Officer:

- The employee must be able to obtain and maintain a “Top Secret” security clearance.
- The employee must possess and maintain a valid state driver’s license from the jurisdiction where he or she resides.
- This position is designated as Drug Testing Required. The employee is subject to random urinalysis testing in accordance with guidelines.
- The employee must meet requirements of “Lautenberg Agreement” which outline rules regarding carrying of firearms.
- The employee must qualify bi-annually with assigned weapon(s).

~~This position has been designated as EMERGENCY ESSENTIAL. The employee must be able to continue to perform the duties of this position in the event of a crisis until relieved by proper authority.~~ (b) (6) 10/07/2013

- This position is subject to recall 24/7 and the employee is required to work shifts; days off vary.
- The employee must be in a constant state of physical readiness and must be capable of demonstrating maximum physical exertion without warning. Any hesitancy, reluctance, or inability to fully engage in a critical situation that requires full-unrestricted physical capabilities could have tragic, if not fatal, consequences.
- This position requires the employee to take and pass annual medical and physical fitness examinations; to carry and qualify with PFFA designated weapons twice a year on a test; to wear personal protective equipment, i.e., ballistic vest, etc.; and to pass all designated PFFA certification programs. This includes being trained and then qualifying in how to deal with an “active shooter”. He or she must have the capacity to perform the essential functions of the position without risk to themselves or others.
- The following medical requirements apply to all employees: good near and distant vision, ability to distinguish basic colors,

POSITION DESCRIPTION <i>(Continuation)</i>	Agency Position No. K057A
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emotional and mental stability, and the ability to hear the conversational voice. In addition, the position requires common physical characteristics and abilities in agility, dexterity, and strength to endure regular and recurring physical exertion such as long periods of standing, walking, driving, bending, stooping, carrying, or dragging unconscious victims up or down multiple flights of stairs, moving heavy or unwieldy objects over 50 pounds, running, climbing, crouching, crawling and kneeling during pursuit possibly in restricted, dark and hot or cold spaces, or defending oneself or others against physical attacks, possible exposure to explosives, chemicals, or other weapons of mass destruction.

- As a police officer representing PFFA, it is essential that the employee present a professional and competent image, with a clean, neatly pressed uniform or attire. Safety and effective performance requires a well-groomed and tidy appearance, proper decorum and appropriate responses.

- Retention in this position is contingent upon the successful completion and passing of all agency-trained requirements.

- This position is authorized for the Domicile-to-Duty Transportation Program. Domicile-to-duty mileage is limited to operators living within 50 driving miles, one way, of their duty location.

- This position is designated MISSION CRITICAL. Position is critical to continued agency operations and sustainment of essential functions. This position is necessary to maintain force protection and security of Pentagon Facilities, management of emergency incidents, and administration of the Agency.

(b) 10/07/2013)
(6)

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

K058A

2. Reason for Submission

☐ Redescription
☐ Reestablishment

☒ New
☐ Other

3. Service

☒ Hdqtrs ☐ Field

4. Employing Office Location

Arlington

VA

5. Duty Station

Pentagon

VA

6. OPM Certification No.

Explanation (Show any positions replaced)

7. Fair Labor Standards Act

☒ Exempt ☐ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☒ Competitive
☐ Excepted (Specify in Remarks)
☐ SES (Gen.) ☐ SES (CR)

11. Position Is

☒ Supervisory
☐ Managerial
☐ Neither

12. Sensitivity

☐ 1-Non-Sensitive ☒ 3-Critical
☐ 2-Noncritical Sensitive ☐ 4-Special Sensitive

13. Competitive Level Code

0001

14. Agency Use

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

b. Department, Agency or Establishment

Supv Police Officer

AD

0083

12

(b)(6)

3/25/11

c. Second Level Review

d. First Level Review

e. Recommended by Supervisor or Initiating Office

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

Captain

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Pentagon Force Protection Agency

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Signature (b)(6)

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

(b)(6)

HR Specialist (Classification)

Signature

(b)(6)

Date

3/25/11

22. Position Classification Standards Used in Classifying/Grading Position

GEG for Police and Security Guard Positions in Series, GS-0083/ GS-0085, TS-87 April 1988; GSSG, HRCD-5, June 1998, April 1998.

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

24. Remarks

FPL = AD-12

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

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OF 8 (Rev. 1-85)
U.S. Office of Personnel Management
FPM Chapter 295

Add Page

Instructions for Completing Optional Form 8

POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

- *1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.
- *2. Check one.
 - "Redescription" means the duties and/or responsibilities of an existing position are being changed.
 - "New" means the position has not previously existed.
 - "Reestablishment" means the position previously existed, but had been cancelled.
 - "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
 - The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.
3. Check one.
- *4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
- *5. Enter geographical location if different from that of #4.
6. To be completed by OPM when certifying positions. (See Item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
- *7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.
8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.
9. Check one to show whether identical additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.
11. Check one.
 - A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
 - A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.

13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.
14. Agencies may use this block for any additional coding requirement.
- *15. Enter classification/job grading action.
 - For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
 - For "Pay Plan code," see FPM Supplement 292-1, "Personnel Data Standards," Book III.
 - For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.
16. Enter the organizational, functional, or working title if it differs from the official title.
17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."
- *18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.
19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.
- *20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.
- *21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.
22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."
23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.
24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.
- *25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

POSITION DESCRIPTION (Continuation)			Agency Position No.
			K058A
FLSA: Law Enforcement Exemption	BUS Code: 8888	FPL: AD-12	Drug Testing Designated Position: Yes
National Security Professional: No	Emergency Essential/Key: Yes	Information Assurance Position: No	
Language Identifier: None			
Pentagon Force Protection Agency Supervisory Police Officer AD-0083-12			
Introduction			
<p>The mission of the Pentagon Force Protection Agency (PFPA) is to provide force protection, security, and law enforcement, as required for the people, facilities, infrastructure and other resources at the Pentagon Reservation and for Department of Defense (DoD) activities and DoD-leased facilities not under the jurisdiction of a Military Department within the National Capital Region (NCR) (hereinafter referred to as "the Pentagon Facilities"). This includes addressing the full spectrum of threats to the Pentagon Facilities by utilizing a balanced strategy of prevention, preparedness, detection, response, crisis management, and consequence management. The PFPA is the DoD focal point for coordination with other DoD Components, other Executive Departments and Federal Agencies, State and local authorities on matters involving force protection, security, and law enforcement activities that impact the Pentagon Facilities.</p> <p>This position is located in the PFPA. As a Police Officer, the primary responsibilities are for force protection, security, and law enforcement in the NCR for the people, facilities, infrastructure, and other resources at the Pentagon Reservation and for DoD activities and DoD occupied facilities not under the jurisdiction of a Military Department.</p>			
Supervisory Duties			
<p>The employee of this position serves at the rank of Captain. The employee has direct responsibility for the implementation of operational and administrative functions associated with law enforcement and security services necessary to accomplish the PFPA mission. The Captain is responsible for the day-to-day general supervision of all aspects of managing his/her assigned relief or command. The employee serves as a first and second level supervisor.</p> <p>Develops law enforcement programs and operating plans and is responsible for planning, supervising, and managing operations. Meets with staff personnel concerning problems within their sections. Provides guidance and assistance to staff members and their sections. Monitors and adjusts operations as necessary. Reviews and evaluates staff actions for adherence to organizational policy. Reviews and develops implementation plans for new or changed laws, policies, and regulations affecting assigned programs. Recommends solutions and coordinates implementation of major changes in procedures, staffing, funding, organization, and staffing. The employee assigns work through subordinate supervisors and is available to discuss problems and develop solutions.</p> <p>Plans for current and long-range operations based on workload trends and projected requirements. Develops methods and procedures affecting overall operations and tasks subordinate supervisors. Formulates long-range operating plans based on assigned mission and functions; and regulatory guidance, facilities, equipment, funding and staffing requirements necessary for mission accomplishment. Establishes objectives for various operating elements and assigns responsibilities to subordinates. Adjusts operating schedules, priorities, and policies as changes and circumstances warrant. Directs or conducts special studies involving problems identified by operating officials, recommends solutions, defends actions taken, and coordinates with operating officials and other agencies concerned. Conducts studies and develops recommendations on proposed new missions.</p> <p>Advises managers on law enforcement issues impacting them and develops mutually acceptable solutions to problems. Studies issues/problems identified by customers and/or by higher command. Initiates and follows through on special studies to include analysis of crime, terrorist threat and vulnerability assessments, as well as missions and functions, workload, organization, staffing, equipment, and relationships with other organizations and tactical units.</p> <p>Decides on project priorities to meet changing requirements; reassigning personnel and assuring efficient use of space, personnel, and equipment to meet workload and mission changes. Reviews, analyzes, and evaluates progress and effectiveness and takes action to effect improvements. Identifies problem areas and makes necessary changes in policies and procedures to correct deficiencies and to meet short and long-range objectives. Periodically inspects law enforcement patrols/activities on-site. As necessary, the employee will exercise apprehension authority, search and detain suspects, and take charge of emergency situations.</p>			
Page 3 of 6			

Add Page

Reset

POSITION DESCRIPTION <i>(Continuation)</i>	Agency Position No. K058A
<p>Conducts delegated civilian personnel management responsibilities. Initiates, recommends, and/or approves personnel actions involving key staff personnel. Interviews or oversees the interview process and selection of new employees. Approves leave. Prepares performance rating plans and evaluations for employees, counseling them as necessary. Plans for and initiates training. Reviews employee disciplinary cases and recommends action. Keeps employees informed of personnel policies and procedures.</p> <p>Other Duties and Responsibilities</p> <p>The employee is responsible for protecting life and property, preventing, detecting, and investigating criminal acts, and enforcing traffic regulations throughout a large complex of the Pentagon Reservation, DoD leased buildings, parks, and National Memorials in the NCR.</p> <p>The employee performs special details and specific assignments; assists fellow officers and other agencies; responds to the needs of the general public by performing investigations, problem solving, following up on leads, obtaining evidence and deterring criminal activity within DoD facilities; compiling reports, preparing cases for trial and appearing in court; and maintaining records for proper documentation.</p> <p>The employee patrols a designated area to preserve law and order; investigates complaints, disturbances, accidents, and reported criminal activities; testifies in court. These duties involve foot patrols responding to calls or alarms, informing individuals of their rights, questioning victims and witnesses, and providing first aid and other assistance to victims of assaults or accidents. Other duties include obtaining statements, recording observations, pursuing and apprehending fleeing persons, subduing people causing disturbances, directing traffic, securing crime scenes, coordinating with other law enforcement agencies, reporting fires and other safety hazards, assisting persons in emergencies, giving out crime prevention information/advice and preparing reports.</p> <p>Ensures the protection of life, property, and civil rights of individuals. Has full authority to carry firearms and make arrests in order to oversee the enforcement, protection, and investigation of a wide range of federal laws. Performs initial investigations of all criminal activity. Responds to emergency and routine calls which may involve dangerous personnel or personnel who have committed felonies.</p> <p>Checks badges and identification cards of incoming personnel. Performs searches of individuals and hand carried items for weapons, narcotics, explosives, and other illegal contraband.</p> <p>Controls crowds for various events, including many National Security Special Events, Presidential Inaugurations, annual marathons, protests (which may require mass arrests), and ceremonies at the 9/11 Memorial.</p> <p>Conducts preliminary investigations of surveillance and suspicious persons on and around the Pentagon Reservation. Employs methods to counter terrorism activities including, surveillance detection, monitoring CCTV, and conducting risk assessments of buildings and entrances.</p> <p>Ensures the security and protection of U.S. Government officials on the Pentagon Reservation, including the President, Vice President, Cabinet level Secretaries, senior leaders of the Joint Chiefs of Staff, and Under Secretaries of Defense. The employee ensures the security and protection of foreign diplomats, including heads of state, Ministers of Defense, Chiefs of Defense, and other high-ranking foreign diplomats.</p> <p>Escorts high-risk personnel around the NCR to provide protection from threats. Coordinates and reviews threat reports for personnel visiting the Pentagon. Creates security plans and contingencies for high-risk personnel traveling in the United States and abroad. The employee is responsible for arranging and executing transportation for high-risk personnel and senior executives of the DoD. Coordinates security and protection for arrival and departure areas of high-risk personnel often on short notice. Maintains working relationships with U.S. Secret Service, U.S. Capitol Police, and other surrounding law enforcement agencies to ensure efficient and timely transportation and arrival of high-risk personnel to locations in the NCR. Operates official government vehicles, including sedans, sport utility vehicles, and vans in various weather conditions. Reviews and plans transportation routes before departure to ensure safe and timely transportation of DoD officials. Interacts, plans, and communicates with staff members of senior DoD officials to schedule transportation plans and schedules. Able to adjust to and accommodate changes in transportation, scheduling, and arrival locations with short notice.</p> <p>Provides year round emergency response to the Secretary of Defense's residence. Act as a member of a tactical emergency response team responsible for responding to the aid of senior DoD officials around the NCR.</p> <p>Assists members of the Pentagon Police Special Operations Division with canine sweeps, conducting random anti-terrorism</p>	

POSITION DESCRIPTION *(Continuation)***Agency Position No.**

K058A

measures, protecting high-risk personnel. First responders to the SECDEF, DEPSEC, Service Secretaries, and Joint Staff office suites in case of emergency.

Performs other duties as assigned.

Supervisory Factors Levels**Factor 1 – Program Scope and Effect** FL 1-3, 550 points

Directs the work of law enforcement and security personnel who are engaged in law enforcement programs, special operations and functions that encompass the Pentagon and other leased facilities in the vicinity. The work managed by the employee affects a wide range of mission and support activities affecting the level of physical security of individuals in the Pentagon and at various NCR locations, as well as protection of the personnel property and resources. Work performed and services provided directly and significantly impact the provision of essential support operations to numerous, varied, and complex technical administrative functions throughout PFFA and other DoD functional activities.

Factor 2 – Organizational Setting FL 2-1, 100 points

This position is accountable to a position that is two or more levels below the first SES, flag, or General officer in the direct supervisory chain.

Factor 3 – Supervisory and Managerial Authority Exercises FL 3-3b, 775 points

This position accomplishes work through the technical and administrative direction of others, including assigning and reviewing work, approving leave, and performing other supervisory functions. Plans, schedules, and assigns work on a daily basis to be carried out by subordinates; sets and adjusts short-term priorities; prepares schedules for completion of work; reviews work; assures law enforcement tasks are performed timely and accurately; recommends performance standards and ratings and evaluates work performance; adjusts staffing levels or work procedures to accommodate changes in resource allocations; justifies the purchase of new equipment; improves work methods and procedures used in conducting law enforcement operations; oversees the development of operating instructions for special events, and personal protection plans for visiting high ranking military and civilian dignitaries; gives advice, counsel, and instructions to personnel on both work and administrative matters; hears and resolves complaints from personnel, referring more serious unresolved complaints to a higher level supervisor or manager; effects disciplinary measures such as warnings and reprimands; and identifies training needs of personnel, providing or arranging for needed development and training.

Factor 4 – Personal Contacts**Sub-factor 4A – Nature of Contacts** FL 4A-2, 50 points

Contacts are with high ranking managers, supervisors, and other units and activities. Contacts may be informal, occur in conferences and meetings, and require non-routine or special preparations.

Sub-factor 4B – Purpose of Contacts FL 4B-2, 75 points

The purpose of contacts is to ensure that information provided to outside parties is accurate and consistent; to plan and coordinate the work directed with that of others outside the subordinate organization; and to resolve differences of opinion among supervisors and managers.

Factor 5 – Difficulty of Typical Work Directed FL 5-4, 505 points

The highest grade that best characterizes the nature of the basic non-supervisory work of the organization, and which constitutes 25% or more of the workload of the organization is AD-07. The employee supervises several supervisors and police officers.

Factor 6 – Other Conditions FL 6-3, 975 points

The work supervised involves work comparable in difficulty to the AD-07 level. The employee also directs subordinate supervisors over positions at the AD-07 level. The supervisor oversees a workforce that requires coordination with the various sections to ensure all law enforcement and security operations and functions are performed correctly and professionally. The work supervised consists of coordination and integration of personnel necessary for the enforcement of Federal and state laws, regulations, and guidelines. The supervisor has full and final technical authority over the work. Work coordination ensures consistency of product, service,

POSITION DESCRIPTION *(Continuation)***Agency Position No.**

K058A

interpretation or advice, and conformance with the output of other units, formal standards, or agency policy. Coordination with supervisors of other units occurs to deal with requirements and problems affecting others outside the organization.

Total Points = 3030

Range = 2755 – 3150

Grade = GS-12

Other Conditions for Police Officer:

- The employee must be able to obtain and maintain a “Top Secret” security clearance.
- The employee must possess and maintain a valid state driver’s license from the jurisdiction where he or she resides.
- This position is designated as Drug Testing Required. The employee is subject to random urinalysis testing in accordance with guidelines.
- The employee must meet requirements of “Lautenberg Agreement” which outline rules regarding carrying of firearms.
- The employee must qualify bi-annually with assigned weapon(s).
- This position has been designated as EMERGENCY ESSENTIAL. The employee must be able to continue to perform the duties of this position in the event of a crisis until relieved by proper authority.
- This position is subject to recall 24/7 and the employee is required to work shifts; days off vary.
- The employee must be in a constant state of physical readiness and must be capable of demonstrating maximum physical exertion without warning. Any hesitancy, reluctance, or inability to fully engage in a critical situation that requires full-unrestricted physical capabilities could have tragic, if not fatal, consequences.
- This position requires the employee to take and pass annual medical and physical fitness examinations; to carry and qualify with PFPA designated weapons twice a year on a test; to wear personal protective equipment, i.e., ballistic vest, etc.; and to pass all designated PFPA certification programs. This includes being trained and then qualifying in how to deal with an “active shooter”. He or she must have the capacity to perform the essential functions of the position without risk to themselves or others.
- The following medical requirements apply to all employees: good near and distant vision, ability to distinguish basic colors, emotional and mental stability, and the ability to hear the conversational voice. In addition, the position requires common physical characteristics and abilities in agility, dexterity, and strength to endure regular and recurring physical exertion such as long periods of standing, walking, driving, bending, stooping, carrying, or dragging unconscious victims up or down multiple flights of stairs, moving heavy or unwieldy objects over 50 pounds, running, climbing, crouching, crawling and kneeling during pursuit possibly in restricted, dark and hot or cold spaces, or defending oneself or others against physical attacks, possible exposure to explosives, chemicals, or other weapons of mass destruction.
- As a police officer representing PFPA, it is essential that the employee present a professional and competent image, with a clean, neatly pressed uniform or attire. Safety and effective performance requires a well-groomed and tidy appearance, proper decorum and appropriate responses.
- Retention in this position is contingent upon the successful completion and passing of all agency-trained requirements.
- This position is authorized for the Domicile-to-Duty Transportation Program. Domicile-to-duty mileage is limited to operators living within 50 driving miles, one way, of their duty location. (sjm 09/20/2013)

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

1. Agency Position No.

M363A

2. Reason for Submission

☐ Redescription
☐ Reestablishment☒ New
☐ Other

3. Service

☒ Hdqtrs ☐ Field

4. Employing Office Location

Arlington

VA

5. Duty Station

Pentagon

VA

6. OPM Certification No.

Explanation *(Show any positions replaced)*

Replaces PD# L845A.

Pen/ink changes to add CBRNE responsibilities/CAS 8/16/16

7. Fair Labor Standards Act

☒ Exempt ☐ Nonexempt

8. Financial Statements Required

☐ Executive Personnel
Financial Disclosure☐ Employment and
Financial Interest

9. Subject to IA Action

☐ Yes ☒ No

10. Position Status

☒ Competitive
☐ Excepted *(Specify in Remarks)*
☐ SES (Gen.) ☐ SES (CR)

11. Position Is

☒ Supervisory
☐ Managerial
☐ Neither

12. Sensitivity

☐ 1-Non-Sensitive
☐ 2-Noncritical Sensitive
☐ 3-Critical
☒ 4-Special Sensitive

13. Competitive Level Code

0002

14. Agency Use

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

b. Department, Agency or Establishment

Supervisory Police Officer

AD

0083

15

(b)(6)

6/12/14

c. Second Level Review

d. First Level Review

e. Recommended by Supervisor or Initiating Office

Supervisory Police Officer

AD

0083

15

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

Chief of Police

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

18. Department, Agency, or Establishment

Pentagon Force Protection Agency

c. Third Subdivision

Pentagon Police Directorate

a. First Subdivision

Office of the Principal Deputy Director

d. Fourth Subdivision

b. Second Subdivision

Principal Asst Dir for 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. Typed Name and Title of Immediate Supervisor

Jonathan H. Cofer

Principal Deputy Director

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

Signature (b)(6)

Date

20140612

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

(b)(6)

Supervisory HR Specialist

Signature (b)(6)

Date

6/12/14

22. Position Classification Standards Used in Classifying/Grading Position

Grade Evaluation Guide for Police and Security Guard Positions in Series, GS-0083/GS-0085, TS-87 April 1988; General Schedule Supervisory Guide, HRCD-5, June 1998, April 1998.

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

24. Remarks

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

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OF 8 (Rev. 1-85)
U.S. Office of Personnel Management
FPM Chapter 295

Add Page

Instructions for Completing Optional Form 8

POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

- *1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.
- *2. Check one.
 - "Redescription" means the duties and/or responsibilities of an existing position are being changed.
 - "New" means the position has not previously existed.
 - "Reestablishment" means the position previously existed, but had been cancelled.
 - "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
 - The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.
- 3. Check one.
- *4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
- *5. Enter geographical location if different from that of #4.
- 6. To be completed by OPM when certifying positions. (See Item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
- *7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.
- 8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.
- 9. Check one to show whether identical Additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
- 10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.
- 11. Check one.
 - A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
 - A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
- 12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.

- 13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.
- 14. Agencies may use this block for any additional coding requirement.
- *15. Enter classification/job grading action.
 - For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
 - For "Pay Plan code," see FPM Supplement 292-1, "Personnel Data Standards," Book III.
 - For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.
- 16. Enter the organizational, functional, or working title if it differs from the official title.
- 17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."
- *18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.
- 19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.
- *20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.
- *21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.
- 22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."
- 23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.
- 24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.
- *25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

POSITION DESCRIPTION (Continuation)				Agency Position No.
				M363A
FLSA: Exempt	BUS Code: 8888	FPL: AD-15	Drug Testing Designated Position: Yes	
National Security Professional: No		Emergency Essential/Key: No	Information Assurance Position: No	
Language Identifier: None				
Pentagon Force Protection Agency Office of the Principal Deputy Director Principal Assistant Director for Law Enforcement Pentagon Police Directorate				
Supervisory Police Officer, Chief of Police AD-0083-15				
Introduction:				
<p>The mission of the Pentagon Force Protection Agency (PFPA) is to provide force protection, security, and law enforcement to safeguard personnel, facilities, infrastructure, and other resources for the Pentagon Reservation and designated DoD facilities (hereinafter referred to as "the Pentagon Facilities") within the National Capital Region (NCR). PFPA addresses the full spectrum of threats by utilizing a balanced approach of comprehensive protective intelligence and counterintelligence analysis, to include forensic and biometric-enabled information, to determine the appropriate protective posture for personnel and facilities; prevention, preparedness, detection; all-hazards response; DoD emergency management; support the lead response management agency during an emergency or crisis; and provide comprehensive threat assessments, security, and protection services for Office of the Secretary of Defense personnel and other persons. The PFPA is the DoD focal point for collaborating and coordinating with other DoD Components, other Executive departments and agencies, and State and local authorities on matters involving force protection, security, and law enforcement activities that impact the Pentagon Facilities.</p> <p>The PFPA was formed in May 2002 to provide a higher level of protection to the Pentagon Reservation. PFPA's mission is to provide force protection, security, and law enforcement for the people, facilities, infrastructure, and other resources at the Pentagon, and for DoD activities and DoD occupied facilities within the NCR. Since formation, PFPA has integrated a diverse portfolio of protective capabilities and security measures that address the full-spectrum of threats against the Department's Headquarters.</p> <p>PFPA is committed to developing and maintaining the best response capability for incident management and communications, including specialized response capabilities, the ability to ensure Continuity of Operations for PFPA, and the ability to assist in the implementation of DoD Continuity of Government plans. PFPA maintains a mission support infrastructure focused on needs as they relate to its people, technology, facilities, financial management, logistics management, and continuous improvement.</p> <p>A vital component of PFPA is the Pentagon Police Division (PPD). PPD is charged with providing the highest quality of force protection, security, and police services in order to deter, detect, disrupt, and respond to terrorism; to protect life and property; to prevent, detect, and investigate criminal acts; and to enforce traffic regulations throughout the Pentagon Reservation and other DoD occupied facilities. PPD elements provide: fixed security posts and foot patrols; canine teams; emergency response teams; chemical response; hazardous devices response; dignitary protection; crisis negotiation; command and control operations; and special events coordination.</p> <p>PPD is responsible for conducting its operations within an active and dynamic environment. Police personnel must protect the people and the buildings on the Pentagon Reservation while maintaining an open environment for conducting the business of DoD. Providing facility security is a primary responsibility of police personnel. PPD has an extensive perimeter screening operation that uses a state-of-the-art access control system for the detection, mitigation, and response to conventional and non-conventional threats.</p> <p>PPD is also responsible for providing complex and highly technical Chemical Biological Radiological Nuclear Explosives (CBRNE)/Weapons of Mass Destruction (WMD) response and investigative services and executing hazardous device missions for the Pentagon Facilities within the NCR which encompasses a major metropolitan area, including the District of Columbia and the states of Virginia and Maryland.</p> <p>PPD is a key Agency focal point for coordinating law enforcement plans and initiatives. PFPA conducts many types of threat assessments and develops risk mitigation strategies and appropriate response plans for effective incident management. A high-degree of collaboration is necessary between PPD and federal, state, and local law enforcement partners to leverage the collection, analysis, and sharing of intelligence information. Through PPD, PFPA has implemented proactive preventative methods and techniques in order to protect individuals and facilities from terrorist and criminal activity and to safely manage major special events.</p>				

POSITION DESCRIPTION *(Continuation)***Agency Position No.**

M363A

Currently, the Agency has an authorized strength of over 700 police personnel to conduct law enforcement and security operations. The sworn component is comprised of a rank structure of officer through Chief of Police. Police personnel receive initial training at the Federal Law Enforcement Training Center (FLETC) and must continuously meet Agency-specific training requirements, regularly demonstrate firearm proficiency, and annually meet medical and physical fitness standards. PPD has a collective bargaining agreement with the Fraternal Order of Police to represent officers at the Pentagon Reservation and other DoD occupied facilities. Police Officers located at the PFPA Raven Rock Mountain Complex also have a collective bargaining agreement.

PPD has an annual salaries and operating budget of ~\$91M million. PPD's authorized budget and resource allocation support the implementation of PFPA's Strategic Plan and collective goals of other directorates. As part of the strategic management process, PPD establishes goals, objectives, and performance measures, and conducts periodic evaluation of activities for continuous improvement.

Major Duties and Responsibilities:

The Chief of Police is appointed by the Director, PFPA, and serves as a top level official responsible for force protection, security, and law enforcement issues affecting the Pentagon Reservation. Supports and implements the force protection, security, and policing objectives of the Agency Director and reports to the Director of Law Enforcement.

The Chief of Police is responsible for establishing policies, professional standards, and training requirements that guide the management of all PFPA police personnel including the police officers that are direct reports to other operational directorates and divisions within the Agency. The Chief of Police proactively implements measures to strengthen and empower the police chain of command in a way that encourages accountability at all levels across all directorates and divisions.

The Chief of Police is expected to be involved in all aspects of security and law enforcement planning at the Pentagon, Raven Rock Mountain Complex, and other DoD facilities and activities in the NCR. Collaborates with other agency directors, to ensure an integrated use of police resources, and provides senior level guidance to ensure consistent and appropriate actions of police personnel across the various operational directorates and divisions. This requires the Chief of Police to maintain an expertise in the management of security and law enforcement forces in an urbanized environment and locations more typical of a base operations protection facility.

The Chief of Police is responsible for CBRNE/WMD response and investigative services and hazardous device response to the Pentagon Facilities within the NCR which encompasses a major metropolitan area, including the District of Columbia and the states of Virginia and Maryland. The CBRNE Response Branch responds to emergencies involving criminal or terroristic use of CBRNE weapons, agents, or materials. This includes entering hazard areas to rescue victims, accurately evaluate the nature of the threat, effectively mitigate the threat, and assist with the subsequent criminal investigation which could include biological agents, including toxins, viruses, and bacterial agents; chemical warfare agents; radiological sources; and blood and other human body fluids. Exposure to these materials may cause illness, physical injury, and death.

The CBRNE Response Branch is also responsible for executing hazardous device missions on the Pentagon Reservation and/or within PFPA's mission. Hazardous device responsibilities include: rendering safe and/or removal of suspected improvised explosive devices, incendiary devices, explosives, explosive chemicals (as defined by the Bureau of Alcohol, Tobacco, Firearms, and Explosives), pyrotechnics, and ammunition; proper and safe transportation, disposal, and/or storage of known or suspected explosive devices/material; conducting bomb investigations; collection and preservation of evidence; provision of DoD High Risk Personnel and/or foreign dignitary protection; mail screening facility responses for suspected CBRNE threats; interior and exterior biological monitoring support; CBRNE decontamination operations; hazards sampling; and post-incident hazards monitoring.

The Chief of Police is the head of PPD, and is responsible for strategic planning and implementation, operational activities, and administration of PPD in accordance with applicable laws, Agency regulations, and federal management practices. Responsible for ensuring that the Pentagon Reservation remains an open and safe environment in which DoD may conduct business. Directs interagency coordination within the intelligence, homeland security, military and federal, state, and local law enforcement communities, especially within the NCR. Additionally, the Chief of Police is responsible for formulating and justifying required budgets and programmatic requirements as needed to successfully achieve PPD's complex mission.

The Chief of Police uses strong leadership, administrative, and management skills to lead a security-oriented police organization in a highly charged and dynamic environment. Manages resources appropriately in order to maintain a heightened level of security and accountability to the DoD community and to support the mission of PPD. Effectively sets priorities, delegates responsibilities, and provides oversight to subordinate personnel to ensure the success of the mission.

POSITION DESCRIPTION *(Continuation)*

Agency Position No.

M363A

The Chief of Police uses strong written and oral communications. Provides a visible and energetic leadership presence and strengthens the lines of communication throughout PPD and within the DoD community. Promotes team building and commands the respect and loyalty of the senior staff and all sworn and civilian members of the Agency. Develops collaborative relationships with numerous stakeholders, both within the DoD community and with law enforcement within the region.

The Chief of Police works within an environment where requirements for the Agency often come from multiple directions and are sometimes conflicting. Works with multiple levels of oversight to establish credibility and support for Agency operations. Effectively communicates and explains the Agency's vision and encourages support for Agency objectives. Utilizes problem analysis skills and provides solid recommendations to resolve disputes and builds consensus without losing sight of the Agency's overall mission.

The Chief of Police understands the relationship between law enforcement/police operations and security and force protection. Partners and builds support with the DoD community.

The Chief of Police develops and implements of strategic plans and builds on the existing plan for PPD as well as develops contingency plan operations. Proactive in establishing plans to mitigate threats as well as operational plans that focus on preventative strategies.

The Chief of Police creates a work environment within PPD that promotes gender and racial diversity in the workforce. Policies and procedures that encourage diversity are a part of the Chief of Police's initiatives, as well as promoting a general attitude of respect that embraces and values a culturally diverse work environment.

With frequent interaction with DoD components and other law enforcement agencies, the Chief of Police establishes and maintains cohesive working relationships that help support the mission of the organization. Understands the operating environment, which has strict protocols that dictates careful vetting with key stakeholders before implementing changes. Takes a collaborative approach to decision-making.

The Chief of Police looks for ways to build morale and inspire enthusiasm and professionalism among the officers and civilian staff. Promotes an environment that motivates employees and encourages courtesy and a professional attitude among officers in their interactions with the public and each other. Establishes and enforces guidelines for recruitment, training, and discipline that promote professional standards and best practices for law enforcement organizations.

The Chief of Police is a spokesperson and presents a good image for the organization. The Chief of Police is a visible leader within the organization, promotes open communications, effectively articulates expectations, and is approachable to Agency employees. Values the contributions of employees, both sworn and civilian, and establishes career paths for advancement. Places emphasis on employee development throughout PPD, through formal education and professional training opportunities.

The Chief of Police understands the need to establish credibility by conveying a willingness to appreciate and adjust to the unique working environment of the Pentagon Reservation. The Chief of Police is a good listener and skilled observer, and understands how to step with confidence in a potentially volatile terrain.

Performs other duties as assigned.

Factor Levels:

Factor 1 - Program Scope and Effect FL 1-4, 775 points

The employee directs the work of the PPD providing management of law enforcement and force protection to the Pentagon and other DoD occupied buildings in the NCR under the responsibility of PFPA. The employee serves as the Chief of Police in the PPD and is responsible for the development of plans and procedures designed to safeguard DoD employees and property against criminal activity, civil disorder, terrorism, and other threats. The employee represents DoD in meetings and confrontations with demonstrators. The employee also manages the administrative, logistical, training, and standardization programs of the PPD and exercises control to ensure that the use of government resources are in accordance with all statutory, regulatory, and other guidance.

Factor 2 - Organizational Setting FL 2-3, 350 points

The position is accountable to a position that is SES level, or equivalent or higher level.

Add Page

Reset

POSITION DESCRIPTION *(Continuation)*

Agency Position No.

M363A

Factor 3 - Supervisory and Managerial Authority Exercised FL 3-4a, 900 points

The employee exercises delegated managerial authority to oversee the overall planning direction, and timely execution of the management of law enforcement and force protection provided to the Pentagon and other DoD occupied buildings in the NCR under the responsibility of PFPA. The employee approves multiyear and long-range work plans developed by the supervisors or managers of subordinate organizational units and subsequently manages the overall work to enhance achievement of the goals and objectives. The employee exercises discretionary authority to develop the PPD budget for approval by the director PFPA and to execute that budget as prescribed by PFPA in the PFPA budget execution plan. The employee determines long-term and contemporary training objectives for the department in order to meet the emergency responses and law enforcement requirements provided to the Pentagon and other DoD occupied buildings in NCR under the responsibility of PFPA.

Factor 4 - Personal Contacts**Sub-factor 4A - Nature of Contacts** FL 4A-3, 75 points

The employee maintains senior-level contacts with persons within and outside of DoD associated with the DoD law enforcement and force protection activities, including PFPA directors, division chiefs, and project officers within PFPA and DoD, U.S. Secret Service, local and Federal law enforcement officials, and U.S. Attorney and local prosecutors' offices. Contacts usually take place in formal meetings and conferences scheduled at the request of one of the participants. The employee understands and engages in programs involving mutual aid and ensures there is legal sufficiently for the program's developed.

Sub-factor 4B - Purpose of Contacts FL 4B-4, 125 points

The purpose of the contacts is to influence, motivate, or provide expert guidance and advice on PFPA and DoD law enforcement and force protection activities. Serves as the Chief of Police in the PPD and is responsible for the development of plans and procedures designed to safeguard DoD employees and property against criminal activity, civil disorder, terrorism, and other threats. Requires highly developed communication, negotiation, conflict resolution, leadership, and similar skills to obtain the desired results. Provides assistance to the U.S. Secret Service during visits by the President/Vice President and other protected officials, to include National Special Security Events involving the Pentagon and other facilities.

Factor 5 - Difficulty of Typical Work Directed FL 5-5, 650 points

The AD-09 level best characterizes the nature of the primary non-supervisory work performed by the division.

Factor 6 - Other Conditions FL 6-5, 1225 points

The work supervised and overseen by the employee is law enforcement, force protection measures, and technical guidance given to counterparts. Work supervised is comparable in difficulty to the AD-14 level or above where the supervisor has full and final technical authority to resolve issues. This work requires considerable coordination with Pentagon Reservation officials and the workforce to accomplish the organizations mission. The work requires extensive coordination to successfully accomplish the mission, because of the continual fluctuations in the mission requirements, and the variations in activities/units served throughout the area of responsibility. Manages work through subordinate supervisors who each direct workloads comparable to the AD-13 level or above.

This position requires:

Demonstrated experience serving as a top level official responsible for force protection, security, and law enforcement issues affecting a uniformed workforce of more than 700 authorized personnel.

Demonstrated experience in leadership and final management and authority of a law enforcement agency with a uniformed workforce of more than 700 authorized personnel in an environment where a high degree of political understanding and skill is required.

Demonstrated ability to work collaboratively and build coalitions with senior-level individuals, constituency groups, and law enforcement organizations within and outside of jurisdictions of law enforcement that impact the DoD community. These include senior leadership, unions, the military services and local, state, and federal law enforcement agencies within a demographic area similar in size to the NCR.

POSITION DESCRIPTION <i>(Continuation)</i>	Agency Position No. M363A
<p>Demonstrated law enforcement experience in physical security protocols for a large, high-profile, historic setting which draws large numbers of visitors, similar to the Pentagon and surrounding office buildings (over 23,000 tenants), and experience with public screening, perimeter security, and the detection of conventional and non-conventional threats while maintaining an open environment for conducting business as usual.</p>	
<p>Demonstrated experience exercising final approval authority for security event planning for major, high-profile security events at the federal, state, and/or local level.</p>	
<p>Demonstrated experience in federal, state, or local emergency management planning to include continuity of government and continuity of operations at the command level for an agency or police department with a uniformed workforce of more than 700 authorized personnel. Demonstrated ability to direct the operational implementation of an "All Hazards" continuity of operations plan for a large, complex organization with a total workforce of more than 1100 authorized personnel. Demonstrated ability to direct a large-scale continuity and emergency management plan dealing with such issues such as relocation facilities, transportation and communication requirements, staffing, and resource responsibilities at alternate locations.</p>	
<p>Demonstrated experience in budget formulation and budget and programmatic justification for resource requirements for a police department with a similar size and complexity to PPD (a workforce of more than 700 authorized personnel).</p>	
<p>Demonstrated experience exercising authority during operations involving interagency coordination, with proven experience in dealing with intelligence, homeland security, federal, state, and/or local law enforcement agencies (e.g., Federal Bureau of Investigation, U.S. Secret Service, U.S. Park Police, Transportation Security Administration, Washington Metropolitan Area Transit Authority, Virginia State Police, Arlington County Police Department, City of Alexandria Police Department, etc.), the Department of Homeland Security, the Federal Emergency Management Agency, and military entities in an area such as the NCR (or a similar demographic area similar to the Washington, D.C. metropolitan area) for law enforcement, security operations, emergency management, and intelligence matters.</p>	
<p>Demonstrated experience in emerging and critical issues in policing and demonstrated ability in the areas of labor relations, resource management, strategic planning, performance management, and internal controls; and a proven record of fostering and leading a diverse and inclusive organization.</p>	
<p>Demonstrated experience in dealing with the news media and the ability to formulate a media strategy for a large organization in a complex, high-visibility, high-profile, and very active political environment that balances the need for openness against security operations and the requirements and protocols of the overall institution.</p>	
<p>Demonstrated experience in counterterrorism best practices at the federal, state, and/or local level, including but not limited to threat management, crisis response, and incident management skills at the senior level.</p>	
<p>Demonstrated experience in developing and implementing strategic and tactical plans or operations while demonstrating the ability to think clearly and act effectively in emergency situations.</p>	
<p>Total Points = 4100 Range = 4050 - up Grade = AD-15</p>	
<p>Other Conditions:</p>	
<p>1. The employee must obtain and maintain a Top Secret/Sensitive Compartmented Information clearance.</p>	
<p>2. This position is designated as Drug Testing Required. The employee is subject to random urinalysis testing in accordance with guidelines.</p>	
<p>3. The employee assigned to this position is designated as an EMERGENCY EMPLOYEE. Emergency employees are expected to report for, or remain at, work in dismissal or closure situations due to adverse weather conditions, natural disasters, or other emergency situations (e.g., building closure due to power outage) causing disruptions of government operations, unless otherwise directed by their supervisor.</p>	
<p>4. The employee must possess and maintain a valid state driver's license from the jurisdiction where he or she resides.</p>	
<p>5. This position is subject to recall 24/7 and the employee may be required to work shifts; days off may vary.</p>	

POSITION DESCRIPTION *(Continuation)*

Agency Position No.

M363A

6. The employee must meet requirements of "Lautenberg Agreement" which outline rules regarding carrying of firearms.
7. The employee must qualify monthly, quarterly, and/or bi-annually, as applicable, with assigned weapon(s).
8. The employee must be in a constant state of physical readiness and must be capable of demonstrating maximum physical exertion without warning. Any hesitancy, reluctance, or inability to fully engage in a critical situation that requires full-unrestricted physical capabilities could have tragic, if not fatal, consequences.
9. This position requires the employee to take and pass annual medical and physical fitness examinations; to carry and qualify with PFPA designated weapons twice a year on a test; to wear personal protective equipment, e.g., ballistic vest, etc.; and to pass all designated PFPA certification programs. This includes being trained and then qualifying in how to deal with an "active shooter". He or she must have the capacity to perform the essential functions of the position without risk to themselves or others.
10. The following medical requirements apply to all employees: good near and distant vision, ability to distinguish basic colors, emotional and mental stability, and the ability to hear the conversational voice. In addition, the position requires common physical characteristics and abilities in agility, dexterity, and strength to endure regular and recurring physical exertion such as long periods of standing, walking, driving, bending, stooping, carrying, or dragging unconscious victims up or down multiple flights of stairs, moving heavy or unwieldy objects over 50 pounds, running, climbing, crouching, crawling and kneeling during pursuit possibly in restricted, dark and hot or cold spaces, or defending oneself or others against physical attacks, possible exposure to explosives, chemicals, or other weapons of mass destruction.
11. As an employee representing PFPA, it is essential that the employee present a professional and competent image, with a clean, neatly pressed uniform or attire. Safety and effective performance requires a well-groomed and tidy appearance, proper decorum and appropriate responses.
12. The employee must have the capacity to perform essential functions of the position without risk to themselves or others.
13. Retention in this position is contingent upon the successful completion and passing of all agency-trained requirements.
14. This position is authorized for the Domicile-to-Duty Transportation Program. Domicile-to-duty mileage is limited to operators living within 50 driving miles, one way, of their duty location.
15. This position is not eligible for telework.
16. This position is identified as a covered position under the PFPA Civilian Mobility Program, Regulation 1400.24, effective September 28, 2015. This position requires that the candidate must sign a mobility agreement as a condition of employment. PFPA may relocate covered positions and covered employees in permanent changes of duty station between PFPA duty locations in the National Capital Region; Raven Rock Mountain Complex (Adams County, Pennsylvania); Glynco, Georgia; Harrisburg, Pennsylvania or Baltimore, Maryland and potentially other locations to improve mission effectiveness or enhance individual career progression.

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

M364A

2. Reason for Submission

☐ Redescription
☐ Reestablishment☒ New
☐ Other

3. Service

☒ Hdqtrs ☐ Field

4. Employing Office Location

Arlington

VA

5. Duty Station

Pentagon

VA

6. OPM Certification No.

Explanation (Show any positions replaced)

Replaces PD# K052A.

7. Fair Labor Standards Act

☒ Exempt ☐ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

9. Subject to IA Action

☐ Yes ☒ No

10. Position Status

☒ Competitive
☐ Excepted (Specify in Remarks)
☐ SES (Gen.) ☐ SES (CR)

11. Position Is

☒ Supervisory
☐ Managerial
☐ Neither

12. Sensitivity

☐ 1-Non-Sensitive ☐ 3-Critical
☐ 2-Noncritical Sensitive ☒ 4-Special Sensitive

13. Competitive Level Code

0170

14. Agency Use

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

b. Department, Agency or Establishment

Supervisory Police Officer

AD

0083

15

(b)(6)

6/12/14

c. Second Level Review

d. First Level Review

e. Recommended by Supervisor or Initiating Office

Supervisory Police Officer

AD

0083

15

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

Assistant Chief of Police

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Pentagon Force Protection Agency

c. Third Subdivision

Pentagon Police Directorate

a. First Subdivision

Office of the Principal Deputy Director

d. Fourth Subdivision

b. Second Subdivision

Principal Asst Dir for 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. Typed Name and Title of Immediate Supervisor

Jonathan H. Cofer

Principal Deputy Director

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

Signature (b)(6)

Date

20140612

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

(b)(6)

Supervisory HR Specialist

Signature (b)(6)

Date

6/12/14

22. Position Classification Standards Used in Classifying/Grading Position

Grade Evaluation Guide for Police and Security Guard Positions in Series, GS-0083/GS-0085, TS-87 April 1988; General Schedule Supervisory Guide, HRCD-5, June 1998, April 1998.

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

24. Remarks

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

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OF 8 (Rev. 1-85)
U.S. Office of Personnel Management
FPM Chapter 295

Add Page

Instructions for Completing Optional Form 8

POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

- *1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.
- *2. Check one.
 - "Redescription" means the duties and/or responsibilities of an existing position are being changed.
 - "New" means the position has not previously existed.
 - "Reestablishment" means the position previously existed, but had been cancelled.
 - "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
 - The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.
3. Check one.
- *4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
- *5. Enter geographical location if different from that of #4.
6. To be completed by OPM when certifying positions. (See Item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
- *7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.
8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.
9. Check one to show whether identical additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.
11. Check one.
 - A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
 - A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.
13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.
14. Agencies may use this block for any additional coding requirement.
- *15. Enter classification/job grading action.
 - For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
 - For "Pay Plan code," see FPM Supplement 292-1, "Personnel Data Standards," Book III.
 - For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.
16. Enter the organizational, functional, or working title if it differs from the official title.
17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."
- *18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.
19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.
- *20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.
- *21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.
22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."
23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.
24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.
- *25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

POSITION DESCRIPTION (Continuation)				Agency Position No.
FLSA: Law Enforcement Exemption	BUS Code: 8888	FPL: AD-15	Drug Testing Designated Position: Yes	
National Security Professional: No	Emergency Essential/Key: No	Information Assurance Position: No		
Language Identifier: None				
Pentagon Force Protection Agency Office of the Principal Deputy Director Principal Assistant Director for Law Enforcement Pentagon Police Directorate				
Supervisory Police Officer, AD-0083-15 Assistant Chief of Police				
Introduction:				
<p>The mission of the Pentagon Force Protection Agency (PFPA) is to provide force protection, security, and law enforcement, as required for the people, facilities, infrastructure and other resources at the Pentagon Reservation and for Department of Defense (DoD) activities and DoD-leased facilities not under the jurisdiction of a Military Department within the National Capital Region (NCR) (hereinafter referred to as "the Pentagon Facilities"). This includes addressing the full spectrum of threats to the Pentagon Facilities by utilizing a balanced strategy of prevention, preparedness, detection, response, crisis management, and consequence management. The PFPA is the DoD focal point for coordination with other DoD Components, other Executive Departments and Federal Agencies, State and local authorities on matters involving force protection, security, and law enforcement activities that impact the Pentagon Facilities.</p>				
<p>The PFPA was formed in May 2002 to provide a higher level of protection to the Pentagon Reservation. PFPA's mission is to provide force protection, security, and law enforcement for the people, facilities, infrastructure, and other resources at the Pentagon, and for DoD activities and DoD occupied facilities within the NCR. Since formation, PFPA has integrated a diverse portfolio of protective capabilities and security measures that address the full-spectrum of threats against the Department's Headquarters.</p>				
<p>PFPA is committed to developing and maintaining the best response capability for incident management and communications, including specialized response capabilities, the ability to ensure Continuity of Operations for PFPA, and the ability to assist in the implementation of DoD Continuity of Government plans. PFPA maintains a mission support infrastructure focused on needs as they relate to its people, technology, facilities, financial management, logistics management, and continuous improvement.</p>				
<p>A vital component of PFPA is the Pentagon Police Directorate (PPD). PPD is charged with providing the highest quality of force protection, security, and police services in order to deter, detect, disrupt, and respond to terrorism; to protect life and property; to prevent, detect, and investigate criminal acts; and to enforce traffic regulations throughout the Pentagon Reservation and other DoD occupied facilities. PPD elements provide: fixed security posts; mobile, bike, and foot patrols; canine teams; emergency response teams; hazardous devices response; dignitary protection; crisis negotiation; command and control operations; and special events coordination.</p>				
<p>PPD is responsible for conducting its operations within an active and dynamic environment. Police personnel must protect the people and the buildings on the Pentagon Reservation while maintaining an open environment for conducting the business of DoD. Providing facility security is a primary responsibility of police personnel. PPD has an extensive perimeter screening operation that uses a state-of-the-art access control system for the detection, mitigation, and response to conventional and non-conventional threats.</p>				
<p>PPD is the Agency focal point for coordinating law enforcement plans and initiatives. PFPA conducts many types of threat assessments and develops risk mitigation strategies and appropriate response plans for effective incident management. A high-degree of collaboration is necessary between PPD and federal, state, and local law enforcement partners to leverage the collection, analysis, and sharing of intelligence information. Through PPD, PFPA has implemented proactive preventative methods and techniques in order to protect individuals and facilities from terrorist and criminal activity and to safely manage major special events.</p>				
Page 3 of 8				

POSITION DESCRIPTION *(Continuation)*

Agency Position No.

Currently, the Agency has an authorized strength of over 800 police personnel to conduct law enforcement and security operations. The sworn component is comprised of a rank structure of officer through Chief of Police. Police personnel receive initial training at the Federal Law Enforcement Training Center (FLETC) and must continuously meet Agency-specific training requirements, regularly demonstrate firearm proficiency, and annually meet medical and physical fitness standards. PPD has a collective bargaining agreement with the Fraternal Order of Police to represent officers at the Pentagon Reservation and other DoD occupied facilities.

PPD has an annual salaries and operating budget of ~\$91M million. PPD's authorized budget and resource allocation support the implementation of PFPA's Strategic Plan and collective goals of other directorates. As part of the strategic management process, PPD establishes goals, objectives, and performance measures, and conducts periodic evaluation of activities for continuous improvement.

Major Duties and Responsibilities:

The Assistant Chief of Police is appointed by the Director, PFPA, and serves as the second in command to the Chief of Police. Assists the Chief of Police as a senior advisor to the Director on force protection, security and law enforcement issues affecting the Pentagon Reservation. Supports and implements the force protection, security, and policing objectives of the Chief of Police and the Director. When necessary, acts in the absence of the Chief of Police, providing continuity and program direction.

The Assistant Chief is responsible for assisting the Chief of Police with establishing policies, professional standards, and training requirements that guide the management of all PFPA police personnel including the police officers that are direct reports to other operational directorates within the Agency. Proactively implements measures to strengthen and empower the police chain of command in a way that encourages accountability at all levels across all directorates.

As a senior law enforcement officer, the Assistant Chief is expected to be involved in all aspects of security and law enforcement planning at the Pentagon, Raven Rock Mountain Complex, and other DoD facilities and activities in the NCR. Collaborates with other Agency directors, to ensure an integrated use of police resources, and provides senior level guidance to ensure consistent and appropriate actions of police personnel across the various operational directorates. This requires the Assistant Chief to maintain an expertise in the management of security and law enforcement forces in an urbanized environment and locations more typical of a base operations protection facility.

The Assistant Chief supports the Chief of Police by facilitating and coordinating strategic planning and implementation, operational activities, and administration of PPD in accordance with applicable laws, Agency regulations, and federal management practices. Responsible for ensuring that the Pentagon Reservation remains an open and safe environment in which DoD may conduct business. Directs interagency coordination within the intelligence, homeland security, military and federal, state, and local law enforcement communities, especially within the NCR. Additionally, the Assistant Chief is responsible for formulating and justifying required budgets and programmatic requirements as needed to successfully achieve PPD's complex mission.

The Assistant Chief uses strong leadership, administrative, and management skills to lead a security-oriented police organization in a highly charged and dynamic environment. Manages resources appropriately in order to maintain a heightened level of security and accountability to the DoD community and to support the mission of PPD. Effectively sets priorities, delegates responsibilities, and provides oversight to subordinate personnel to ensure the success of the mission.

The Assistant Chief utilizes strong written and oral communications. Provides a visible and energetic leadership presence and strengthens the lines of communication throughout PFPA and within the DoD community. Promotes teambuilding and commands the respect and loyalty of the senior staff and all sworn and civilian members of the Agency. Develops collaborative relationships with numerous stakeholders, both within the DoD community and with law enforcement within the region.

The Assistant Chief works within an environment where requirements for the Agency often come from multiple directions and are sometimes conflicting. Works with multiple levels of oversight to establish credibility and support for Agency operations. Effectively communicates and explains the Agency's vision and encourages support for Agency objectives. Utilizes problem analysis skills and provides solid recommendations to resolve disputes and builds consensus without losing sight of the Agency's overall mission.

The Assistant Chief understands the relationship between law enforcement/police operations and security and force protection. Partners and builds support with the DoD community.

POSITION DESCRIPTION *(Continuation)*

Agency Position No.

The Assistant Chief develops and implements strategic plans and builds on the existing plan for PPD as well as develops contingency plan operations. Proactive in establishing plans to mitigate threats as well as operational plans that focus on preventative strategies.

The Assistant Chief creates a work environment within PPD that promotes gender and racial diversity in the workforce. Policies and procedures that encourage diversity are a part of the Assistant Chief's initiatives, as well as promoting a general attitude of respect that embraces and values a culturally diverse work environment.

With frequent interaction with DoD components and other law enforcement agencies, the Assistant Chief establishes and maintains cohesive working relationships that help support the mission of the organization. Understands the operating environment, which has strict protocols that dictates careful vetting with key stakeholders before implementing changes. Takes a collaborative approach to decision-making.

The Assistant Chief looks for ways to build morale and inspire enthusiasm and professionalism among the officers and civilian staff. Promotes an environment that motivates employees and encourages courtesy and a professional attitude among officers in their interactions with the public and each other. Establishes and enforces guidelines for recruitment, training, and discipline that promote professional standards and best practices for law enforcement organizations.

The Assistant Chief is accountable for resource management and the procurement process, including budgeting, forecasting, and planning.

The Assistant Chief is a spokesperson and presents a good image for the organization. The Assistant Chief is a visible leader within the organization, promotes open communications, effectively articulates expectations, and is approachable to Agency employees. Values the contributions of employees, both sworn and civilian, and establishes career paths for advancement. Places emphasis on employee development throughout PPD, through formal education and professional training opportunities.

The Assistant Chief understands the need to establish credibility by conveying a willingness to appreciate and adjust to the unique working environment of the Pentagon Reservation. The Assistant Chief is a good listener and skilled observer, and understands how to step with confidence in a potentially volatile terrain.

Performs other duties as assigned.

Factor Levels:

Factor 1 - Program Scope and Effect FL 1-4, 775 points

The employee directs the work of the PPD providing management of law enforcement and force protection to the Pentagon and other DoD occupied buildings in the NCR under the responsibility of PFPA. The employee serves as the Assistant Chief of Police in the PPD and is responsible for the development of plans and procedures designed to safeguard DoD employees and property against criminal activity, civil disorder, terrorism, and other threats. The employee represents DoD in meetings and confrontations with demonstrators. The employee also manages the administrative, logistical, training, and standardization programs of the PPD and exercises control to ensure that the use of government resources are in accordance with all statutory, regulatory, and other guidance.

Factor 2 - Organizational Setting FL 2-3, 350 points

The position is accountable to Director of PFPA who is at the SES level.

Factor 3 - Supervisory and Managerial Authority Exercised FL 3-4a, 900 points

The employee exercises delegated managerial authority to oversee the overall planning direction, and timely execution of the management of law enforcement and force protection provided to the Pentagon and other DoD occupied buildings in the NCR under the responsibility of PFPA. The employee approves multiyear and long-range work plans developed by the supervisors or managers of subordinate organizational units and subsequently manages the overall work to enhance achievement of the goals and objectives. The employee determines long-term training objectives. The employee exercises discretionary authority to develop the PPD budget for approval by the director PFPA and to execute that budget as prescribed by PFPA in the PFPA budget execution plan. The employee determines long-term training objectives for the department in order to meet the emergency responses and law enforcement requirements provided to the Pentagon and other DoD occupied buildings in NCR under the responsibility of PFPA.

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[Add Page](#)[Reset](#)

POSITION DESCRIPTION (Continuation)	Agency Position No.
Factor 4 - Personal Contacts	
Sub-factor 4A - Nature of Contacts FL 4A-3, 75 points	
<p>The employee maintains senior-level contacts with persons within and outside of DoD associated with the DoD law enforcement and force protection activities including PFPA directors, division chiefs, and project officers within PFPA and DoD, U.S. Secret Service, local and Federal law enforcement officials, and U.S. Attorney and local prosecutors' offices. Contacts usually take place in formal meetings and conferences scheduled at the request of one of the participants.</p>	
Sub-factor 4B - Purpose of Contacts FL 4B-4, 125 points	
<p>The purpose of the contacts is to influence, motivate, or provide expert guidance and advice on PFPA and DoD law enforcement and force protection activities. Serves as the Assistant Chief of Police in the PPD and is responsible for the development of plans and procedures designed to safeguard DoD employees and property against criminal activity, civil disorder, terrorism, and other threats. Represents DoD in meetings and confrontations with demonstrators. Persons contacted are sufficiently fearful, skeptical, or uncooperative so that highly developed communication, negotiation, conflict resolution, leadership, and similar skills must be used to obtain the desired results. Provides assistance to the U.S. Secret Service during visits by the President/Vice President and other protected officials.</p>	
Factor 5 - Difficulty of Typical Work Directed FL 5-5, 650 points	
<p>The AD-09 level best characterizes the nature of the primary non-supervisory work performed by the directorate.</p>	
Factor 6 - Other Conditions FL 6-5, 1225 points	
<p>The work supervised and overseen by the employee is law enforcement, force protection measures, and technical guidance given to counterparts. Work supervised is comparable in difficulty to the GS-13 level or above where the supervisor has full and final technical authority to resolve issues. This work requires considerable coordination with Pentagon Reservation officials and the workforce to accomplish the organizations mission. The work requires extensive coordination to successfully accomplish the mission, because of the continual fluctuations in the mission requirements, and the variations in activities/units served throughout the area of responsibility. Manages work through subordinate supervisors who each direct workloads comparable to the GS-12 level or above.</p>	
This position requires:	
<p>Knowledge/experience in leadership and management of a law enforcement agency in an environment where a high degree of political understanding and skill is required. Demonstrated ability to work collaboratively and build coalitions with individuals, constituency groups, and law enforcement organizations that impact the DoD community. These include DoD leadership, unions, the military services and local, state, and federal law enforcement agencies (preferably in the NCR, or similar demographic area); or similar organizations.</p>	
<p>Knowledge/experience in physical security protocols for a large, high-profile, historic setting which draws large numbers of visitors, similar to the Pentagon and surrounding office buildings, and experience with public screening, perimeter security, and the detection of conventional and non-conventional threats while maintaining an open environment for the conduct of business.</p>	
<p>Knowledge/experience in security event planning for major, high-profile security events at the federal, state, and/or local level.</p>	
<p>Knowledge/experience in federal, state, or local emergency management planning to include continuity of government and continuity of operations at the command level for an agency or police department. Ability to direct the operational implementation of an "All Hazards" continuity of operations plan for a large, complex organization. Ability to direct a large-scale continuity and emergency management plan dealing with such issues such as relocation facilities, transportation and communication requirements, staffing, and resource responsibilities at alternate locations.</p>	
<p>Knowledge of/experience in budget formulation and budget and programmatic justification for resource requirements for a department with a similar size and complexity to PPD (the FY PPD budget is over \$91M, with a workforce of more than 500 authorized personnel).</p>	
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POSITION DESCRIPTION <i>(Continuation)</i>	Agency Position No.
<p>Knowledge/experience in interagency coordination, with proven experience in dealing with intelligence, homeland security, federal, state, and/or local law enforcement agencies (e.g., Federal Bureau of Investigation, U.S. Secret Service, U.S. Park Police, Transportation Security Administration, Washington Metropolitan Area Transit Authority, Virginia State Police, Arlington County Police Department, City of Alexandria Police Department, etc.), the Department of Homeland Security, the Federal Emergency Management Agency, and military entities in an area such as the NCR (or a similar demographic area similar to the Washington, D. C. metropolitan area) for law enforcement, security operations, emergency management, and intelligence matters.</p>	
<p>Knowledge/experience in emerging and critical issues in policing and demonstrated ability in the areas of labor relations, resource management, strategic planning, performance management, and internal controls; and a proven record of fostering and leading a diverse and inclusive organization.</p>	
<p>Knowledge/experience in dealing with the news media and the ability to formulate a media strategy for a large organization in a complex, high-visibility, high-profile, and very active political environment that balances the need for openness against security operations and the requirements and protocols of the overall institution.</p>	
<p>Knowledge/experience in counterterrorism best practices at the federal, state, and/or local level, including but not limited to threat management, crisis response, and incident management skills at the senior command level.</p>	
<p>Knowledge/experience in developing and implementing strategic and tactical plans or operations while demonstrating the ability to think clearly and act effectively in emergency situations.</p>	
<p>Total Points = 4100 Range = 4050 - up Grade = AD-15</p>	
<p>Other Conditions:</p>	
<ol style="list-style-type: none"> 1. The employee must be a United States Citizen. 2. The employee must obtain and maintain a TS/SCI clearance. 3. This position is designated as Drug Testing Required. The employee is subject to random urinalysis testing in accordance with guidelines. 4. The employee assigned to this position is designated as an EMERGENCY EMPLOYEE. Emergency employees are expected to report for, or remain at, work in dismissal or closure situations due to adverse weather conditions, natural disasters, or other emergency situations (e.g., building closure due to power outage) causing disruptions of government operations, unless otherwise directed by their supervisor. 5. This position is subject to recall 24/7 and the employee is required to work shifts; days off vary. 6. The employee must possess and maintain a valid state driver's license from the jurisdiction where he or she resides. 7. The employee must meet requirements of "Lautenberg Agreement" which outline rules regarding carrying of firearms. 8. The employee must qualify bi-annually with assigned weapon(s). 9. The employee is subject to PFPA medical and physical fitness requirements; to participate in a bio-threat pathogen vaccination program (unless excused by a licensed healthcare provider); to wear personal protective equipment, i.e. self-contained breathing apparatus, etc.; and to pass all designated PFPA certification programs. 10. The employee must have the capacity to perform essential functions of the position without risk to themselves or others. 11. The employee must be in a constant state of physical readiness and must be capable of demonstrating maximum physical exertion without warning. Any hesitancy, reluctance, or inability to fully engage in a critical situation that requires full-unrestricted physical capabilities could have tragic, if not fatal, consequences. 	
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POSITION DESCRIPTION <i>(Continuation)</i>	Agency Position No.
<p>12. The following medical requirements apply to all employees: good near and distant vision, ability to distinguish basic colors, emotional and mental stability, and the ability to hear the conversational voice. In addition, the position requires common physical characteristics and abilities in agility, dexterity, and strength to endure regular and recurring physical exertion such as long periods of standing, walking, driving, bending, stooping, carrying, or moving heavy or unwieldy objects over 50 pounds, running, climbing, crouching, crawling and kneeling during pursuit possibly in restricted, dark and hot or cold spaces, or defending oneself or others against possible exposure to explosives, chemicals, or other weapons of mass destruction.</p> <p>13. As a Supervisory Police Officer representing PFPA, it is essential that the employee present a professional and competent image, providing appropriate responses, as well as maintain clean and neat attire, and a well-groomed, tidy appearance.</p> <p>14. The employee must satisfactorily complete job related training and meet physical health standards required for certain courses.</p> <p>15. Retention in this position is contingent upon the successful completion and passing of all agency-trained requirements.</p>	