

SPECIAL AGENT INFORMATIONAL PACKET

BUREAU OF ALCOHOL, TOBACCO, FIREARMS AND EXPLOSIVES SPECIAL AGENT

Pay Grades 5, 7, and 9

WANT TO BE A SPECIAL AGENT?

The career of a special agent for the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) is unique and one of the most challenging in Federal law enforcement. Headquartered in Washington, DC, ATF has field offices throughout the United States and its territories. Highly trained special agents are responsible for investigating violations of Federal law relating to firearms, explosives, arson, and alcohol and tobacco diversion. These investigations involve surveillance, interviewing suspects and witnesses, making arrests, obtaining, and executing search warrants, and searching for physical evidence.

The profession of a special agent is exciting and rewarding. Special agents must be tough - both physically and mentally. They must also be able to handle rigorous training, personal risks, irregular hours, and extensive travel. Special agents are subject to reassignment to any ATF office in the United States, to include U.S. territories.

Please review the enclosed information regarding salary and benefits, basic requirements, and conditions of employment. ATF is always looking for energetic, innovative, solution-oriented professionals to assist the ATF team in its mission to prevent terrorism, reduce violent crime and protect the public.

Applications for special agent position openings will ONLY be accepted in response to a specific ATF job opportunity announcement. For updates on ATF special agent recruitment efforts, please visit our website at www.atf.gov or contact a recruiter in a local ATF field division. The Bureau of Alcohol, Tobacco, Firearms and Explosives is an Equal Employment Opportunity Employer.

POSITION INFORMATION	SALARY AND BENEFITS
<p><u>Position Title and Grade Levels</u> Criminal Investigator (Special Agent), GL-1811, grades 5, 7, and 9.</p> <p><u>Major Duties</u></p> <p>**NOTE – Duties performed are the duties of a Criminal Investigator (Special Agent) Trainee.**</p> <ul style="list-style-type: none"> • Investigate criminal violations of Federal laws within the enforcement jurisdiction of the U.S. Department of Justice. • Conduct investigations of violations relating to explosives, firearms, arson, and alcohol and tobacco diversion. • Gather and analyze evidence through investigative leads, seizures and arrests, execution of search warrants, and a variety of other means. • Prepare concise criminal investigative case reports. • Testify for the Federal Government in court and before grand juries. <p><u>Work Schedule</u> ATF's business hours are generally 8:30 a.m. to 5:00 p.m., Monday through Friday. However, a special agent's work schedule, and number of hours worked per day or week, will vary according to assignments. (For compensation, see Law Enforcement Availability Pay in the Salary and Benefits section of this informational packet.)</p> <p><u>Travel</u> Travel may be considerable, depending upon assignments.</p>	<p><u>Base Annual Salary</u> Salary information can be found at www.opm.gov. Starting base salary will depend upon grade qualifications (see the Basic Qualifications section of this informational packet).</p> <p><u>Locality Pay</u> All ATF duty stations qualify for locality pay. Special agents receive an additional percentage of their base salary, which will vary by duty location.</p> <p><u>Law Enforcement Availability Pay</u> Because of the type of work and additional work hours, special agents receive 25% Law Enforcement Availability Pay, which is added to the rate of basic pay.</p> <p><u>Promotion Potential</u> The full performance level for this position is Grade 13. Note: Promotions are based upon performance and must receive supervisory approval.</p> <p><u>Foreign Language Award Program</u> The Foreign Language Award Program authorizes cash awards for ATF employees who possess and make substantial use of one or more foreign language(s) in the performance of their official duties. The cash award is based upon proficiency and substantial usage.</p> <p><u>Benefits</u></p> <ul style="list-style-type: none"> • Annual leave (vacation time) is earned at the rate of 13-26 days per year, with a maximum accumulation of 240 hours per year. • Sick leave is earned at the rate of 13 days per year and may be accumulated without limit. • 10 paid holidays. • Low cost health insurance with the option to choose from a variety of plans. • Low cost life insurance. • Federal Employee Retirement System (FERS) – FERS Further Revised Annuity Employees (FRAE) benefits. Special agents may retire at 50 with 20 years of law enforcement service. Special agents with 25 years of law enforcement service may retire at any age. Age 57 is the mandatory retirement age, with 20 years of law enforcement service. • Tax-deferred Thrift Savings Plan (TSP). • Health improvement program (physical fitness).

BASIC REQUIREMENTS AND CONDITIONS OF EMPLOYMENT

- Must be a U.S. citizen.
- Male applicants born after December 31, 1959, must be registered with the Selective Service System, or be exempt from having to do so under Selective Service law.
- Law Enforcement Age Requirement: Applicants must be at least 21 years of age at time of application and not older than 37 at the time of appointment. The day immediately preceding an individual's 37th birthday will be the last day for selection consideration. However, the age restriction may not apply if you are a preference-eligible veteran or if you are currently serving or have previously served in a federal civilian law enforcement position covered by 5 U.S.C. § 8336(c) or 5 U.S.C. § 8412(d). (After subtracting the years/months of prior and current Federal service worked in a primary law enforcement position, applicants must be less than 37 years of age).
- Must have a valid automobile driver's license at the time of appointment.
- Complete an ATF Special Agent occupational questionnaire.
- Take and pass the ATF Special Agent Applicant Assessment Test (SAAA).
- Take and pass the Pre-employment Physical Task Test (PTT) which is composed of three elements (sit-ups, push-ups and 1.5-mile run), with a minimum score.
- Appear for and successfully complete a structured interview – a writing sample will be required.
- Follow ATF's drug policy for special agent applicants.
- Take and pass a medical examination by an authorized Government physician and meet medical requirements.
- Take and pass a drug test prior to being hired.
- Take and successfully complete a polygraph examination.
- Successfully complete a background investigation for a top-secret security clearance. (Continuous Vetting Update – Trusted Workforce 1.5. NOTE: Various checks will be conducted at regular intervals throughout one's career. Under the Transforming Federal Personnel Vetting: Continuous Vetting and Other Measures to Expedite Reform and Transition to Trusted Workforce (TW) 2.0.)
- This position requires the incumbent to carry a firearm and ammunition and qualify and maintain firearms proficiency. Persons who have been convicted of felonies and certain misdemeanors, including a misdemeanor crime of domestic violence (Title 18, U.S.C. section 922 (g)(9)) are not eligible to possess a firearm or ammunition.
- Applicants will be required to sign a mobility agreement and agree to be relocated at any time to any office in the United States, to include U.S. territories. All candidates will be required to perform a minimum of 3-5 years at their initial duty station.
- Payment of relocation expenses to the first appointment with ATF will not be authorized.
- Travel expenses will not be paid for any portion of the hiring process.
- Must successfully complete Criminal Investigator Training Program (CITP) and Special Agent Basic Training (SABT).

PHYSICAL REQUIREMENTS	METHODS OF RECRUITMENT
<ul style="list-style-type: none"> All applicants must take and pass a pre-employment Physical Task Test (PTT). Applicants will be tested one time each in three areas, in the following order, and with 3 minutes of rest between events: 1. Sit-ups (the maximum number performed within 1 minute without stopping). 2. Push-ups (the maximum number performed within 1 minute without stopping). 3. One-and-one-half-mile run (the minimum completion time for a 1.5-mile run.) <p>To pass, applicants must achieve age and gender-based minimum scores for the 1.5-mile run, sit-ups and push-ups as listed at the ATF web site, www.atf.gov. The same PTT will be administered again during the first week of the Criminal Investigator Training Program (CITP) and Special Agent Basic Training (SABT) and must be passed with the same minimum scores.</p> <p>Prior to the completion of CITP and SABT each applicant must take and pass the PTT again and must achieve a higher score based on age and gender-based standards as posted on the ATF web site (http://www.atf.gov/careers/special-agents/training.html).</p> <ul style="list-style-type: none"> The ATF National Academy strongly encourages all applicants, and new special agent hires, to be in top physical condition prior to arriving at the Federal Law Enforcement Training Center (FLETC). The physical demands of the training at FLETC and the ATF National Academy require repetitive long-distance running, calisthenics and lifting moderate to heavy weights. There will be considerable physical exertion during the prescribed training regimen and other physical fitness-related activities, and while demonstrating a variety of law enforcement techniques and methods. The ATF field divisions will coordinate and administer the PTT. ATF Field Division Offices are listed on the ATF website at www.atf.gov. For additional information on special agent training requirements, visit the “Careers” section at www.atf.gov (click on Special Agent then the “ATF Pre-employment Physical Task Test” link). 	<ul style="list-style-type: none"> A resume in English is required. It must contain your full legal name, phone number, complete work history including a detailed description of your duties, the dates you performed those duties (MM/DD/YY), your hours worked per week, job title, as well as series, grade, and salary (if applicable). Applications for position openings or testing opportunities will only be accepted in response to a specific ATF job opportunity announcement. For updates on ATF Special Agent recruitment efforts, please visit the “Careers” section of our website at www.atf.gov.

Join the team.

Teamwork makes the difference.
Together we make History!

DEPARTMENT OF JUSTICE

BUREAU OF ALCOHOL, TOBACCO, & FIREARMS





www.atf.gov/careers

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GRADE 5 – MINIMUM QUALIFICATIONS

NOTE: Applicants must read the entire announcement prior to applying as well as meeting all eligibility and qualification requirements at the time of application. All minimum qualifications are subject to change.

To qualify at the GL-5 level, you must meet **ONE** of the following:

1) **Experience**

Applicants must have 3 years of progressively responsible experience, 1 year of which was equivalent to at least the GS/GL-4 performing duties such as:

Qualifying experience includes:

- Gathering pertinent data
- Communicating effectively, orally, and in writing

2) **Education**

Applicants must have completed a 4-year course of study leading to a bachelor's degree in any field of study from an accredited college or university. Conferred date must be listed on unofficial or official transcript. (**Must include a copy of unofficial or official transcripts to verify eligibility.**)

OR

Will receive within 9 months of the closing date of an announcement a bachelor's degree in ANY FIELD of study from an accredited college or university. (Expected conferred date must be listed on your resume along with submissions of unofficial or official transcripts.)

GRADE 7 – MINIMUM QUALIFICATIONS

To qualify at the GL-7 level, you must meet **ONE** of the following:

1) **Specialized Experience**

Applicants must have at least 1 full-time year (12-months) of specialized work experience equivalent to the GL-5 level in the Federal service. Specialized experience is experience in or related to investigation of criminal violations that provided the specific knowledge, skills, and abilities to successfully perform the duties of the position.

Qualifying specialized experience includes:

- Assisting in criminal investigations by gathering evidence, conducting record and database searches
- Participating in searches, seizures, and arrests
- Preparing portions of criminal investigative case reports.

2) **Education**

Successful completion of one year of full-time graduate education from an accredited college or university in a major such as: Criminal Justice Administration; Forensics; Public Safety; Homeland Security; Law Enforcement; Justice Administration; Organizational Security and Management; Criminology; Cyber Security; Social Work; Fire Science; Counterterrorism. Check with your school to determine how many credit hours comprise a year of graduate education. If that information is not available, use 18 semester or 27 quarter hours. Conferred date must be listed on unofficial or official transcript. (**Must include a copy of unofficial or official transcripts to verify eligibility.**)

OR

A bachelor's degree in Criminal Justice; Law and Society; Forensics; Public Safety; Homeland Security; Law Enforcement; Justice Administration; Organizational Security and Management; Criminology; Cyber Security; Social Work; Fire Science; Counterterrorism with Superior Academic Achievement (SAA). To qualify for SAA, you must meet one of the following:

1. A grade point average of "B" (a GPA of 3.0 or higher out of a possible 4.0) for all completed undergraduate courses, or those completed in the last 2 years of undergraduate study.

2. A grade point average of “B+” (a GPA of 3.5 or higher out of a possible 4.0) for all courses in the applicant’s major field of study, or those courses in the applicant’s major completed in the last 2 years of undergraduate study.
3. Rank in the upper one-third of the applicant’s class in the college, university, or major subdivision of the college or university.
4. Membership in a national honor society (other than freshman honor societies) recognized by the Association of College Honor Societies. (**Must include a copy unofficial or official transcript to verify eligibility.**)

OR

Will receive within 9 months form the closing date of this announcement a bachelor’s degree with Superior Academic Achievement or one full year of graduate level education (equivalent to 18 semester or 27 quarter hours) in the field of studies of Criminal Justice; Law and Society; Forensics; Public Safety; Homeland Security; Law Enforcement; Justice Administration; Organizational Security and Management; Criminology; Cyber Security; Social Work; Fire Science; Counterterrorism from an accredited college or university. Expected conferred date must be listed on your resume along with submissions of you unofficial or official transcripts.

GRADE 9 – MINIMUM QUALIFICATIONS

To qualify at the GL-9 level, you must meet **ONE** of the following:

1) Specialized Experience

Applicants must have at least 1 full-time year (12- months) of specialized work experience equivalent to the GL-7 grade level in the Federal service. Specialized experience is experience in or related to investigations of criminal violations that provided the specific knowledge, skills, and abilities to successfully perform the duties of the position.

Qualifying specialized experience includes:

- Serving subpoenas, arrest, and search warrants
- Conducting interviews, interrogations of suspects and witnesses
- Providing status reports of ongoing criminal investigations to higher level management

2) Education

Applicants must have a master’s or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree in Criminal Justice; Law and Society; Forensics; Public Safety; Homeland Security; Law Enforcement; Justice Administration; Organizational Security and Management, Criminology; Cyber Security; Social Work; Fire Science; Counterterrorism a J.D. or an LL.B. degree from an accredited college or university may substitute for experience required at this level. Check with your school to determine how many credit hours comprise two years of graduate education. If that information is not available, use available, use 36 semester or 54 quarter hours. Conferred date must be listed on unofficial or official transcript. (**Must include a copy of unofficial or official transcripts to verify eligibility.**)

OR

Will receive within 9 months for the closing date of this announcement a master’s degree or equivalent or 2 full years of progressively higher graduate level education (equivalent to 36 semester or 45 quarter hours) or a J.D. or an LL.B. degree in the field of Criminal Justice; Law Society; Forensics; Public Safety; Homeland Security; Law Enforcement; Justice Administration; Organizational Security and Management; Criminology; Cyber Security; Social Work; Fire Science; Counterterrorism from a accredited college or university. Expected conferred date must be listed on your resume along with submissions of your unofficial or official transcripts.

*****Combination of Education and Experience (applies to all grade levels)*****

To combine your education and experience, you must convert each to a percentage, and then add the percentages. The combine total of your percentage of education and experience must equal at least 100% to qualify. If your education is currently described in quarter hours, convert the quarter hours into semester hours by multiplying the quarter hours by the fraction 2/3. To calculate your percentage of graduate education, divide the number of graduate semester hours by 18. To determine your percentage of qualifying experience, you must divide your total number of

months of qualifying experience by the required number of months of experience. Add your percentages of education and experience. The two percentages must total at least 100%.

Experience refers to paid and unpaid experience, including volunteer work through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; student; social). You will receive credit for all qualifying experience, including volunteer experience.

*****NOTE*** Applicant's resume must indicate how they meet the minimum qualifications, otherwise, they will be found ineligible.**

HOW YOU WILL BE EVALUATED

Applicants will be evaluated based on how well they meet minimum qualifications. Multiple hurdle assessment process will be utilized to determine the qualifications of applicants.

- Hurdle 1- Occupational Questionnaire related to the major duties and competencies of the position.
- Hurdle 2 – Special Agent Applicant Assessment (SAAA).
- Hurdle 3 – Physical Task Test (PTT).
- Hurdle 4 – Structured Interview rated by a Subject Matter Expert (SME) panel for related position competencies against a pre-determined rating schedule.

The structured interview will determine the final rating of the applicant for possible referral to the hiring official for consideration.

The occupational assessment will be used to assessed on the following competencies (knowledge, skills abilities, and other characteristics; competencies are subject to change):

- Problem Solving
- Self-Management
- Oral Communication
- Criminal Investigation
- Legal, Government and Jurisprudence
- Seizure

Applicants will be evaluated on the below competencies for the ATF Special Agent Applicant Assessment (competencies are subject to change):

- Writing
- Reasoning
- Integrity
- Conscientiousness
- Dependability/Reliability
- Use of Force
- Judgement
- Cooperativeness

The initial occupational assessment includes a cut based on the minimum level of required proficiency in these critical competencies. You must meet or exceed the cut score to move to the next assessment hurdle in the hiring process. You will not be considered for the position if you score below the cut score or fail to complete the assessment. Applicants who meet or exceed the cut score on the occupational questionnaire will be invited to take the SAAA and subsequently the PTT and Structured Interview. If you meet the minimum qualifications, we will use the results of the occupational questionnaire, SAAA, PTT and Structured Interview required for this position to place you in one of three categories based on your experience, education, and training.

Your rating in the structured interview will be used to place you in one of the following categories:

Best Qualified: Applicants possessing experience that substantially exceeds the minimum qualifications of the position and demonstrate high proficiency in all the critical competencies.

Well Qualified: Applicants possessing experience that exceeds the minimum qualification of the position and demonstrates acceptable proficiency in all the critical competencies.

Qualified: Applicants possessing experience that meets the qualifications of the position and demonstrate basic proficiency in most of the critical competencies.

Questions concerning this Special Agent Informational Packet, please email Chiquita Graham:
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