

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
IE00417

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) 2015 BIE Reorganization		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location Washington, DC		5. Duty Station Albuquerque, NM		6. OPM Certification No.	
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			
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) SES (CR)				11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity 5- MBI w/ childcare		13. Competitive Level Code 708	
						14. Agency Use Telework: 4			

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						
c. Second Level Review	Program Specialist (SCAN)	GS	0301	13	DAW	
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)
Academics

18. Department, Agency, or Establishment Department of the Interior	c. Third Subdivision
a. First Subdivision Assistant Secretary- Indian Affairs	d. Fourth Subdivision
b. Second Subdivision Bureau of Indian Education	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 Chief Academic Officer	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Dr. Charles M. Roessel Director, Bureau of Indian Education
Signature _____ Date _____	Signature  Date 7/13/15

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
Miscellaneous Administration and Program Series, GS-0301, January 1979. Cross referenced to Security Administration Series, GS-0080, December 1987.

23. 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.

24. Remarks
Full Performance Level. Indian Preference. Regular Driver.

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

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

BUS CODE: 8888

**PROGRAM SPECIALIST (SCAN)
GS-0301-13**

A. INTRODUCTION

To meet its trust responsibility to Indian Tribes, BIE works to strengthen educational opportunities for American Indian students to be successful and competitive globally; to enhance student participation in their tribal communities; and support tribes in nation-building, in development of the next generation of tribal leaders.

The purpose of this position is to manage the BIE Suspected Child Abuse and Neglect (SCAN) Program, Incident Reporting, and Critical Incident Report programs for BIE-operated schools and provide technical advice and guidance on child abuse/personnel security and suitability to Tribally operated schools in a way that makes the BIE work environment secure for, not only the Indian children we service, but also for ourselves, our co-workers, and visitors to our work sites. This position is the BIE liaison with the Indian Affairs/Center for Personnel Security and BIA/Office of Justice Services (BIA/OJS), and BIA/Office of Indian Services concerning Suspected Child Abuse/Neglect (SCAN) program. The program specialist will report directly to the Director's Chief Academic Officer (CAO).

B. MAJOR DUTIES/ACCOUNTABILITY FEATURES

Administration of the BIE Suspected Child Abuse and Neglect (SCAN) Program (Levels 1 and 2):

Serves as the technical expert and independently coordinates and administers the SCAN program for BIE nationwide.

Acts as a liaison between BIE, BIA Center for Personnel Security, BIE Human Resources and BIA/ Office of Justice Services (BIA/OJS), and outside law enforcement agencies, agencies and individuals involved in handling and processing allegations/investigations of child abuse.

Analyzes and evaluates complex information/data while reviewing inquiries on SCAN cases.

Reviews all incoming SCAN, Incident, Critical Incident Reports to ensure all required information has been provided and the appropriate notifications have been made. Ensures type of abuse and seriousness level is specified.

Works extensively with local law enforcement agencies, including Tribal, County, State, Federal, and BIA/OJS to coordinate and ensure preliminary investigations along with documentation are completed.

Works in conjunction with BIA OJS to establish list of responsible law enforcement agency for all Bureau-operated schools included contract and grant schools.

Serves as the liaison with local law enforcement on Level 1 cases, which are reported to BIA/OJS immediately by mandated reporters.

Coordinates Level 2 cases with local law enforcement and BIA/OJS.

Establishes and maintains a database for tracking all reported BIE child abuse incidents from initial report to closure. Will use the database to monitor the status of child abuse incidents, and provide notification to appropriate Principal/Education Resource Centers when timelines are not met..

Utilizes the Native American Student Information System (NASIS) to gather data to conduct analysis of longitudinal trends – to assist the CAO, Student Health Advisor, and School Safety Specialist in developing long-range strategic planning and preventative and intervention measures.

Prepares reports when needed for data calls including numbers of types of incidents, incidents and resolutions, and seriousness of incident.

Provides advisory and technical assistance to mandated reporters (working with the Chief Academic Officer, Student Health Advisor, principals, ADDs, Education Resource Centers staff, and/or administrative Inquiry team) on all phases of SCAN processes. Represents BIE authoritatively in carrying out these responsibilities.

Assists and provides technical services on SCAN as defined by 18 USC 1169 Reporting of Child Abuse, P.L. 101-630 and PL. 101-647 to local law enforcement and/or local child protective services. Represents BIE authoritatively in carrying out these responsibilities.

Develops SCAN-related training materials to provide necessary information for all levels personnel and the public.

Provides training opportunities for Administrative Inquiry Team members, Chief Academic Officer, Student Health Advisor, Principals, ADDs, Education Resource Centers staff, and school administrators regarding child abuse laws and policies and the SCAN protocol.

Administration of Incident Reporting Program

Serves as the technical expert and independently coordinates and administers the Incident Report program for BIE nationwide. This program provides a method for reporting and tracking incidents of discourteous behavior, inappropriate language, etc., involving BIE employees. The conduct involved does not meet the definition of child abuse and is to be handled administratively.

Performs thorough review of investigation material (e.g., reports, testimony, and documentary evidence) for accuracy and completeness, for compliance with law, to identify discrepancies and inconsistencies and to initiate follow-up as needed.

Conducts inquiries (usually written) to identify and characterize issues, to make inferences and reach conclusions.

Establishes and maintains a database for tracking all Incident Reports from initial report to closure, will use the database to monitor the status of Incident Reports and provide notification to appropriate Principal/Education Line Officer when timelines are not met.

Prepares reports when needed for data calls including number of incidents and resolutions.

Provides technical assistance and training on all phases of the Incident Report process. Represents BIE authoritatively in carrying out these responsibilities.

Develops Incident Report-related training materials to provide necessary information for all levels of personnel and the public.

Administration of Critical Incident Reporting Program

Serves as the technical expert and independently coordinates and administers the Critical Incident Report program for BIE nationwide. This program provides a method for reporting and tracking incidents where the death, suicide, attempted suicide or other life-threatening event involving a student has occurred.

Performs thorough review of investigation material (e.g., reports, testimony, and documentary evidence) for accuracy and completeness, for compliance with law, to identify discrepancies and inconsistencies and to initiate follow-up as needed.

Conducts inquiries (usually written) to identify and characterize issues, to make inferences and reach conclusions.

Establishes and maintains a database for tracking the status of all reported Critical Incidents; and will provide notification to appropriate Principal, Chief Academic Officer, Student Health Advisor, ADDs, Education Resource Centers staff when timelines are not met.

Prepares reports for data calls including numbers and types of incidents.

Provides advisory and technical assistance on the Critical Incident process. Represents BIE authoritatively in carrying out these responsibilities

Develops Critical Incident-related training materials to provide necessary information for all levels personnel and the public.

Coordinates with the Chief Academic Officer, Health Policy Advisor, and School Safety Specialists at the Associate Deputy Director's offices to provide training opportunities for ADDs and the Education Resource Centers staff, and school administrators regarding the Critical Incident procedures.

Personnel Suitability and Adjudication

Provides guidelines to assist Tribally-Operated Grant and Contract schools in meeting the requirements of appropriate Federal laws, policies and judicial decisions in the formulation of personnel security policies including implementation of a character investigation program as outlined in Section 408 of Public Law 101-630, 25 CFR Part 63, and Subchapter V of Public Law 101-647, adjudication of results, information and document security, and related issues.

Provides technical assistance and advice to Tribally Operated Contract and Grant schools on personnel suitability and adjudication, local law enforcement agreements, and other related issues.

Advises Tribally Operated Contract and Grant schools on establishing procedures, controls, and facilities for safeguarding sensitive and/or classified material.

Establishes and maintains liaison with all levels of BIE and other pertinent Federal, state, local and tribal organizations in matters relating to personnel security.

Assists in conducting visits and audits of field operations to ensure that personnel security system policy guidance is integrated effectively into BIE's resource centers and schools to insure that all persons having contact with or control over children are thoroughly investigated prior to employment and periodically during employment, and appropriate actions are taken immediately when unfavorable information is discovered.

Provides advice to employee/labor relations specialists concerning disciplinary/removal actions involving SCAN. Discusses findings and decisions with appropriate HR specialists and management officials and provides required information when needed.

Maintains liaison with Personnel Security representatives, other special offices, and law enforcement personnel.

When assigned, investigates complaints or researches deficiencies related to SCAN and Critical Incident reports surfaced by customers, including Chief Academic Officer, Student Health Advisor, Principal/ADDs, Education Resource Centers staff, supervisors and employees, BIE headquarters and higher-level management officials.

Develops and provides training to BIE personnel on BIE Requirements and Protocol for Reporting Suspected Child Abuse/Neglect (SCAN) and Critical Incident Reporting procedures.

Incumbent is expected to be an effective team member/player. Personally carries out assignments in a manner that supports and encourages team approaches, e.g., team effort, continuous process/product improvement and customer satisfaction. Works well with groups and others to get the job done. Personally exhibits a customer care attitude; e.g., shows respect to others; is courteous and seeks acceptable

compromise in areas of difference. Takes responsibility for personal errors, takes or proposes timely/adequate corrective measures.

Provides or exchanges accurate/complete information in a timely manner. Coordinates so that all relevant individuals and functions are included in and informed of decisions and actions. Establishes personal performance objectives that are challenging and reflect BIE mission needs. Seeks and/or accepts developmental opportunities. Uses resources prudently and for intended purposes. Complies with BIE emphasis programs, e.g., safety, security, internal inventory control management, quality assurance, management plans and objectives.

C. EVALUATIVE FACTORS

1. Knowledge Required of the Position (Level 1-8, 1550 pts)

Expert knowledge of the theories, dynamics and factors underlying administrative inquiries augmented by a comprehensive knowledge of BIE SCAN, Incident and Critical Incident Reporting programs, including the processes, requirements, and reporting protocols, to enable the incumbent to serve as the recognized technical authority and act with authority as BIE representative on SCAN, Incident and Critical Incident reporting for BIE nationwide.

Comprehensive knowledge of Federal statutes and regulations, as well as Departmental, Bureau and BIE policies and standards as they apply to child abuse reporting in order to recommend policy and local procedures related to the SCAN and Critical Incident Reporting programs.

Knowledge of the theory, principles and practices of security management specific to Tribes/Tribal Organizations in order to independently provide the services to Tribally-operated grant and contract schools concerning background investigations, adjudication and information/document security.

Knowledge of Federal laws, policies and judicial decisions, including the application of Public Law 101-630, Public Law 101-647, 25 CFR Part 63, Departmental and Bureau manuals governing personnel security and information/document security specific to Tribes/Tribal Organizations.

Comprehensive knowledge of P.L. 95-561, the Office of Indian Education Programs contract education personnel system, and General Schedule and Wage Grade systems.

Knowledge of the mission, functions, programs and activities, locations, organizational structures and management hierarchy of BIE as they relate to overall SCAN and Critical Incident Reporting programs.

Strong skills in development of audio-visual and print educational materials to supplement presentations at a meetings/conferences as well as materials/guides suitable for stand-alone instruction.

Strong communications skills, sufficient to present information convincingly to audiences with divergent and conflicting views on issues involved including internal and external law enforcement agencies, governmental agencies, Tribal representatives, private sector representatives involved in the SCAN and Critical Incident Reporting processes and activities.

Knowledge of computer applications and information technology resources for effective work planning, scheduling, accomplishing and reporting assigned duties and responsibilities.

Ability to organize and perform work to meet conflicting deadlines.

2. Supervisory Controls (Level 2-4, 450 pts)

Under the general direction of the Chief Academic Officer, Bureau of Indian Education Director's Office, the incumbent is responsible for the SCAN, Incident and Critical Incident Reporting Programs and provides technical advice and guidance on child abuse/personnel security and suitability to Tribally-operated contract and grant schools. Incumbent works independently and is expected to plan, manage, and coordinate the program effectively and efficiently subject to review by the Chief Academic Officer. Advisory services

provided are considered authoritative and finished work products are relied on as technically correct.

3. Guidelines (Level 3-4, 450 pts)

Guidelines consist of broad Federal laws, policies and judicial decisions, including E.O. 10450, E.O. 12829, Public Law 101-630, Public Law 101-647, 5 CFR Parts 731, 732 and 736, 25 CFR Part 63, Security Policy Board Investigative Standards and Adjudicative Guidelines, Departmental and Bureau manuals governing security and suitability, national security and law enforcement, and Solicitor opinions. These are supplemented by Interior, BIA and BIE policies (both published and unpublished). This includes Codified Federal Registers; Departmental, Bureau and BIE Personnel regulations policies, memoranda and directives; P.L. 95-561 laws and regulations;; Indian Preference law; and court decisions. Incumbent must be adept at identifying, analyzing, and interpreting these numerous references as they relate to assignments. The incumbent uses judgment to generate new approaches to problems and unique situations in coordination with the Chief Academic Officer, and Student Health Advisor.

4. Complexity (Level 4-5, 325 pts)

Incumbent is responsible for planning and administering the BIE SCAN, Incident and Critical Incident reporting programs, involving authoritative guidance and technical assistance, training and direction to BIE on SCAN/Critical Incident issues. The incumbent must consider, assess and frequently reconcile numerous and diverse variables and interests in developing program approaches and guidelines. Issues faced require extensive analysis, and decisions and recommendations reflect the need to balance sensitive investigation information with expert interpretation and analysis performed by the incumbent.

Assignments are varied and complex and require application of a variety of different principles and guidelines to a broad range of personnel security and child abuse issues. Administrative inquiries concerning the Protocol for Reporting Suspected Child Abuse/Neglect (SCAN), Incident and Critical Incident Report procedures are varied and complex and require an in-depth analysis so the incumbent may provide technical assistance to the Chief Academic Officer, Student Health Advisor, Principals, Education Resource Centers, and other BIE and BIE Human Resource management officials concerning the reporting of SCAN/Incident/Critical/Incident issues; plans, analyzes and makes decisions for the development and delivery of training courses. There is considerable coordination involved that require the skills to successfully deal with a wide spectrum of individuals within and outside the Bureau. Solutions typically require a high level of analytical and technical skill, knowledge and judgment. Incumbent must be able to respond to emergency and critical situations on short notice

5. Scope and Effect (Level 5-5, 325 pts)

The primary purpose of the position is to plan, manage, and coordinate the SCAN, Incident and Critical Incident Report programs for BIE nationwide to ensure the success of the program and that applicable laws, regulations, policies, and agreements are complied with and applied consistently. This includes providing technical advice and assistance to BIE at the headquarters and field levels to resolve SCAN/Critical Incident issues. The incumbent provides input to short and long-range analysis of security requirements with regards to SCAN/Incident/Critical Incident issues. Other responsibilities include providing Tribally-operated contract and grant schools with guidance and assistance in establishing and implementing a character investigation program and planning document security. The work of this position significantly impacts the effectiveness of the BIE SCAN Protocol, Incident and Critical Incident procedure nationwide. This, in turn, has a critical influence on the ability of BIE to accomplish its mission and objectives.

6. Personal Contacts (Level 6-3)

Contacts are with BIE and BIA employees, and school staff. Extensive personal contacts are required with Field Solicitors, federal, state and tribal law enforcement agencies, court personnel, social service and child protective service agencies, tribal organizations and the private sector.

7. Purpose of Contacts (Level 7-C, 180 pts)

Contacts primarily are for the purpose of fact-finding, to solidify positions, options, coordinate, plan and

provide recommendations regarding SCAN/Incident/Critical Incident issues, employee relations/labor relations issues and other administrative inquiries. Contacts are to provide information, gather information and provide investigative services to BIE. This frequently involves controversial or sensitive matters, which requires persuasion of others to accept a desired point of view. Contacts are made to explain or defend BIE's position and/or to elicit cooperation. Managers, supervisors, employees may be skeptical, uncooperative and unreceptive to interpretation, advice and recommendations rendered. Altering opinions and concepts requires application of professional behavior and tact and diplomacy in order to achieve regulatory and lawful results.

8. Physical Demands (Level 8-1, 5 pts)

Work does not generally involve strenuous physical exertion and is usually accomplished at a desk in the BIE Security Office or in the field. Some travel is involved which may include remote and isolated places and may involve limited inconvenience and exertion.

9. Work Environment (Level 9-1, 5 pts)

Work environment is primarily located in an urban area in an office having the general amenities associated with such locales. Cases and problems encountered may require incumbent to travel to schools or agencies throughout the United States to gather additional information, resolve problems, or represent management regarding security management issues. This involves moderate discomforts, and unpleasantness may occur when traveling to remote places due to extremes in weather condition, facilities or transportation.

(Total Points: 3290)

D. OTHER REQUIREMENTS/WORK CONDITIONS

The incumbent may be required to work other than normal hours as necessary to handle emergency situations or peak workloads. Appropriately handles and safeguards sensitive and/or classified information in accordance with regulations to reduce potential compromise. Work requires travel away from the duty station on field assignments. Travel involves transit via airplane and motor vehicle.

The incumbent is required to drive a motor vehicle to conduct business at field locations. A valid State driver's license is required when on these assignments.
Position is subject to a favorable background investigation.

FLSA Determination: This position meets the 5 U.S. Code § 551.206 Administrative exemption criteria which covers administrative employees whose primary duty is the performance of office or non-manual work directly related to the management or general business operations, as distinguished from production functions, of the employer or the employer's customers and whose primary duty includes the exercise of discretion and independent judgment with respect to matters of significance. The work meets the majority of the 10 major factors that determine whether an employee exercises discretion and independent judgment with respect to matters of significance. **FLSA Designation: Exempt**

BUS Code Determination: Unit description for Bureau of Indian Affairs (BIA) in the current Bureau of Indian Affairs & FISE-AFT Local 4524 Agreement (dated October 2011) includes all professional and nonprofessional employees of the Bureau of Indian Affairs Central Office located at Washington, D.C., Reston, Virginia, and Albuquerque, New Mexico, excluding managerial officials, supervisors, and employees described in 5 U.S.C 7112(b)(1),(2),(3),(4),(6) and (7).

IAW 5 U.S. Code §7112(b)(1) this position is excluded from being in a bargaining unit because the incumbent is considered a management official employee. Incumbent provides Comprehensive knowledge of Federal Statutes, regulations, as well as Departmental, Bureau and BIE policies and standards in order to recommend policy and local procedures related to the SCAN and Critical Incident reporting for BIE Nationwide. Therefore, this position is determined not covered by the collective bargaining agreement.

BUS Code Designation: 8888

Telework Determination: BIE has determined this position is suitable scheduled, situational and for emergency telework. **FPPS Code: 4**

POSITION DESCRIPTION ADDENDUM
MOTOR VEHICLE OPERATION – INDIAN AFFAIRS

Title: Program Specialist (SCAN) _____

Pay Plan/Series/Grade: GS-0301-13 Position Number: IE00417

Organization: Director, Bureau of Indian Education _____

Duty Station: Albuquerque, NM _____

The incumbent of this position will:
[Place an "X" next to appropriate category]

Regularly operate government vehicles or equipment to perform the duties of the position.

Occasionally operate a motor vehicle, but not on a regular basis.

Not be required to operate a vehicle.

Employees occupying positions with the requirement to **regularly** operate a vehicle must successfully complete the web-based National Safety Council Defensive Driving Course every 3 years.

All positions are subject to the Indian Affairs Motor Vehicle Operation Policy. Incumbents must be in compliance with all policy requirements depending upon position motor vehicle operation status.

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The content available is no longer being updated and may no longer be applicable as a result of changes in law, regulation and/or administration. If you wish to see the latest content, please visit the current version of the site.

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U.S. OFFICE OF PERSONNEL MANAGEMENT

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[http://archive.opm.gov/investigate/resources/position/Summary.aspx?agency=Department%20of%20the%20Interior;%20AS-IA;%20Bureau%20of%20Indian%20Education&posttitle=Program%20Specialist%20\(SCAN\)&gradeseries=GS-0301-13&posdesc=%20%20&username=%20Dorothy%20A.%20Willie,%20HR%20Specialist%20\(Class\)%20%20&pt=1&step1a=noneOfTheAbove&selectedSub1=0,&selectedDuties=protectinfo,&step1b=sensitive,&totpoints=1&selectedRadios=protectinfoL,&adjpoints=21&selectedSupervisions=progscope1,suprilevelo,&sec20is%20subject%20to%2025%20USC%20Code%203207%20and%2042%20USC%2013041,%20therefore%20MBI-CNACL%20Final%20Designation:%20MBI%20with%20Childcare](http://archive.opm.gov/investigate/resources/position/Summary.aspx?agency=Department%20of%20the%20Interior;%20AS-IA;%20Bureau%20of%20Indian%20Education&posttitle=Program%20Specialist%20(SCAN)&gradeseries=GS-0301-13&posdesc=%20%20&username=%20Dorothy%20A.%20Willie,%20HR%20Specialist%20(Class)%20%20&pt=1&step1a=noneOfTheAbove&selectedSub1=0,&selectedDuties=protectinfo,&step1b=sensitive,&totpoints=1&selectedRadios=protectinfoL,&adjpoints=21&selectedSupervisions=progscope1,suprilevelo,&sec20is%20subject%20to%2025%20USC%20Code%203207%20and%2042%20USC%2013041,%20therefore%20MBI-CNACL%20Final%20Designation:%20MBI%20with%20Childcare)

FEDERAL INVESTIGATIVE SERVICES

Position Designation of National Security and Public Trust Positions

Position Designation Record

Agency Department of the Interior; AS-IA; Bureau of Indian Education
 Position Title Program Specialist (SCAN)
 Series and Grade/Pay Band GS-0301-13
 Position Description Number

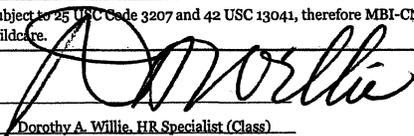
Duties	Degree of Potential for Compromise or Damage
Protection of personal, private, sensitive, but unclassified/controlled unclassified, or proprietary information (including PA and FOIA, etc.)	Limited impact Access to personal, private, proprietary, or sensitive but unclassified/controlled unclassified information, the unauthorized disclosure of which could cause limited damage to individuals, business entities, or government programs or operations or any potential damage is limited to the local level

Adjustment for program designation and level of supervision	
Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)	Multi-agency impact
Adjustment for level of supervision or other controls	Limited or no supervision - ability to act independently in almost all areas almost all of the time

Designation Level	Suitability	
	Investigation	Form Required
Tier 2	MBI	SF 85P

Total Points Designation	
Total Initial Position Designation Points from Step 2	1
Adjusted Position Designation Points from Step 3	21

Designator Notes/Justification/Comments
Position is subject to 25 USC Code 3207 and 42 USC 13041, therefore MBI-CNACL. Final Designation: MBI with Childcare.

Signature: 
 Name: Dorothy A. Willie, HR Specialist (Class)

Date: 7/22/2014

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 1900 E Street, NW, Washington, DC 20415 | (202) 696-1800 | TTY (202) 660-2532