



# Security and Emergency Services Community of Interest

---

1801/1810/1811- Conservation Law Enforcement  
Career Road Map & Training Strategy

## Overview of the 1801/1810/1811 Conservation Law Enforcement Career Road Map and Training Strategy

The United States Marine Corps (USMC) Security and Emergency Services (S&ES) Community of Interest (COI) developed this competency-based career road map and training strategy to support 1811/1801- Conservation Law Enforcement series professional development of technical competencies and training. This learning map is organized by a group of competencies, which together define successful performance in the 1811/1801- Conservation Law Enforcement series. Career road maps along with a training strategy are essential resources for career development and useful for identifying the knowledge and skillsets needed to meet and/or enhance their skills in this occupational series.

This competency-based career road map was developed based on guidance from the Office of Personnel Management (OPM) Position Classification Standard, OPM Grade Evaluation Guide and via working groups using 1811/1801 leaders across the USMC. Previously developed USMC 1811 models were incorporated as a baseline. Career road maps are comprised of several components, described in Table 1 below:

**Table 1. Components of a Career Road Map and Training Strategy**

<b>Competency Titles and Definitions</b>	Describe the capabilities required within a position or job role.
<b>Proficiency Targets</b>	Define different levels of required performance (Entry, Journeyman, Supervisor) within a competency area.
<b>Behavioral Indicators (BIs)</b>	Examples of activities performed by an individual that illustrate how a competency is demonstrated at varying levels of proficiency: Entry, Journeyman, and Supervisor.
<b>Career Progression</b>	<ul style="list-style-type: none"> <li>• <b>Career Paths and Progression:</b> Provides employee with examples of the various career paths and progression from entry level employee to the supervisory level.</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• <b>Core:</b> Initial training that all personnel should have in related position from entry to senior levels.</li> <li>• <b>Career Enhancing/Sustainment:</b> Training intended to maintain credentials or a good training course to have, but not necessary for career advancement.</li> </ul>

## Conservation Law Enforcement Series Defined

This series covers positions which conduct a full range of complex investigations leading to the arrest and prosecution of person(s) suspected of criminal violations of Federal laws related to natural and cultural resources. The work involves patrolling, surveillance, search and seizures, conducting investigations in a manner meeting legal and procedural requirements, interviewing witnesses, interrogating suspects, issuing United States District Court Violation notices, testifying in Federal and State courts, and providing advice and assistance both in and out of court to the U.S. Attorney's Office during investigations and prosecutions. Work in this series primarily requires the knowledge and enforcement of all laws, statutes, regulations, policies, guidelines, including the Code of Federal Regulation, and treaties administered by the U.S. Fish and Wildlife Service, U.S. Marine Corps, Department of Defense, State, and local Agencies.

## Competency Areas

Eight competencies have been identified for the successful performance in the 1801/1811 Conservation Law Enforcement series:

1. Use of Force
2. Natural and Cultural Resource Laws
3. Criminal Investigation
4. Installation Security and Protection
5. Physical Demands
6. Search and Rescue
7. Visual/Auditory Detection
8. Information Management

## Proficiency and Skill Band Definitions

The Proficiency Rating Scale (Table 2) below details the rating given for each level of proficiency and its corresponding definition. Proficiency levels describe the degree of competency required to perform a specific job successfully; these levels relate to the work required for a specific job. Different jobs require different levels of proficiency for successful performance. The proficiency levels provided in this learning map indicate the minimum proficiency target for successful performance.

**Table 2. Proficiency Rating Scale**

<b>1</b>	<b>Basic</b>	No Proficiency	Conceptual Knowledge Only/No Experience
<b>2</b>	<b>Applied</b>	Low Proficiency	Able to Apply with Help
<b>3</b>	<b>Intermediate</b>	Moderate Proficiency	Able to Apply Autonomously
<b>4</b>	<b>Advanced</b>	High Proficiency	Proficient/Able to Help Others
<b>5</b>	<b>Expert</b>	Very High Proficiency	Expert Knowledge

The USMC COI has outlined a career progression structure that more accurately reflects the change in your abilities and responsibilities over time. That structure is called the Skill Level Structure (Table 3). It is associated with each occupational series and follows you from the time you are an entry-level employee until you attain the level of a management employee. Career progress in the USMC has traditionally been based on the federal government pay schedule system. The ratings within the pay schedule system are associated with Job Skill Levels within the 1801/1811-Conservation Law Enforcement Series indicated as follows:

**Table 3. Skill Level Structure**

Job Skill Level	Definition	Job Titles within Skill Levels	Pay Plan	Beginning Grade	Target Grade
1	Entry	Con Law Enfor. Officer	GS	7/9	11
2	Journeyman	Con. Law Enfor. Officer / Criminal Investigator	GS	9/11	11/12
3	Supervisor	Chief Con Law Enfor. Officer / Chief Criminal Investigator	GS	11/12	12

**Table 4: Advancing Levels of Expertise within the 1801/1810/1811 Conservation Law Enforcement**

<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
<b>Entry Level (GS-7/09)</b>	<b>Journeyman (GS 09/11)</b>	<b>Supervisor (GS-11/12)</b>
At the entry level, Officers is responsible for performing basic conservation law enforcement duties under supervision, supports and learns from senior officers, builds understanding of relevant conservation laws and regulations	At the intermediate level, officers/investigators are responsible for applying and understanding relevant conservation laws and regulations with minimal to no instruction or supervision. Incumbents will lead work involving patrols, surveillance, interviews, interrogations, searches, seizures, investigate, detain and arrest person(s) suspected of criminal violations of Federal Laws. Journeymen require higher levels of visual and auditory recognition of illicit behavior, violation detection, prolonged case planning, development and management, to include providing advice and assistance both in and out of court to the U.S. Attorney's Office during investigations and prosecutions.	At the expert level, incumbent is responsible for managing and directing the work and activities of Officers and Investigators by providing guidance and the proper tools to help develop the knowledge and skills needed by conservation law enforcement junior personnel. Supervisors should possess advanced knowledge and understanding of relevant conservation laws and regulations; complex case planning, development, and management; legal liabilities; conflicts of interest; procedural requirements; undercover operations; surveillance; search, seizure, and arrest authority; and provide advice and assistance both in and out of court to the U.S. Attorney's Office during investigations and prosecutions.
<b>Desired Academic Credentials</b> High School Graduate	<b>Desired Academic Credentials</b> High School Graduate	<b>Desired Academic Credentials</b> High School Graduate
BA Degree in law enforcement or an environmental related field preferred	BA Degree in law enforcement or an environmental related field preferred	BA Degree in law enforcement or an environmental related field preferred
<b>Experience</b> 0-1 years of experience is required	<b>Experience</b> 1-6 years of experience is required	<b>Experience</b> 7 years of experience preferred
<b>OPM Qualifications</b>  The duties of positions in this series requires moderate to arduous physical exertion involving walking and standing, use of firearms, and exposure to inclement weather.  GS-07 Basic law enforcement experience prior to attending the Federal Law Enforcement Training Center Land Management Police Training course.  GS-09 One year of specialized experience equivalent to the next lower grade level and/or completion of the Federal Law Enforcement Training Center Land Management Police Training course. Applicant must also meet all medical requirements as outlined in OPM Guidelines related to hearing, vision, manual dexterity, and emotional and mental stability.	<b>OPM Qualifications</b>  The duties of positions in this series requires moderate to arduous physical exertion involving walking and standing, use of firearms, and exposure to inclement weather.  One year of specialized experience equivalent to at least next lower grade level  Applicant must also meet all medical requirements as outlined in OPM Guidelines related to hearing, vision, manual dexterity, and emotional and mental stability.	<b>OPM Qualifications</b>  The duties of positions in this series requires moderate to arduous physical exertion involving walking and standing, use of firearms, and exposure to inclement weather.  One year of specialized experience equivalent to at least next lower grade level which is in or directly related to the line of work of the position.  Applicant must also meet all medical requirements as outlined in OPM Guidelines related to hearing, vision, manual dexterity and emotional and mental stability.

## Behavioral Indicators (BIs)

---

It is important to define how competencies are manifested at different skill levels. Behavioral Indicators are on-the-job examples of behaviors and activities that illustrate how a competency is demonstrated at varying skill levels and provide an objective description of the behavior that can be observed in an individual as evidence that they either have or do not have the skills at the required level needed for the competency. These are examples of what the competency could look like at varying skill levels and are not inclusive of all behaviors demonstrating the competency for each skill level. This information is provided as a tool to help guide evaluations of employee proficiency; however, it should not be used as a checklist for employees' behaviors.

## Training

---

Certifications are a practical option for formalizing a specific competency or skillset. The S&ES COI did not identify certifications applicable to the 1811/1801 Conservation Law Enforcement series defined by job role.

Tables 5 and 6 define the core and core plus/leadership training courses within the 1811/1801 Conservation Law Enforcement series. Training is aligned to job roles and grade levels. These courses are also aligned to competencies and are defined in Appendix A. Training titles and vendors are subject to change as the courses evolve. The Federal Law Enforcement Training Center also puts on various basic and advanced/leadership courses. Additionally, there are several external resources (DoD, Federal, local, state, and commercial, etc.) that provide a variety of training opportunities available to all USMC civilian personnel for professional knowledge and skill development. Individuals are to work with their supervisor and Conservation Law Enforcement Program (CLEP) Training Coordinator for approved training course available to them. These training lists are to be used as a guide for professional development purposes and are only provided as a recommendation and may not encompass all training available to the 1811/1801 Conservation Law Enforcement series. Individuals are to work with supervisors to determine the best training courses suited for each position. All CLEP required core training will be completed prior to requesting career enhancing core plus/leadership training.

**Table 5. Core Training by Job Role**

<b>Core Training</b>	<b>Competency</b>	<b>Vendor</b>	<b>Conservation Officer (GS 7/9)</b>	<b>Con Officer/Crim Inv (GS 9/11)</b>	<b>Con Officer/Crim Inv (GS 11/12)</b>
Land Management Police Training REQUIRED	1	Commercial	•	•	•
Criminal Investigator Training Program	1	Commercial		•	•
Archeological Resources Protection Training Program	1	Commercial	•	•	•
Natural Resources Law	1	Commercial	•	•	•
Law For non-Lawyers	2	Commercial	•	•	•
Case Organization and Presentation Training Program	2	Commercial	•	•	•
Digital Photography for LE Level 1	2	Commercial	•	•	•
Digital Photography for LE Level 2	3	Commercial	•	•	•
Active Shooter Threat Training	3	Commercial	•	•	•
Officer Safety and Survival	3	Commercial	•	•	•
Basic Incident Response to Digital Evidence	3	Commercial	•	•	•
Covert Electronic Surveillance	3	Commercial	•	•	•
Law Enforcement Advanced Interviewing Techniques	3	Commercial		•	•
Mobile Device Investigations	3	Commercial	•	•	•
Tactical Medical for First responders	3	Commercial	•	•	•
Inland Boat Operator Training	3	Commercial	•	•	•
Maritime Tactical Operations	3	Commercial		•	•
Wi-Fi tools for analysis and GEO locating	3	Commercial	•	•	•
Crime Scene Investigator Training	4	Commercial		•	•
Dep. Of Interior Investigator Training Program	4	Commercial		•	•

**Table 6. Career Enhancing / Sustainment Training**

<b>Career Enhancing / Sustainment Training</b>	<b>Competency</b>	<b>Vendor</b>	<b>Conservation Officer (GS 7/9)</b>	<b>Con Officer/Crim Inv (GS 9/11)</b>	<b>Con Officer/Crim Inv (GS 11/12)</b>
Firearms Instructor / Instructor Refresher	4	Commercial	•	•	•
Control Tactics Instructor / Instructor Refresher	4	Commercial	•	•	•
Use of Force Instructor / Instructor Refresher	4	Commercial	•	•	•
Defensive Tactics Instructor / Instructor Refresher	4	Commercial	•	•	•
Advanced Driver Instructor /Instructor Refresher	4	Commercial	•	•	•
Active Shooter Instructor Training / Instructor Refresher	4	Commercial		•	•
Leadership Through Understanding Human Behavior	All	Commercial	•	•	•
LE Supervisor Leadership Training	5	Commercial			•



## Competency Model

COMPETENCY	DEFINITION		
1. Use Of Force	Understands and applies conditions under which various tools and techniques in the use of force should be presented and/or used per established guidelines. Completes appropriate documents to report force used to control various situations.		
MINIMUM PROFICIENCY TARGET LEVELS			
Job Skill Level 1: Entry GS 9		Job Skill Level 2: Journeyman GS 10/11	Job Skill Level 3: Supervisor GS 12
2		3	4
BEHAVIORAL INDICATORS			
Entry	<ul style="list-style-type: none"><li>• Employs lethal and less-lethal use of force effectively and appropriately given the situation</li><li>• Is familiar with the use of force policy and can document if needed</li><li>• Identifies legal standards for the use of force</li><li>• Understands the factors affecting the use of force response (e.g., fear, anger, indecision, hesitation)</li><li>• Explains the justification for the use of force and relevant factors and details</li><li>• Maintains annual use of force training</li><li>• Understands the liability regarding inappropriate use of force</li></ul>		
Journeyman	<ul style="list-style-type: none"><li>• Advises and instructs others on the effective and appropriate use of force</li><li>• Ensures adherence to the standards of the use of force</li></ul>		
Supervisor	<ul style="list-style-type: none"><li>• Ensures that use of force training is documented throughout the organization in official training records</li><li>• Ensures that legal updates are disseminated to all officers</li><li>• Ensures the liability regarding inappropriate use of force</li><li>• Assists with development and reviews of use of force policies and protocols</li><li>• Educates others of the use of force standards throughout the organization by information sharing, training, and education</li></ul>		

COMPETENCY	DEFINITION		
2. Natural & Cultural Resource Laws	Understands and applies knowledge of Federal, State, and local criminal laws along with Installation natural resources laws, rules and regulations pertaining to the fish, wildlife, plants, and environmental regulations. Understands the statutes, treaties, conventions, and regulations that regulate fish and wildlife trade on a national/international basis. (e.g. Lacey Act)		
MINIMUM PROFICIENCY TARGET LEVELS			
Job Skill Level 1: Entry GS 9		Job Skill Level 2: Journeyman GS 10/11	Job Skill Level 3: Supervisor GS 12
2		3	4
BEHAVIORAL INDICATORS			
Entry	<ul style="list-style-type: none"><li>Has a basic knowledge and understanding of Federal, State, and local fish and wildlife laws and regulations</li><li>Builds knowledge and develops fundamental skills to conduct enforcement of fish and wildlife laws and regulations</li></ul>		
Journeyman	<ul style="list-style-type: none"><li>Applies knowledge of fish and wildlife laws and regulations in case development of criminal investigations</li><li>Leads fish and wildlife laws and regulations compliance checks</li><li>Gathers and compiles information to support petitions for modifications to fish and wildlife laws and regulations</li></ul>		
Supervisor	<ul style="list-style-type: none"><li>Has in depth knowledge of all Federal, state, and local fishing, hunting, archeological, and environmental laws</li><li>Oversees, instructs, and leads Installation protocol regarding all fish and wildlife laws and regulations</li><li>Reviews and provides recommendations of petitions for modification to fish and wildlife laws and regulations</li></ul>		

COMPETENCY	DEFINITION		
3. Criminal Investigations	Conducts criminal investigations; applies investigative techniques and the rules of evidence, the laws of criminal procedure, trace evidence collection, jurisdictional boundaries, and court precedents concerning the admissibility of evidence, constitutional rights, search and seizure, and related issues. Is capable of discerning reasonable suspicion that a crime has occurred based upon evidence; determines probable cause through investigative techniques; conducts interviews and interrogations; develops contacts and informants; possesses knowledge of Federal, State, and local regulations and laws.		
	MINIMUM PROFICIENCY TARGET LEVELS		
	Job Skill Level 1: Entry GS 9	Job Skill Level 2: Journeyman GS 10/11	Job Skill Level 3: Supervisor GS 12
	2	3	4
BEHAVIORAL INDICATORS			
Entry	<ul style="list-style-type: none"><li>• Performs basic criminal investigation activities (e.g., secures crime scenes) under minimal supervision/guidance</li><li>• Has a basic knowledge of installation regulations and federal, state, and local laws</li><li>• Observes interviews and interrogations conducted by more senior colleagues; learns effective investigative or data collection techniques</li><li>• Awareness of search and seizure laws and protocols</li><li>• Understands the difference between interviews and interrogations</li><li>• Writes thorough reports relating to criminal investigative activities under minimal supervision/guidance</li><li>• Builds knowledge and gains understanding of basic violation detection operations ie: surveillance, compliance checks, roadblocks)</li></ul>		
Journeyman	<ul style="list-style-type: none"><li>• Independently performs criminal investigation activities</li><li>• Applies knowledge of installation rules and regulations in relation to criminal investigative procedures (e.g., rules of evidence, chain of custody, search and seizure, rights of the accused)</li><li>• Demonstrates competency in all aspects of crime scene processing protocol (e.g., identify, photograph, catalog, collect, preserve, store)</li><li>• Conducts relevant data collection, searching, undercover operations and procedures</li><li>• Writes thorough reports relating to criminal investigative activities</li><li>• Participates in and conducts criminal investigative activities (e.g., arrest and search warrants); guides and assists junior colleagues in conducting criminal investigative activities</li><li>• Collaborates with other law enforcement agencies on criminal investigative activities</li><li>• Uses investigative tools, techniques, and equipment (e.g., interviews, photography, video, print collection, biological sample collection,surveillance equipment)</li></ul>		

<b>Supervisor</b>	<ul style="list-style-type: none"><li>• Directs criminal investigation activities and violation detection operations; evaluates recommendations for implementation</li><li>• Oversees the full procedure for conducting a search warrant utilizing extensive knowledge of relevant protocols</li><li>• Oversees relevant data collection, searching, and undercover operations and procedures</li><li>• Leads investigative, surveillance, arrest, and other similar efforts in a multitude of scenarios</li><li>• Evaluates information to determine the merits of investigative actions or need for undercover and/or surveillance operations; monitors the investigation and after-action activities</li><li>• Initiates and maintains control over undercover law enforcement operations</li><li>• Serves as the primary liaison to other law enforcement agencies in coordinated criminal investigative activities</li><li>• Develops and implements Memorandums of Agreements and/or Understanding (MOA/MOU) with other law enforcement agencies</li></ul>
-------------------	--

COMPETENCY	DEFINITION		
4. Installation Security & Protection	Uses knowledge of Mission Assurance, installation infrastructure, and access control procedures to detect and identify defective perimeter barriers. Controls access and acts as deterrent by monitoring and identifying any trespass violations or attempted removal of natural resources.		
MINIMUM PROFICIENCY TARGET LEVELS			
Job Skill Level 1: Entry GS 9		Job Skill Level 2: Journeyman GS 10/11	Job Skill Level 3: Supervisor GS 12
2		3	4
BEHAVIORAL INDICATORS			
Entry	<ul style="list-style-type: none"><li>• Performs installation security and protection under minimal supervision/guidance</li><li>• Has a basic understanding of the installations fundamental rules and regulations</li><li>• Applies knowledge of the installation’s regulations to enforce laws under supervision/guidance</li></ul>		
Journeyman	<ul style="list-style-type: none"><li>• Performs installation security and protection under limited and/or no guidance</li><li>• Provides operational support to staff and participating agencies in law enforcement matters</li><li>• Responds and reacts to installation matters involving violations</li><li>• Conducts routine patrols</li><li>• Analyzes installation security and protection procedures and submits any recommendations of improvement to supervisor(s)</li><li>• Serves as installation security field training officer</li></ul>		
Supervisor	<ul style="list-style-type: none"><li>• Directs installation security and protection activities</li><li>• Developes new policies, revises existing policies/procedures and evaluates recommended changes for implementation</li><li>• Directs the review of policies, guidelines, data documents, reports, processes, and procedures</li><li>• Displays thorough comprehension and knowledge of installation security and protection to manage or supervise multiple personnel in a proficient manner</li><li>• Supports the installation Commander and the Provost Mashall’s Office in times of emergency and when expertise is required</li></ul>		

COMPETENCY	DEFINITION		
5. Physical Demands	Capable of withstanding considerable physical exertion to include: long periods of standing and laying in covert surveillance positions; working long periods of time alone; walking/jogging over rough terrain; recurring bending; lifting; reaching; swimming; wearing law enforcement equipments such as body armor, duty belt, pistol and rifle; exposure to various animals that may be infectious/dangerous; exposure to hazardous materials; operating specialized equipment to include boats, ATV's, 4-wheel drive vehicles; and similar activities in adverse weather conditions.		
	MINIMUM PROFICIENCY TARGET LEVELS		
	Job Skill Level 1: Entry GS 9	Job Skill Level 2: Journeyman GS 10/11	Job Skill Level 3: Supervisor GS 12
	2	3	4
BEHAVIORAL INDICATORS			
Entry	<ul style="list-style-type: none"><li>• Passes the Federal Law Enforcement Training Center (FLETC) standardized physical efficiency battery (PEB)</li><li>• Stands, walks, lays, and sits for extended periods of time</li><li>• Works extended hours</li><li>• Operates specialized equipment under supervision</li></ul>		
Journeyman	<ul style="list-style-type: none"><li>• Works in extreme weather conditions (hot, cold, rain, snow)</li><li>• Operates specialized equipment with limited or no supervision to include heavy machinery</li><li>• Rides in fixed wing and rotary aircraft</li></ul>		
Supervisor	<ul style="list-style-type: none"><li>• Works in close proximity with wild and/or dangerous animals, birds, and reptiles</li><li>• Works with hazardous equipment and various weapons systems</li><li>• Works in areas with unexploded ordinance</li><li>• Works in highly stressful situations (e.g. armed and dangerous encounters, high-speed pursuits)</li></ul>		

COMPETENCY	DEFINITION		
6. Search and Rescue	Conducts search and rescue operations for lost, injured, or fugitive individuals utilizing situational awareness in relation to their location within the environment. Conducts water rescues for distressed or capsized vessels. Developes search and rescue plans to execute operations in coordination with other emergency and law enforcement agencies.		
MINIMUM PROFICIENCY TARGET LEVELS			
Job Skill Level 1: Entry GS 9		Job Skill Level 2: Journeyman GS 10/11	Job Skill Level 3: Supervisor GS 12
2		3	4
BEHAVIORAL INDICATORS			
Entry	<ul style="list-style-type: none"><li>Has a basic knowledge of search and rescue operations</li><li>Operates GPS devices, compasses, and other land navigation equipment</li><li>Participates in search and resue operations and drills under supervision</li><li>Has understanding of officer safety as it pertains to situational awareness and knowledge of surroundings</li><li>Maintains First Responder and CPR certifications</li></ul>		
Journeyman	<ul style="list-style-type: none"><li>Initiates and implements search and rescue operations</li><li>Has in-depth knowledge of area land marks, surroundings, and installation infastructure</li><li>Identifies the need to advance or draw back search and rescue response operations due to medical/safety concerns and/or weather conditions</li><li>Proficient in all aspects of search and rescue operations (e.g. first response emergency medical, tracking)</li><li>Developes and instructs training scenarios on tracking, officer safety, search and rescue techniques, situational awareness, survival, knowledge of surroundings, operating GPS and other location devices/equipment</li></ul>		
Supervisor	<ul style="list-style-type: none"><li>Assists in creation of search and rescue protocols and orders for development of search and rescue operational plans and resue missions</li><li>Endsures employees are trained in search and rescue operations</li><li>Establishes and maintains control of Command Posts during search and rescue operations</li><li>Serves as the primary liaison to other search and rescue entities (e.g. air support, emergency responders, other law enforcement agencies) during coordinated operations</li></ul>		

COMPETENCY	DEFINITION		
7. Visual/Auditory Identification	Recognizes human behavioral patterns indicative of illicit behavior. Differentiates various wildlife and plant species based on knowledge of their physical and auditory characteristics. Identifies hazardous materials and illegal trash sites. Distinguishes archeological/historical sites, endangered species, and habitats.		
MINIMUM PROFICIENCY TARGET LEVELS			
Job Skill Level 1: Entry GS 9		Job Skill Level 2: Journeyman GS 10/11	
2		3	
		Job Skill Level 3: Supervisor GS 12	
		4	
BEHAVIORAL INDICATORS			
Entry	<ul style="list-style-type: none"><li>Builds knowledge of the fundamentals of visual and auditory identification (e.g. physical traits, behavioral patterns, auditory clues)</li><li>Displays capability to utilize visual identification resources to distinguish between different animal and plant species and sub-species.</li><li>Has basic tracking and land navigation techniques</li><li>Capable of recognizing possible hazardous materials</li></ul>		
Journeyman	<ul style="list-style-type: none"><li>Has working knowledge of visual and auditory identification techniques</li><li>Utilizes learned methods of tracking in order to identify specific wildlife populations, individuals, and/or vehicles</li><li>Ability to distinguish between different animal and plant species and sub-species</li><li>Is capable of reading and interpreting body language during interviews and interrogations</li><li>Is familiar with local plant and animal areas/sites requiring protection</li></ul>		
Supervisor	<ul style="list-style-type: none"><li>Instructs and directs others in methods of visual and auditory identification while monitoring the effectiveness of methods used</li><li>Organizes, coordinates, and employees advanced methods to track individuals suspected of crimes or search and rescue operations (e.g. helicopter/thermal/canine tracking)</li><li>Organizes, coordinates and employees advanced methods to identify animal species/sub-species for biological data collection (e.g. trail cameras, sand/snow track counts, hair sample collection)</li><li>Educates others on the reading and interpreting of body language during interviews and interrogations</li><li>Has extensive knowledge of local plant and animal areas/sites requiring protection</li></ul>		



COMPETENCY	DEFINITION		
8. Information Management	Identifies a need for and knows where or how to gather information. Organizes and maintains information or information management systems. Performs office and administrative functions as required.		
MINIMUM PROFICIENCY TARGET LEVELS			
Job Skill Level 1: Entry GS 9		Job Skill Level 2: Journeyman GS 10/11	
2		3	
		Job Skill Level 3: Supervisor GS 12	
		4	
BEHAVIORAL INDICATORS			
Entry	<ul style="list-style-type: none"><li>Communicates via email</li><li>Gathers, organizes, and maintains information from one or two sources identified by others</li><li>Knows where technical resources are maintained within work area</li><li>Arranges information in database according to previously established standard</li><li>Retrieves information from computers, e-mail, and simple databases</li><li>Has basic understanding of Privacy Act and Personal Identifiable Information (PII)</li><li>Demonstrates a basic proficiency in MS Word, Excel, Outlook, and/or similar application</li></ul>		
Journeyman	<ul style="list-style-type: none"><li>Identifies and gathers information needs from multiple sources; organizes and maintains moderately complex information using general guidelines and precedents</li><li>Identifies, consolidates, and disseminates pertinent information from various sources to specific individuals, groups, and offices in the workforce</li><li>Makes modifications to an information management system to be used for gathering, processing, storage, and use</li><li>Aids in management, gathering, processing, storage, dissemination and use by an organization of moderate size</li></ul>		
Supervisor	<ul style="list-style-type: none"><li>Anticipates and identifies informational needs; gathers information from a multitude of sources; devises methods of organizing complex or technical information for which there is no precedent or standard, and maintain complex and/or large amounts of information/data</li><li>Designs programs and developes requirements to manage the gathering, processing, storage, dissemination, and use of information by a large organization</li><li>Makes modifications or improvements to a system designed to manage the gathering, processing, storage, dissemination, and use of information by a large organization</li><li>Has extensive knowledge of relevant protocols concerning the storage and security of Privacy Act and Personal Identifiable Information; disseminates PII and Privacy act information on a need to know basis</li><li>Ensure employees are following protocols concerning the storage and security of Privacy Act and Personal Identifiable Information</li></ul>		

## Appendix A. Acronyms Defined

---

Acronym	Definition
COI	Community of Interest
DoD	Department of Defense
DOI	Department of Interior
BLM	Bureau of Land Management
SES	Security and Emergency Services
FLETC	Federal Law Enforcement Training Center
USFWS	U.S. Fish and Wildlife Service
EPA	U.S. Environmental Protection Agency