



**Department of Justice
Bureau of Alcohol, Tobacco, Firearms and Explosives**

**Job Notice #07-TEA-MULT
Criminal Investigator (Special Agent) Positions
Grade 5, 7 and 9**

The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) is now accepting applications for criminal investigator (special agent) positions at the GL-5, 7 and 9 grade levels nationwide.

Qualified applicants must take and pass the Treasury Enforcement Agent (TEA) examination and the Special Agent Applicant Assessment Test.

The test site locations are:

San Francisco, CA	Detroit, MI	Tampa, FL
Boston, MA	New Orleans, LA	Sioux Falls, SD

(These are the only test site locations under this job notice. ATF does not pay for travel expenses.)

The following job notice includes:

- Position Information
- Salary and Benefits
- Testing Information
- Application materials
- How to apply
- Basic requirements
- Conditions of employment
- Physical requirements
- Applicant evaluation process
- Basic qualifications for grade levels

Please read the entire job notice before submitting an application.

****NOTE:** If the number of applications received under this job notice exceed the space availability at the test site, ATF will offer the TEA exam and Special Agent Applicant Assessment Test to qualified applicants on a "first- come, first-serve" basis. Qualified applicants not scheduled for the TEA exam and the Special Agent Applicant Assessment Test may reapply under future job notices.

NOTICE #07-TEA-MULT
 CRIMINAL INVESTIGATOR (SPECIAL AGENT) POSITIONS
 GRADES 5, 7 AND 9

NOTICE AND POSITION INFORMATION	SALARY AND BENEFITS
<ul style="list-style-type: none"> • Position Title and Grades: Criminal Investigator (Special Agent), GL-1811; Grades 5, 7 and 9. • Opening Date: September 12, 2007 • Closing Date: September 19, 2007 <p>All application materials must be <u>received</u> by the closing date. (Mailing address provided under "How to Apply" section). Late applications will <u>not</u> be accepted.</p> <ul style="list-style-type: none"> • Area of Consideration: All Sources • Number of Vacancies: Multiple • Duty Locations: Various locations nationwide; however, all special agents are subject to geographic transfer and must sign a mobility agreement prior to appointment. Positions will be filled according to the needs of ATF. • Major Duties: <ul style="list-style-type: none"> - Investigates criminal violations of Federal laws within the enforcement jurisdiction of the Department of Justice. - Conducts investigations of violations relating to explosives, firearms, arson, and alcohol and tobacco diversion. - Gathers and analyzes evidence through investigative leads, seizures and arrests, execution of search warrants and a variety of other means. - Prepares concise criminal investigative case reports. - Testifies for the government in court or before grand juries. • Work Schedule: <p>ATF's business hours are generally 8:30 a.m. to 5:00 p.m., Monday through Friday. Due to receipt of Law Enforcement Availability Pay (LEAP), special agents usually work an average of two additional hours per day. Depending upon the type of assignments, special agents frequently work other than normal business hours and more than 2 additional LEAP hours per day. In short, a special agent's work schedule and the number of hours worked per day or week will vary according to assignments.</p> • Travel: Travel may be considerable, depending upon assignments. 	<ul style="list-style-type: none"> • Base Annual Salary Range for Year 2007 \$31,601 (Grade 5) to \$40,118 (Grade 9). (Shown salary range <u>excludes</u> locality pay and the 25% Law Enforcement Availability Pay) <p>Base salary will depend upon grade qualifications. Application materials will be reviewed by the Recruitment, Hiring and Staffing Center to determine the grade for which an applicant may qualify. <u>Grade levels are based upon the information submitted at the time you apply. Applicants cannot submit additional information (i.e. work experience) after the closing date of the job notice.</u></p> <ul style="list-style-type: none"> • Locality Pay: All ATF duty stations qualify for locality pay. Special agents receive an additional percentage of their base salary, depending upon their locations. The current range of locality pay is 12.52% to 28.68%. • Law Enforcement Availability Pay: Because of the type of work and additional work hours, generally all special agents receive LEAP. The LEAP is added to locality pay. • Foreign Language Award Program: 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 use. • Promotion Potential: The full performance level for this position is Grade 13. <u>Note:</u> Promotions are based upon performance and must receive supervisory approval. • Benefits: <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) benefits. Special agents may retire at 50 with 20 years of service. Age 57 is the mandatory retirement age, with 20 years of service. - Tax-deferred Thrift Savings Plan (TSP). - Health improvement (physical fitness) program.

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BASIC REQUIREMENTS AND CONDITIONS OF EMPLOYMENT

- Be a U.S. citizen
- If male applicant born after December 31, 1959, be registered with the selective service system, or be exempt from having to do so under selective service law.
- Be between the ages of 21 and 37, at the time of appointment, unless you have had previous service in a Federal civilian law enforcement position covered by special civil service retirement provisions, including early or mandatory retirement. Maximum age limitations may not be waived for any applicant, including those entitled to veterans' preference.
- Possess a current and valid automobile operator's license.
- Complete ATF special agent applicant questionnaire.
- Take and pass the Treasury Enforcement Agent (TEA) Examination and Special Agent Applicant Assessment Test.
- Appear for and successfully complete a field panel interview – a writing sample will be required.
- Be in compliance with ATF's drug policy for special agent applicants.
- Take and pass a medical examination by an authorized government physician and meet medical requirements. Medical requirements include:

At a minimum, ATF special agents must meet uncorrected distant vision of at least 20/100 in each eye, and corrected distant vision must test 20/20 in one eye and 20/30 in the other. Normal depth perception and peripheral vision are required as is the ability to distinguish shades of color by plate tests.

Applicants that have undergone Automated Larnellar Keratoplasty (ALK); Laser in Situ Keratomileusis (LASIK); Photorefractive Keratectomy (PRK); and Radial Keratotomy (RK) must provide proof that they have passed the specific protocol. The test must be administered by a board-certified ophthalmologist who will document the results of the protocol test and that the test was performed no sooner than the prescribed time after the date of surgery. (3 months or one year, depending on the type of surgery).

Hearing loss, as measured by an audiometer, must not exceed 30 decibels at 500, 1000, and 2000 HZ levels.

Applicants must be able to perform physically strenuous duties safely.
- Weight must be in proportion to height.
- Take and pass a drug test.
- Take and successfully complete a polygraph examination.
- Successfully complete a background investigation for a top secret security clearance.

- This position requires the incumbent to carry a firearm and ammunition. (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 geographic mobility agreement acknowledging that if selected, they may be assigned to any office in the United States and will be subject to relocation at any time.**
- Payment of relocation expenses to the first appointment with ATF will not be authorized for applicants that are not currently ATF employees.
- Selected applicants shall be appointed in the excepted service and must satisfactorily complete a 3-year training program which includes but is not limited to successful completion of the special agent basic training program, new professional training and qualifying and maintaining firearms proficiency.

PHYSICAL REQUIREMENTS

- The ATF Academy strongly encourages all applicants and new special agent hires to be in top physical condition prior to arriving at FLETC. Arriving in excellent physical condition will allow you to enjoy all aspects of training and prepare you for your future as an ATF special agent.

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BASIC QUALIFICATIONS FOR GRADE 5	BASIC QUALIFICATIONS FOR GRADE 7	BASIC QUALIFICATIONS FOR GRADE 9
<ul style="list-style-type: none"> • A bachelor's degree from an accredited college or university; <p>OR</p> <ul style="list-style-type: none"> • Three years of general experience, one of which was equivalent to at least the GS-4 level. General experience is defined as progressively responsible work in criminal investigative or law enforcement fields that requires knowledge and application of laws relating to criminal violations; <p>OR</p> <ul style="list-style-type: none"> • A combination of education and experience. Education is credited on the basis of 30 semester hours or 45 quarter hours of undergraduate work. <ul style="list-style-type: none"> • <u>Note:</u> See non-qualifying general experience section. 	<ul style="list-style-type: none"> • A bachelor's degree with superior academic achievement (SAA) based on one of the following: • <u>Class standing</u> – applicants must be in the upper third of the graduating class (college, university, or major subdivision). • <u>Grade point average (GPA)</u> – applicants must have (1) a GPA of 2.95 or higher out of a possible 4.0, for all completed undergraduate courses, or those completed in the last 2 years of undergraduate study; or (2) a GPA of 3.45 or higher out of a possible 4.0 for all courses in major field of study, or those courses in your major completed in the last 2 years of undergraduate study. • <u>Membership in a national honor society</u> (other than freshman honor societies) recognized by the Association of College Honor Societies. <p>OR</p> <ul style="list-style-type: none"> • Successful completion of one year (18 semester hours) of full-time graduate education; or • One full year of specialized experience equivalent to at least the GS-5 level. 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. Examples of qualifying specialized experience include: <ul style="list-style-type: none"> - Leadership or membership on a military intelligence or criminal investigative team or component in which the principal duties consisted of security investigations, intelligence gathering or criminal prosecution. - Analyzing raw investigative data and preparing comprehensive written investigative reports. - Investigating complex claims involving suspected crimes or alleged fraud. - Investigating criminal cases requiring the use of recognized investigative methods that may have included presenting evidence in court. - Supervising or conducting interrogations that involved eliciting evidence, data or surveillance information. - Law enforcement work in which 50 percent or more of the time involved criminal investigations requiring the use of surveillance, undercover or other criminal detection methods. - Investigating computerized businesses and/or accounting systems and forming sound conclusions as to related criminal business practices and compliance with federal laws and regulations. - Investigative work that required rapid, accurate judgment and sound decision-making in applying regulations, instructions and procedures. - Successful completion of formalized programs of in-service training for any of the above. 	<ul style="list-style-type: none"> • Two full years of progressively higher level graduate education; <p>OR</p> <ul style="list-style-type: none"> • A master's degree or other graduate degree such as: an LL.B, J.D. etc., <p>OR</p> <ul style="list-style-type: none"> • One full year of specialized experience. Experience must have been equivalent to at least the GS-7 level. The applicant must have specific knowledge, skills and abilities using criminal investigative techniques to successfully perform the duties of the position.
		NON-QUALIFYING GENERAL EXPERIENCE
		<ul style="list-style-type: none"> • Work experience as a uniformed law enforcement officer, where the principal duties consist of investigations and arrests, involving traffic violations, minor felonies, misdemeanors, and comparable offenses; or • Work experience in which the major duties involve guarding and protecting property; preventing crimes, and/or legal research without the application of investigative techniques.

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TESTING INFORMATION	APPLICANT EVALUATION PROCESS
<ul style="list-style-type: none"> • Test Site: The TEA exam and the Special Agent Applicant Assessment Test will be offered in the following locations: San Francisco, CA; Detroit, MI; Tampa, FL; Boston, MA; New Orleans, LA; and Sioux Falls, SD. <u>Applicants must indicate their preference for the test site location on the attached "Test Site Location" form.</u> Please note that ATF does not pay for travel expenses. • Test Date: The Office of Personnel Management (OPM) will notify qualified applicants of the specific location, date and time. Test notices will be mailed to qualified applicants approximately three weeks prior to the test date. • Scheduling Applicants: If the number of applications received under this job notice exceed the space availability at the test sites, ATF will offer the TEA exam and Special Agent Applicant Assessment Test to qualified applicants on a "first- come, first-serve" basis. Qualified applicants not scheduled for the TEA exam and the Special Agent Applicant Assessment Test may reapply under future job notices. • Scoring: Both the TEA exam and the ATF Special Agent Applicant Assessment Test will be scored on a pass/fail basis. Applicants must pass both tests to be eligible to receive further consideration for positions. • Notice of Results: OPM will administer and score the tests. Notice of Results will be mailed by OPM to those applicants who take the tests approximately two weeks after the test date. • Failure to Appear for Scheduled Testing: Applicants who are scheduled for the TEA exam, but who do not appear at their designated date and time, may <u>not</u> reapply for an ATF sponsored exam for one year. 	<ul style="list-style-type: none"> • PHASE I: <ul style="list-style-type: none"> - Application materials will be reviewed as they are received in the Recruitment, Hiring and Staffing Center to determine basic eligibility and minimum qualification requirements. - Applicants found eligible and qualified will be scheduled to take the TEA exam and the ATF Special Agent Applicant Assessment Test. - Applicants who pass the TEA exam and the ATF Special Agent Applicant Assessment Test and are considered "well-qualified" for the position are then eligible to continue with Phase II of the process. • PHASE II: <ul style="list-style-type: none"> - Field panel interview, which includes a writing sample • PHASE III: <ul style="list-style-type: none"> - Polygraph examination - Medical examination - Drug test - Background investigation for top secret security clearance • PHASE IV: <ul style="list-style-type: none"> - Selection panel <p>At various stages, applicants will be evaluated and authorized ATF personnel will make a determination regarding whether the applicant should continue in the process.</p> <p><u>The entire applicant process is lengthy and may be affected by the timing of position availability and budget related issues.</u></p>

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APPLICATION MATERIALS	HOW TO APPLY
<ul style="list-style-type: none"> • <u>Submit all required documents:</u> - A completed OF-612, Optional Application for Federal Employment, <u>or</u> a resume. (required) NOTE: If a resume is submitted, review <u>OPM brochure</u>, OF-510, "Applying for A Federal Job". - The month, date, and year you were born. (required) - An unofficial or official copy of your college transcript(s) or degree if qualifying based on education, in whole or in part. (required, if applicable) (College transcripts must be submitted with the application package and cannot be mailed at a later date.) NOTE: If currently a student, applicants must be within 9 months of graduation. Please include anticipated graduation date on the OF-612 or resume. - A completed ATF Special Agent Applicant Questionnaire. (required) - A completed OF-306, Declaration for Federal Employment. (required) - A completed Test Site Location Form. (required) - A copy of your driver's license and birth certificate. (<i>voluntary</i>) - Your e-mail address. (<i>voluntary</i>) - For veterans claiming 5-point preference, DD-214, Certificate of Release or Discharge from Active Duty. (required, if applicable) - For veterans claiming 10-point preference, SF-15, Application for 10-Point Preference, a DD-214, and a letter dated within the last 12 months from the Veterans Administration documenting your 10-point preference. (required, if applicable) - For current or former Federal employees, SF-50, Notification of Personnel Action, showing their career or career-conditional status or reinstatement eligibility (tenure and position occupied). (required, if applicable) <p>ATF F 2931.1, Race and National Origin Application. <i>(optional- for statistical purposes only)</i></p> <ul style="list-style-type: none"> • The OF-612, OF-510, OF-306 and ATF F 2931.1 are available at the following website: www.atf.gov/jobs/applications.htm 	<ul style="list-style-type: none"> • Sign and date application materials. • Submit all required application materials. Applicants who would otherwise qualify, but who do not submit a complete application, will not be scheduled to take the TEA examination and will not receive consideration for this position. • <u>Do not</u> submit original documents you may need in the future. Application materials will not be returned. • <u>Do not</u> submit your application materials by any electronic means, e-mail or fax. Applications received by electronic means or fax <u>will not</u> be considered. • Application materials must be <u>received</u> by the closing date of this job notice (September 19, 2007). • <u>Helpful Hints for Preparing the Application:</u> - <i>You should start by thinking about your career goals. Focus on defining and identifying the key and meaningful skills you currently possess, particularly those that are related to the position.</i> - <i>Describe your experience in sufficient detail with concrete words rather than vague descriptions. Do not use acronyms unless you spell them out first.</i> - <i>The application you prepare is not intended to be a complete "working life history" but should provide enough information to determine eligibility and qualifications.</i> <p style="text-align: center;">APPLICATION MATERIALS <u>MUST BE SENT BY</u> OVERNIGHT CARRIER <i>(i.e. Federal Express, Airborne, *UPS or by</i> <i>*<u>Express Mail</u> through the U.S. Postal Service)</i> TO:</p> <p style="text-align: center;">Bureau of ATF Recruitment, Hiring and Staffing Center 633 3rd Street, NW, Suite 600 Washington, DC 20001</p> <p>*UPS and EXPRESS MAIL: <i>Application materials sent by UPS and Express Mail may experience a slight delay due to security procedures. The package will first be screened by ATF Headquarters then sent to the above address upon completion. The Recruitment, Hiring and Staffing Center will accept the package based upon the date the package was initially sent and the type of delivery service purchased by the applicant.</i></p>

ATF SPECIAL AGENT APPLICANT QUESTIONNAIRE

Applicant's Name: _____
(PLEASE PRINT)

Date of Birth: _____
(MONTH/DATE/YEAR)

All applicants are required to complete this questionnaire to receive further consideration for the special agent position. Completion of this questionnaire is mandatory. Failure to answer all of the questions will eliminate you from further consideration. Please circle your response.

1. I am under 37 years of age, or I am 37 years of age or older but have prior Federal civilian law enforcement experience covered by special civil service retirement provisions, including early or mandatory retirement.
A. Yes B. No
2. I am a United States Citizen.
A. Yes B. No
3. I possess a valid motor vehicle license, or I will obtain one prior to appointment to the position.
A. Yes B. No
4. I am willing to accept a special agent position with ATF anywhere in the United States.
A. Yes B. No
5. I am willing to pay for relocation expenses to my first appointment with ATF or I am an ATF employee.
NOTE: Relocation costs will not be paid nor reimbursed by ATF unless you are presently employed by ATF.
A. Yes B. No
6. I am willing to sign a geographic mobility agreement with ATF that makes me subject to relocation at any time.
A. Yes B. No
7. I am willing to take a pre-employment comprehensive medical examination.
A. Yes B. No
8. I am willing to take a pre-employment drug test.
A. Yes B. No
9. I am willing to undergo a background investigation for a Top Secret clearance.
A. Yes B. No
10. I am eligible to possess a firearm and ammunition. (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.)
A. Yes B. No
11. I am willing to attend training when scheduled.
A. Yes B. No
12. I am a male applicant, born after December 31, 1959, and I am registered with the Selective Service System or I am exempt from having to register. (If you are a female, circle yes.)
A. Yes B. No
13. I am willing to take a polygraph test.
A. Yes B. No

I certify that all of the answers indicated in this questionnaire are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. A false answer or statement to any question in this questionnaire may be grounds for not employing you or for dismissing you after you begin work.

SIGNATURE

DATE

TEST SITE LOCATIONS

Applicant's Name: _____

SSN: _____

ALL APPLICANTS ARE REQUIRED TO COMPLETE THIS FORM TO RECEIVE FURTHER CONSIDERATION FOR THE SPECIAL AGENT POSITION. FAILURE TO RESPOND WILL ELIMINATE YOU FROM FURTHER CONSIDERATION.

Please indicate where you would like to take the Treasury Enforcement Agent (TEA) Exam and Special Agent Applicant Assessment Test. Select only one location. If you do not choose a location, you will not be scheduled for or allowed to take the exams.

_____ SAN FRANCISCO, CA

_____ DETROIT, MI

_____ TAMPA, FL

_____ BOSTON, MA

_____ NEW ORLEANS, LA

_____ SIOUX FALLS, SD