



ARMY POSITION DESCRIPTION

PD#: KAIG190005	Sequence#: VARIES	Replaces PD#:
POLICE OFFICER GS-0083-06		
Organization Title:		
POSITION LOCATION:		
Servicing CPAC: FORT LEONARDWOOD, MO Installation: VARIES Region: SOUTHWEST	Agency: VARIES Army Command: VARIES Command Code: VARIES	
POSITION CLASSIFICATION STANDARDS USED IN CLASSIFYING/GRADING POSITION:		
Citation 1: OPM PCS POLICE SERIES, GS-0083, APR 88		
Supervisory Certification: <i>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.</i>		
Supervisor Name: JAMES STEWART		Reviewed Date: 11/01/2019
Classification Review: <i>This position has been classified/graded as required by Title 5, U.S. Code in conformance with standard published by the U.S. Office of Personnel Management or if no published standards apply directly, consistently with the most applicable published standards.</i>		
Reviewed By: HQ IMCOM		Reviewed Date: 09/12/2019
POSITION INFORMATION: Cyber Workforce: <ul style="list-style-type: none"> • Primary Work Role: VARIES • Additional Work Role 1: VARIES • Additional Work Role 2: VARIES FLSA: NON-EXEMPT	CONDITION OF EMPLOYMENT: Drug Test Required: VARIES Financial Management Certification: Position Designation: VARIES Position Sensitivity: VARIES	POSITION ASSIGNMENT: Competitive Area: VARIES Competitive Level: VARIES Career Program: VARIES Career Ladder PD: YES Target Grade/FPL: 07 Career Pos 1: KAIG190006 GS-0083-07

FLSA Worksheet: NON EXEMPT

FLSA Appeal: NO

Bus Code: VARIES

DCIPS PD: NO

- **Mission Category:** VARIES

- **Work Category:** VARIES

- **Work Level:** VARIES

Acquisition Position: NO

- **CAP:**

- **Career Category:**

- **Career Level:**

Functional Code:

Interdisciplinary: NO

Supervisor Status:

VARIES

PD Status: VERIFIED

Security Access: VARIES

Emergency Essential:

Requires Access to

Firearms: VARIES

Personnel Reliability

Position: VARIES

Information Assurance:

VARIES

Influenza Vaccination:

Financial Disclosure:

VARIES

Financial Disclosure: NO

Enterprise Position:

VARIES

Career Pos 2:

Career Pos 3:

Career Pos 4:

Career Pos 5:

Career Pos 6:

POSITION DUTIES:

*** THIS IS AN IMCOM STANDARDIZED PD. NO CHANGES TO THE CLASSIFICATION (TITLE, SERIES, OR GRADE), DUTIES OR RESPONSIBILITIES, AND SPD NUMBER MAY BE MADE TO THIS PD WITHOUT THE WRITTEN CONSENT OF IMCOM HQ, EXCEPT TO COMPLY WITH LAW OR THE ISSUANCE OF A NEW OPM STANDARD.***

STATEMENT OF DIFFERENCE:

This position is a developmental, one-grade interval position leading to the GS-0083-07, SPD# KAIG190006.

MAJOR DUTIES:

The overall assignments in this position are substantially the same as that covered in job description number KAIG190006, Police Officer, GS-0083-07, with the exception of the following:

Incumbent works under closer supervision and works in a developmental capacity performing assignments and completing training, both of which are aimed in preparing the incumbent to gain the knowledge and skills necessary to perform the duties outlined in the aforementioned job description.

The incumbent receives progressively more responsible assignments as specialized experience and training are received to the next higher level position of GS-07.

Incumbent may be non-competitively promoted pending time-in-grade requirements, and demonstrated ability to perform the next higher/target level grade duties; upon attendance/graduation from the United States Army Civilian Police Academy (USACPA) and all other qualification/conditions of employment requirements. 100%

Performs other duties as assigned.

The developmental status of this position adjusts the factor levels and assigned points credited to the following:

Factor 1. KNOWLEDGE REQUIRED BY THE POSITION. Level 1-3, 350 Points
Factor 2. SUPERVISORY CONTROLS. Level 2-2, 125 Points
Factor 3. GUIDELINES. Level 3-2, 125 Points
Factor 4. COMPLEXITY. Level 4-2, 75 Points

Total: 1205 Points
GS-06 Range: 1105 – 1350 Points

This is not a complete position description unless SPD KAIG190006 is attached.

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

- 1. Availability Pay Exemption** - (e.g., Criminal Investigators, U.S. Customs and Border Protection pilots who are also Law Enforcement Officers).
- 2. Foreign Exemption** - (Note: Puerto Rico and certain other locations do not qualify for this exemption – [See 5 CFR 551.104](#) for a list of Nonexempt areas.)
- 3. Executive Exemption:**
 - a. Exercises appropriate management responsibility (primary duty) over a recognized organizational unit with a continuing function, AND
 - b. Customarily and regularly directs 2 or more employees, AND
 - c. Has the authority to make or recommend hiring, firing, or other status-change decisions, when such recommendations have particular weight.

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

- 4. Professional Exemption:**
 - a. Professional work (primary duty)
 - b. Learned Professional, ([See 5 CFR, 551.208](#)) (Registered Nurses, Dental Hygienists, Physician’s Assistants, Medical Technologists, Teachers, Attorneys, Physicians, Dentists, Podiatrists, Optometrists, Engineers, Architects, and Accountants at the independent level as just some of the typical examples of exempt professionals). Or
 - c. Creative Professional, ([See 5 CFR, 551.209](#)) (The primary duty requires invention and originality in a recognized artistic field (music, writing, etc.) and does not typically include newspapers or other media or work subject to control by the organization are just some examples of Creative Professionals). Or
 - d. Computer Employee, ([See 5 CFR, 551.210](#)) (must meet salary test and perform such duties as system analysis, program/system design, or program/system testing, documentation, and modification). Computer manufacture or repair is excluded (non-exempt work).
- 5. Administrative Exemption:**
 - a. Primary duty consistent with [5 CFR 551](#) (e.g.; non-manual work directly related to the management or general business operations of the employer or its customers), AND job duties require exercise of

discretion & independent judgment.

● **FLSA Conclusion:**

Exempt

Non Exempt

FLSA Comments/Explanations:

Duties of the position do not meet administrative exemption criteria.

CONDITIONS OF EMPLOYMENT & NOTES:

1. Successfully graduated, unless a waiver is approved, from the United States Army Military Police School Civilian Police Academy.
2. Incumbent must be able to successfully gain and pass training certification related to police work functions including all DODI 5525.15 requirements; FEMA IS-100, -200, -700, -701, and -800.B IAW HSPD-8 and AR 525-27; HAZMAT Awareness; Radiation Safety Training; operating a special purpose vehicles; administering CPR/first aid and other emergency medical procedures and other certifications as prescribed by regulations or statutes.
3. Incumbent must meet the requirements of AR 190-56:
---Successfully pass a pre-employment and recurring medical / psychiatric evaluation.
---Pass a Physical Agility Test (PAT) within 30 days of hire date and annually thereafter.
---Comply with and maintain the requirements of the Individual Reliability Program (IRP).
4. This is a Testing Designated Position (TDP) and is covered by the Alcohol and Drug Abuse Prevention and Control Program. IAW AR 600-85, a DA 5019R Condition of Employment must be signed for mandatory drug testing.
- 5.. The 1996 Lautenberg Amendment to the Gun Control Act of 1968 covers this position. Persons convicted of a misdemeanor or felony crime of domestic violence are not eligible for this position. Incumbent is subject to removal from the position if convicted of a felony in accordance with Section 639 of P.L. 106-554 effective January 20, 2001.
6. Incumbent in this position is designated as Mission Essential (IAW DODI 3024.42 & DTM 17-004) position during Inclement Weather Conditions or other designed/identified emergency conditions. In the event of a crisis situation or inclement weather, the incumbent must continue to perform the duties until relieved by proper authority.
7. Incumbent must possess a valid state driver's license and be able to obtain and maintain a government motor vehicle operator's license.
8. Incumbent must be able obtain and maintain a valid Tier 2 (Secret) security investigation.
9. Hours of work is subject to irregular and/or rotating shifts, evenings, nights, weekends and holidays. Incumbent is required to work overtime as directed and is subject to recall for emergency overtime.
10. Official Temporary Duty (TDY) up to 10% of the time may be required.
11. Incumbent is subject to possible civil action due to improper exercises of authority or

injudicious use of force in the apprehension or detention of individuals.

NOTE: Federal law requires removal of federal law enforcement officers convicted of felonies. The Omnibus Federal Budget Bill for Fiscal Year 2001 (Public Law 106-554) includes a provision that imposes requirements on federal agencies, including DoD installations, that employ law enforcement officers. The provision, which is in Section 639 of PL 106-554, requires agencies to remove law enforcement officers from employment as law enforcement officers if they are convicted of a felony after the law takes effect. Felony convictions that occurred before the new law takes effect are not included in this requirement; only new convictions will trigger the requirement. The law went into effect on January 20, 2001.

POSITION EVALUATION:

CA: 19
CL: 0004 (hll Nov 2019)
BUS: AR3016
FLSA: Non-exempt
Lautenberg Amendment: Yes
Drug Testing: Yes
Position Sensitivity: Non-critical Sensitive
Security Access: Secret
Career Program: 19

Nov 2019: PD created in accordance with OPORD 19-064. Heather Loar, HR Specialist