

# Security and Emergency Services Community of Interest

1801-1802-1810

Occupational Series

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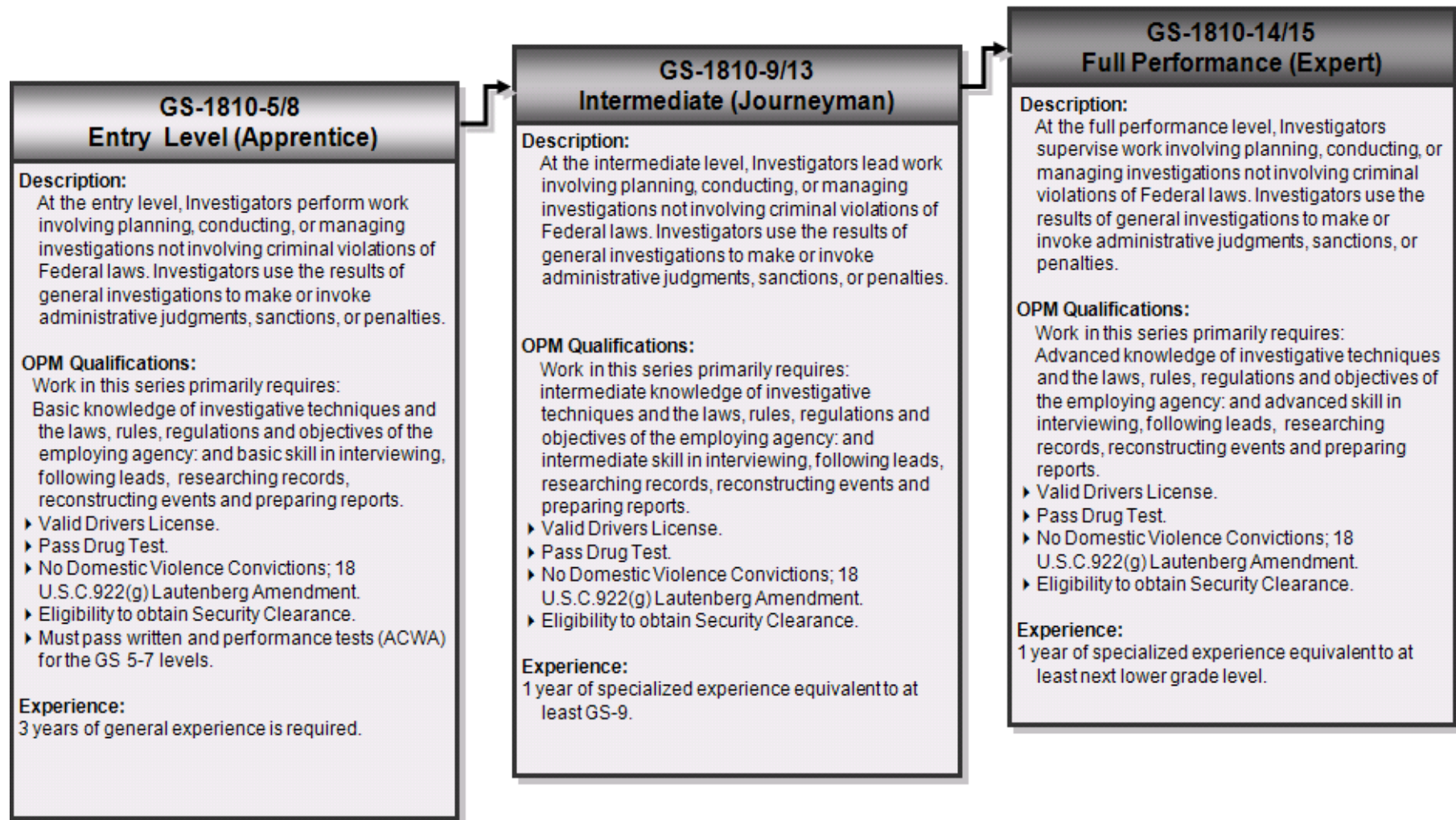
## Career Road Map

Prepared by: Booz | Allen | Hamilton



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## *Career Progression within the 1801/02/10 Occupational Series is Marked by Advancing Levels of Expertise in Matters of General Investigating*



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## *Proficiency and Skill Level Definitions for 1801/02/10*

- ▶ The **Proficiency Rating Scale** below details the proficiency ratings and their corresponding definitions. Proficiency levels describe the levels of a 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.

PROFICIENCY RATING	PROFICIENCY
0	N/A - Non Applicable/No Knowledge Necessary
1	No Proficiency - Conceptual Knowledge Only/No Experience
2	Low Proficiency - Able to Apply with Help
3	Moderate Proficiency - Able to Apply Autonomously
4	High Proficiency - Proficient/Able to Help Others
5	Very High Proficiency - Expert Knowledge

- ▶ The Communities of Interest have outlined a career progress structure that more accurately reflects the change in your abilities and responsibilities over time. That structure is called the **Skill Level Structure**. It is associated with each Occupational Series and follows you from the time you are an entry-level employee until you reach management levels. Career progress in the USMC has traditionally been based on the Federal Government pay schedule system and the ranges within the pay schedule system are associated with the Skill Levels.

JOB SKILL LEVEL	SKILL BAND DEFINITION	JOB SKILL LEVEL PAY PLAN	BEGINNING GRADE	TARGET GRADE
1	Apprentice	GS	5	8
2	Journeyman	GS	9	13
3	Expert	GS	14	15

- ▶ Behavioral Indicators: It is important to define how the competencies are manifested at different proficiency levels. In other words, what behaviors do incumbents in the Occupational Series demonstrate that indicate various levels of proficiency in each competency area. These demonstrations are referred to as behavioral indicators, and provide an objective description of the behavior that you might view in an individual that provides evidence that they either have or do not have the competency of interest. These are **examples of what behaviors could look like** and are not inclusive of all behaviors that demonstrate each level of performance for the competency. Rather, this is a tool to help guide evaluations of employee performance and should **not** be used as a checklist for employees' behaviors.



## *Desired Certifications, Academic Credentials and Training for 1801/02/10*

Level 1	Level 2	Level 3
<b>Desired Certifications</b>		
IGMC MTT Certificate	USN IG Reprisal/Mental Health Evaluations	DoD IG Joint IG Certificate
USN IG Course - Investigations	USN IG Course - Investigations	
USA IG Course Certificate		
<b>Desired Academic Credentials</b>		
High School Graduate	Any BS/BA Degree	Any BS/BA Degree
Any AA/BS/BA Degree		
<b>Desired Training</b>		
IGMC – MTT Investigations	Reid- Interviews and Interrogations	Introduction to Fraud Investigation Training Program
	Introduction to Fraud Investigation Training Program	DoD Joint IG School
	DoD Joint IG School	

*\*The courses found on this page and throughout this roadmap are recommended courses and may not be inclusive of all training available.*



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## *Behavioral Indicators*

### Non-Criminal Investigations

#### DEFINITION

Investigates misconduct in violation of applicable civilian and military laws, regulations, and policies within the United States Marine Corps; applies investigative techniques and the rules of evidence, evidence collection, jurisdictional boundaries, constitutional rights and related issues; communicates outcomes and findings of investigations to appropriate authority.

Entry	Intermediate	Full Performance
<ul style="list-style-type: none"> <li>- Assists with basic investigation activities under supervision and guidance</li> <li>- Understands the fundamentals of investigative procedures</li> <li>- Has a basic knowledge of appropriate laws, rules, and regulations in relation to alleged misconduct</li> <li>- Observes interviews conducted by more senior colleagues; learns effective investigative or data collection techniques</li> <li>- Writes reports documenting investigative activities and findings with supervision and guidance</li> </ul>	<ul style="list-style-type: none"> <li>- Performs investigation activities with limited or no supervision</li> <li>- Applies knowledge of appropriate laws, rules, and regulations in relation to alleged misconduct</li> <li>- Evaluates information to determine the merits of investigative actions; monitors the investigation and after-action taking place</li> <li>- Awareness of search and seizure laws and protocols</li> <li>- Conducts relevant data collection and searching procedures, tools, and techniques (e.g., interviews, photography, video, print collection, Internet search capabilities)</li> <li>- Reviews reports written by junior investigators relating to investigative activities and findings ensure that findings are supported by the facts; makes recommendations for improvement</li> <li>- Participates in and conducts investigative activities; guides and assists junior investigators in conducting investigative activities</li> <li>- Collaborates with senior leadership and other law enforcement agencies on investigative activities</li> </ul>	<ul style="list-style-type: none"> <li>- Directs investigation activities; evaluates recommendations for implementation</li> <li>- Leads investigative efforts in a multitude of scenarios</li> <li>- Serves as the primary liaison to senior leadership and other law enforcement agencies in coordinated investigative activities</li> <li>- Conducts investigations involving highly sensitive, complex matters (e.g., general officers, political appointees, SES)</li> <li>- Writes comprehensive reports of investigations into senior leader misconduct; briefs report findings to senior leadership</li> <li>- Reviews reports for impartiality and fairness, and that it meets the standards of the President's Council on Integrity &amp; Efficiency</li> </ul>



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## *Competency-Based Training Opportunities*

### **Non-Criminal Investigations**

Skill Level	Proficiency		DEFINITION
	Min	Max	
1	2	3	Investigates misconduct in violation of applicable civilian and military laws, regulations, and policies within the United States Marine Corps; applies investigative techniques and the rules of evidence, evidence collection, jurisdictional boundaries, constitutional rights and related issues; communicates outcomes and findings of investigations to appropriate authority.
2	3	4	
3	4	5	

Course	Skill Level	Institution
ASAP Training Series (FOIA/PA)	1,2,3	ASAP
Basic Non-Criminal Investigator Training	1,2	IGCIA
Certified Investigator Course	2,3	AIG
Computer Network Investigations Training Program	2,3	FLETC
Conducting Internal Investigations	2,3	ACFE
Crime Analysis in the Information Age	2,3	ILEA
Digital Photography for Law Enforcement	2,3	IPTM
Financial Forensics Techniques Training Program	2,3	FLETC
First Responder to Digital Evidence Program	1,2	FLETC
Interviewing and Interrogation	1,2,3	Reid Institute
Introduction to Fraud Investigation Training Program	2,3	FLETC
Investigating by Computer	2,3	ACFE
Law Enforcement Advanced Interviewing Program	2,3	FLETC
Mobile Training Team (MTT) Investigations	1,2	IGMC



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2	3	4		
3	4	5		
Course			Skill Level	Institution
National Investigative Interviewing Training Program			2,3	FLETC
Scientific Content Analysis - Basic Course			2,3	LSI SCAN
Seized Computer Evidence Recovery Specialist			3	FLETC
U.S. Army Inspector General School			1,2	USA IG
U.S. Navy Inspector General School			1,2	USN IG



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## *Behavioral Indicators*

### **Policies, Regulations, & Laws**

#### **DEFINITION**

Interprets and applies appropriate/applicable laws and regulations with respect to the supported organization; understands the impacts that these have on customers, stakeholders, and strategic plan and operations.

#### **Entry**

- Basic awareness of relevant organizational policies, procedures, and directives
- Interprets and applies appropriate policies, regulations, and laws to an investigation with guidance and supervision
- Possesses a general understanding of where to find applicable policies, regulations, and laws
- Basic awareness of the elements of proof required to substantiate an allegation
- Identifies when policies, regulations, and laws have been violated

#### **Intermediate**

- Advanced knowledge of relevant organizational policies, procedures, and directives and where to find them
- Independently interprets and applies appropriate policies, regulations, and laws to an investigation
- Identifies deficiencies in existing policies, regulations, and laws
- Advanced knowledge of the elements of proof required to substantiate an allegation
- Identifies the elements of policies, regulations, and laws that have been violated

#### **Full Performance**

- Comprehensive and in-depth knowledge of relevant organizational policies, procedures, and directives and where to find them (e.g., cites specific regulations or laws related to alleged violations)
- Serves as a subject matter expert who instructs, coaches, and mentors others on the interpretation and application of appropriate policies, regulations, and laws to an investigation
- Advises Command or organization on the interpretation and application of appropriate policies, regulations, and laws to an investigation
- Recommends changes, modifications, and improvements to existing policies, regulations, and laws





## *Competency-Based Training Opportunities*

### **Policies, Regulations, & Laws**

Skill Level	Proficiency		DEFINITION	
	Min	Max		
1	1	2	Interprets and applies appropriate/applicable laws and regulations with respect to the supported organization; understands the impacts that these have on customers, stakeholders, and strategic plan and operations.	
2	3	4		
3	4	5		
Course			Skill Level	Institution
ASAP Training Series (FOIA/PA)			1,2,3	ASAP
Certified Investigator Course			2,3	AIG
U.S. Army Inspector General School			1,2	USA IG
U.S. Navy Inspector General School			1,2	USN IG



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## *Behavioral Indicators*

### Evidence Recognition, Collection, & Analysis

#### DEFINITION

Obtains testimonial evidence through interview, interrogation, and elicitation methodologies; determines the veracity and credibility of testimonial evidence; determines the credibility of physical evidence utilizing scientifically validated techniques and instrumentation; determines the types (testimonial and physical) of evidence necessary to establish the elements of proof; applies approved evidence collection methodologies.

Entry	Intermediate	Full Performance
<ul style="list-style-type: none"> <li>- Knowledge of the methods for obtaining testimonial and physical evidence</li> <li>- Participates in interviews and interrogations with supervision and guidance</li> <li>- Assists lead investigators in evidence gathering activities (e.g., takes notes, makes copies, document retrieval)</li> <li>- Observes more senior investigators in evidence gathering activities</li> <li>- Identifies the types and sources of evidence that may be relevant to the investigation with supervision and guidance</li> </ul>	<ul style="list-style-type: none"> <li>- Conducts/leads interviews and interrogations</li> <li>- Knows the questions to ask and how to organize them to maximize the success of interviews and interrogations</li> <li>- Develops the interview and interrogation sequence to maximize the efficiency and effectiveness of the investigation</li> <li>- Coaches and mentors others on effective and interviewing, interrogation, and evidence gathering techniques</li> <li>- Understanding the difference between circumstantial and direct evidence and how it applies to and impacts the investigation</li> <li>- Evaluates the credibility of testimonial evidence to determine the relative value of the information</li> <li>- Independently identifies and collects evidence relevant to the investigation</li> </ul>	<ul style="list-style-type: none"> <li>- Develops interview and interrogation plans involving multiple crimes, victims, and/or subjects; directs others on the interview/interrogation plan implementation</li> <li>- Reviews results of interview and interrogations to ensure completeness and that all requirements have been met</li> <li>- Evaluates evidence gathering techniques to ensure that appropriate and legal methods were employed</li> <li>- Reviews criminal scientific reports (e.g., fingerprint, ballistics, DNA) to determine impact on the investigation plan</li> </ul>



## *Competency-Based Training Opportunities*

### Evidence Recognition, Collection, & Analysis

Skill Level	Proficiency		DEFINITION
	Min	Max	
1	1	2	Obtains testimonial evidence through interview, interrogation, and elicitation methodologies; determines the veracity and credibility of testimonial evidence; determines the credibility of physical evidence utilizing scientifically validated techniques and instrumentation; determines the types (testimonial and physical) of evidence necessary to establish the elements of proof; applies approved evidence collection methodologies.
2	3	4	
3	4	5	

Course	Skill Level	Institution
Computer Network Investigations Training Program	2,3	FLETC
Covert Electronic Surveillance Program	2,3	FLETC
Crime Scene Processing Workshop	2,3	IPTM
Crime Scene Technology 1	1,2	NUCPS
Crime Scene Technology 2 Crime Scene Practium	2	NUCPS
Digital Photography for Law Enforcement	2,3	IPTM
First Responder to Digital Evidence Program	1,2	FLETC
Interviews and Interrogations	1,2,3	IPTM
Investigating by Computer	2,3	ACFE
Scientific Content Analysis - Basic Course	2,3	LSI SCAN



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## *Behavioral Indicators*

### **Compliance and Systemic Inspection**

#### **DEFINITION**

Reviews systems and processes to determine if they are in compliance with existing and applicable policies, regulations, procedures, and standards; conducts root cause analyses; makes recommendations for process improvement and compliance; communicates outcomes and findings of inspections to the appropriate authority.

<b>Entry</b>	<b>Intermediate</b>	<b>Full Performance</b>
<ul style="list-style-type: none"> <li>- Basic awareness of relevant standards used to evaluate inspections</li> <li>- Develops, coordinates, and implements inspection plans with supervision and guidance</li> <li>- Uses inspection checklist to ensure the appropriate components are evaluated</li> <li>- Performs cursory inspections; supports primary inspector during inspections</li> <li>- Basic knowledge of the inspection process, requirements for success (e.g., mission-capable, non-mission capable, pass/fail)</li> <li>- Knowledge of inspection reporting</li> </ul>	<ul style="list-style-type: none"> <li>- Advanced knowledge of relevant organizational standards and where to find them</li> <li>- Independently develops, coordinates, and implements inspection plans</li> <li>- Coordinates modifications to inspection checklists with functional area proponents in Headquarters Marine Corps</li> <li>- Conducts root cause analyses for systemic assessments and inspections with supervision and guidance</li> <li>- Writes inspection reports that summarize inspection activities and results</li> <li>- Reviews reports written by inspectors for accuracy and completeness; makes recommendations for improvement</li> <li>- Monitors after-action based on inspection findings</li> </ul>	<ul style="list-style-type: none"> <li>- Comprehensive and in-depth knowledge of relevant organizational standards and where to find them (e.g., cites specific standards related to the inspection)</li> <li>- Reviews the inspection plans of others for completeness</li> <li>- Independently conducts root cause analyses for systemic assessments and inspections</li> <li>- Reviews the root cause analyses of others for accuracy and completeness; makes recommendations for improvement</li> <li>- Briefs results of inspections to organizational leadership</li> </ul>



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## *Competency-Based Training Opportunitites*

### **Compliance and Systemic Inspection**

Skill Level	Proficiency		DEFINITION	
	Min	Max		
1	2	3	Reviews systems and processes to determine if they are in compliance with existing and applicable policies, regulations, procedures, and standards; conducts root cause analyses; makes recommendations for process improvement and compliance; communicates outcomes and findings of inspections to the appropriate authority.	
2	3	4		
3	4	5		
Course			Skill Level	Institution
Mobile Training Team (MTT) Investigations			1,2	IGMC



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## *Behavioral Indicators*

### Information Management

#### DEFINITION

Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems (e.g., Marine Corps Total Force System, Defense Employment Information Data System, Marine Corps Enlisted Administrative Discharge System, COPS, NCIC, AFIS, DCII, etc.); performs office and administrative functions as required; uses machines, tools, computers, instruments, and equipment effectively.

#### Entry

- Gathers information from sources identified by others; organizes and maintains routine information using clearly outlined guidelines
- Knows where technical references are maintained in own work area
- Arranges information in database according to previously established guidelines
- Retrieves information from computers, e-mail, and simple databases; uses hardware and software to submit requests (e.g., travel vouchers, purchase supplies)
- Demonstrates a basic proficiency in automated office management applications
- Has a basic understanding of the Freedom of Information and Privacy Act requirements
- Maintains awareness of information assurance standards and requirements

#### Intermediate

- Identifies information needs; gathers information from several sources; organizes and maintains moderately complex information, using general guidelines or precedents
- Identifies, consolidates, and disseminates pertinent information from various sources to specific individuals, groups, and offices in the workforce
- Aids in the management, gathering, processing, storage, dissemination, and use of information
- Knowledge of information systems available that provide information relevant to investigations/inspections
- Anticipates and identifies information needs; gathers information from many sources; devises methods of organizing complex or technical information for which there is no precedent, and maintains complex and/or large amounts of information/data
- Recommends processes and procedures to manage the gathering, processing, storage, dissemination, and use of information

#### Full Performance

- Oversees the most effective and efficient processes and procedures to manage the gathering, processing, storage, dissemination, and use of information across organizations and inter-agencies
- Knowledge of information systems available that provide information relevant to investigations/inspections
- Identifies, consolidates, and disseminates pertinent information from various sources to specific individuals, groups, and offices in the workforce



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## *Competency-Based Training Opportunities*

<b>Information Management</b>			
Skill Level	Proficiency		DEFINITION
	Min	Max	
1	1	3	Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems (e.g., Marine Corps Total Force System, Defense Employment Information Data System, Marine Corps Enlisted Administrative Discharge System, COPS, NCIC, AFIS, DCII, etc.); performs office and administrative functions as required; uses machines, tools, computers, instruments, and equipment effectively.
2	4	4	
3	4	4	
Course		Skill Level	Institution
Crime Analysis in the Information Age		2,3	ILEA



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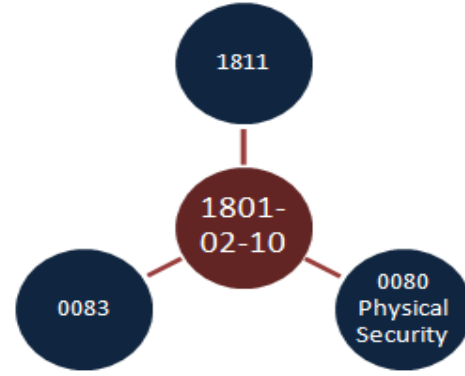
# Security Emergency Services Internal Community Career Path

1801-02-10 General Investigation		
<p style="text-align: center;"><b>1811 Criminal Investigation</b></p> <ul style="list-style-type: none"> <li>•Competency Gaps: Law Enforcement Training Services; Protective Services; Use of Force; Firearms Usage; Physical Demands</li> <li>•Certification Gaps: EVOC; ASAC/FLETC/MMPI</li> <li>•Qualification Gap: Age Limitation</li> <li>•GS12 is the recommended level to cross over</li> </ul>	<p style="text-align: center;"><b>0080 Physical Security</b></p> <ul style="list-style-type: none"> <li>•Competency Gaps: Electronic Security Systems Management; Acquisition Management</li> <li>•Certification Gaps: Army/FLETC/ASIS Physical Security Certification; Electronic Systems Administrator; Crime Prevention Specialist; Naval Security Manager's Certification; DoD Lock Specialist; Electronic Security Systems Design;</li> <li>•GS4-7 is the recommended level to cross over</li> </ul>	<p style="text-align: center;"><b>0083 Police</b></p> <ul style="list-style-type: none"> <li>•Competency Gaps: Use of Force; Firearms Usage; Physical Security; Emergency Response; Traffic Enforcement; Police Ethics</li> <li>•No Certification Gaps</li> <li>•GS7-9 is the recommended level to cross over</li> </ul>

This graphic shows the 1801-02-10 General Investigation series other series that they can cross over into and be competitive in the hiring process.

A **Competency Gap** is the difference between the current competency level of employees and the required competency level.

A **Certification Gap** is the difference between the current certification levels of employees and the required certification levels.



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## *Acronyms Defined*

Acronym	Acronym Defined
ACFE	Association of Certified Fraud Examiners
AIG	National Association Of Inspectors General
ASAP	The American Society of Access Professionals
FLETC	Federal Law Enforcement Training Center
IGCIA	Inspector General Criminal Investigator Academy
ILEA	Indiana Law Enforcement Academy
IPTM	Institute of Police Technology and Management
LSI SCAN	Laboratory for Scientific Interrogation, Inc. Scientific Content Analysis
NUCPS	Northwestern University Center for Public Safety
Reid Institute	JOHN E. REID & ASSOCIATES, INC.
USA IG	U.S. Army Inspector General School
USN IG	U.S. Navy Inspector General School

*\*For additional courses supporting the following behavioral competencies: Communication, Leadership, Self Management and Planning, Decision Making Problem Solving, Teamwork, and Health Safety please refer to the Civilian leadership Development (CLD Course Catalog. This catalog can be found on this website:*

*[https://www.manpower.usmc.mil/pls/portal/docs/PAGE/M\\_RA\\_HOME/MP/MPC/CWM/TRAININGRESOURCES/CIVILIAN%20LEADERSHIP%20COURSE%20CATALOG/MP\\_MPC\\_TR\\_C LCC\\_REF/FULL%20COURSE%20CATALOG.PDF](https://www.manpower.usmc.mil/pls/portal/docs/PAGE/M_RA_HOME/MP/MPC/CWM/TRAININGRESOURCES/CIVILIAN%20LEADERSHIP%20COURSE%20CATALOG/MP_MPC_TR_C LCC_REF/FULL%20COURSE%20CATALOG.PDF)*



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