

ATF Adjunct Instructor Data Form

An ATF Adjunct Instructor is anyone **who is not an ATF employee** and provides **unpaid instructor services** for ATF. Adjunct instructors may be anyone from another, Federal, State or local government agency, the military, educational institution, trade organization, or a subject matter expert (SME) **who is not being compensated through contract**. Note that the **reimbursement of travel expenses** to persons who do not meet the definition above **will be considered contract instructors** and should not complete this form (*see exception in the note section below*). All persons interested in becoming an ATF Adjunct Instructor must complete this form in its entirety, to include the Hold Harmless Agreement on Page 6. The instructor candidate must forward the properly completed form and Hold Harmless Agreement via email through two (2) levels of ATF supervisory approval from supervisors within the ATF program office responsible for the training. The two-levels of approval that will be accepted must consist of a Branch and Division Chief; an Area Supervisor and Director of Industry Operations; a Group Supervisor and Assistant Special Agent in Charge; or any ATF employee temporarily and formally named to serve in one of these titled positions. Adjunct instructor candidates may not (1) be prohibited from the receipt, possession, or transportation of firearms, explosives, or ammunition; or (2) have failed any course that the candidate will or is being considered to instruct.

ATF supervisors approving the instructor candidate's use in ATF training programs are responsible for (1) verifying the candidate has properly completed this form, (2) determining that all eligibility requirements are met, and (3) ensuring the candidate possesses all subject matter expertise (SME) and instructional skills required. After two levels of supervisory approval are received, the second-level supervisor must email the completed form to the ATF Instructor mailbox in Outlook for final review by the ATF Human Resources and Professional Development, Leadership and Professional Development Division and entry into the Justice Talent Management System (JTMS) instructor database. The email's subject line should include the candidate's last name. The candidate may not be used in ATF training programs until the candidate is entered into JTMS instructor database and such entry has been communicated. Any questions relative to the completion of this form should also be submitted to the ATF Instructor mailbox in Outlook.

EXCEPTIONS: Contract instructors are **not** to complete this form unless the instructor services are being provided through a company, corporate, or organizational contract, or a small purchase order that does not specifically identify the names or subject matter expertise of the instructors to be used. On these occasions, a copy of the contract or small purchase order should be attached to this form.

****All sections of this form must be completed. If any section of this form does not apply, please record "NA"*****

Instructor Information

1. Name:	2. Address:	3. Date:
4. Current Employer & Address:	5. Current Position and Years Held:	
6. Office Phone Number:	7. Mobile Phone Number:	8. E-mail Address:

9. Job-Related/Specialized Experience (*if additional space is needed, please attach a separate sheet*)

Employer Name, Address & Phone Number	Position Title & Dates Held	Specialized Experience

10. Formal Instructor Training Received: Yes No

Training Provider: _____

Course Title: _____

Completion Date: _____

11. Degrees Held From Accredited Institutions:

Training Provider	Degree Type	Completion Date

12. Other Certifications Held:

Certificate Title	Subject Matter	Completion Date

13. Other Applicable Formal Training:

Program or Training Course	Educational Institution	Completion Date

14. Formal Training Course Previously Delivered:

Course Title/Topic	Audience	Completion Date

15. Subject Matter Expertise:

Please check the boxes that identify your expertise. For any subject expertise that is not listed below, please record them in Item 16.

Administration		N/A
Acquisition Management	<input type="checkbox"/>	<input type="checkbox"/>
ATF Budget Processes	<input type="checkbox"/>	<input type="checkbox"/>
Conduct and Accountability	<input type="checkbox"/>	<input type="checkbox"/>
Contracting Officers Technical Representativen (COTR)	<input type="checkbox"/>	<input type="checkbox"/>
Employee Benefits	<input type="checkbox"/>	<input type="checkbox"/>
Hiring Practices	<input type="checkbox"/>	<input type="checkbox"/>
Human Resources Management	<input type="checkbox"/>	<input type="checkbox"/>
ATF Academy Physical Fitness Program (Physical Efficient Battery)	<input type="checkbox"/>	<input type="checkbox"/>
OPSEC / Physical Security	<input type="checkbox"/>	<input type="checkbox"/>
ATF Peer Support Program	<input type="checkbox"/>	<input type="checkbox"/>
ATF Mentoring	<input type="checkbox"/>	<input type="checkbox"/>
Project Management	<input type="checkbox"/>	<input type="checkbox"/>
Purchase Card Reconciliation	<input type="checkbox"/>	<input type="checkbox"/>
ATF Sexual Harassment Policy and Procedures	<input type="checkbox"/>	<input type="checkbox"/>
Statistical Analysis	<input type="checkbox"/>	<input type="checkbox"/>
Strategic Planning & Performance Management Development	<input type="checkbox"/>	<input type="checkbox"/>

Alcohol and Tobacco		N/A <input type="checkbox"/>
Alcohol Diversion Techniques <input type="checkbox"/>	Tobacco Diversion Techniques <input type="checkbox"/>	
Alcohol Laws and Regulations <input type="checkbox"/>	Tobacco Laws and Regulations <input type="checkbox"/>	
Arson		N/A <input type="checkbox"/>
Certified Fire Investigator <input type="checkbox"/>	Fire Cause and Origin <input type="checkbox"/>	
Basic Arson Investigation Techniques <input type="checkbox"/>	Fire Protection Engineer <input type="checkbox"/>	
Arsonist Psychology and Behavior <input type="checkbox"/>	HAZMAT/OSHA <input type="checkbox"/>	
Arson Laws <input type="checkbox"/>	Insurance Data Source <input type="checkbox"/>	
ATF Emergency Medical Technician (EMT)		N/A <input type="checkbox"/>
EMT Basic <input type="checkbox"/>	EMT Paramedic <input type="checkbox"/>	
EMT Intermediate <input type="checkbox"/>	EMT CPR Instructor <input type="checkbox"/>	
EMT Dive <input type="checkbox"/>	EMT AED Instructor <input type="checkbox"/>	
EMT Special Response Team <input type="checkbox"/>		
Canine		N/A <input type="checkbox"/>
Arson Investigation Canine Handler <input type="checkbox"/>	SRT Tactical Canine Handler <input type="checkbox"/>	
Explosives Investigation Canine Handler <input type="checkbox"/>	Canine Facility Instructor <input type="checkbox"/>	
Computer Systems		N/A <input type="checkbox"/>
Certified N-Force Instructor <input type="checkbox"/>	Computer Incident Response <input type="checkbox"/>	
Certified N-Spect Instructor <input type="checkbox"/>	IT Contingency Planning <input type="checkbox"/>	
Certified Spartan Instructor <input type="checkbox"/>	IT Security <input type="checkbox"/>	
Learning Management System / JTMS <input type="checkbox"/>	Digital Forensics / Analysis <input type="checkbox"/>	
Criminal Organization Investigation		N/A <input type="checkbox"/>
Adult and Youth Gangs <input type="checkbox"/>	Violent Anti-Government Groups <input type="checkbox"/>	
Outlaw Motorcycle Gangs <input type="checkbox"/>	Terrorist Groups <input type="checkbox"/>	
Complex Conspiracy Cases <input type="checkbox"/>		
Explosives		N/A <input type="checkbox"/>
Certified Explosives Specialist <input type="checkbox"/>	Post-Blast Investigation Techniques <input type="checkbox"/>	
Explosives Enforcement Officer <input type="checkbox"/>	Identification & Development of Improvised Explosive Devices <input type="checkbox"/>	
Explosives Related Electronics <input type="checkbox"/>	Identification & Development of Improvised Explosive Materials <input type="checkbox"/>	
Explosives / Pyrotechnics Chemistry and Theory <input type="checkbox"/>	Illegal Fireworks Investigations <input type="checkbox"/>	
Explosives Handling <input type="checkbox"/>	Explosives Disposal <input type="checkbox"/>	
Explosives Storage Regulation and Inspection <input type="checkbox"/>	Explosives Laws & Regulations <input type="checkbox"/>	
Firearms		N/A <input type="checkbox"/>
Firearms Technology & Manufacture <input type="checkbox"/>	Serial Number Restoration <input type="checkbox"/>	
Establishing Interstate Nexus <input type="checkbox"/>	NIBIN Program <input type="checkbox"/>	
Firearms Investigation Techniques <input type="checkbox"/>	ATF-Certified Firearms Range Instructor <input type="checkbox"/>	
Firearms Application/Compliance Inspection Requirements and Procedures <input type="checkbox"/>	FLETC-Certified Firearms Range Instructor <input type="checkbox"/>	
Firearms Laws and Regulations <input type="checkbox"/>	Firearms Smuggling <input type="checkbox"/>	

Field Operations		N/A
Operational Planning	<input type="checkbox"/>	IOI Hearing Officer <input type="checkbox"/>
Electronic Surveillance Techniques and Equipment	<input type="checkbox"/>	Report Writing <input type="checkbox"/>
Undercover Investigation Techniques	<input type="checkbox"/>	Asset Forfeiture <input type="checkbox"/>
Home Invasions	<input type="checkbox"/>	Auditor Services <input type="checkbox"/>
Interviewing Techniques	<input type="checkbox"/>	Money Laundering <input type="checkbox"/>
Behavioral Science	<input type="checkbox"/>	Investigative Research Techniques <input type="checkbox"/>
Victim/Witness Program and Contact Policy	<input type="checkbox"/>	Investigative Information Analysis Techniques <input type="checkbox"/>
Post-Incident Shooting Review	<input type="checkbox"/>	Financial Investigation Techniques <input type="checkbox"/>
Forensic Photography	<input type="checkbox"/>	Case Management <input type="checkbox"/>
Agent Cashier	<input type="checkbox"/>	G.R.E.A.T. Instructor <input type="checkbox"/>

Intelligence		N/A
Intelligence Methodologies and Research	<input type="checkbox"/>	Crime Gun Intelligence/CGIC <input type="checkbox"/>
Advanced Intelligence Techniques	<input type="checkbox"/>	Certified Analyst Notebook Instructor <input type="checkbox"/>
Intelligence Analytic Techniques	<input type="checkbox"/>	Certified Penlink Instructor <input type="checkbox"/>
Intelligence Data Sources	<input type="checkbox"/>	

Laboratory Services		N/A
Arson Laboratory Services, Processes, and Policies	<input type="checkbox"/>	Trace Evidence Analysis <input type="checkbox"/>
Explosives Laboratory Services, Processes, and Policies	<input type="checkbox"/>	Toolmark Examination <input type="checkbox"/>
Firearms Laboratory Services, Processes, and Policies	<input type="checkbox"/>	NIBIN Correlatioin <input type="checkbox"/>

Languages		N/A
Arabic	<input type="checkbox"/>	Polish <input type="checkbox"/>
Farsi	<input type="checkbox"/>	Portuguese <input type="checkbox"/>
French	<input type="checkbox"/>	Romanian <input type="checkbox"/>
German	<input type="checkbox"/>	Russian <input type="checkbox"/>
Hindi	<input type="checkbox"/>	Spanish <input type="checkbox"/>
Hungarian	<input type="checkbox"/>	Serbian <input type="checkbox"/>
Italian	<input type="checkbox"/>	Thai <input type="checkbox"/>
Mandarin	<input type="checkbox"/>	Turkish <input type="checkbox"/>

Leadership		N/A
Supervisory Policy and Procedure	<input type="checkbox"/>	Employee Coaching Skills <input type="checkbox"/>
Supervisory Interviewing Skills	<input type="checkbox"/>	Employee Counseling <input type="checkbox"/>
Labor and Employee Relations	<input type="checkbox"/>	EEO Counseling <input type="checkbox"/>

Legal Services (for Attorneys Only)		N/A
Administrative Law	<input type="checkbox"/>	Domestic Violence Offenses <input type="checkbox"/>
Courtroom Procedures	<input type="checkbox"/>	Undercover Operations Law <input type="checkbox"/>
Ethics and Integrity	<input type="checkbox"/>	Surveillance Operations Law <input type="checkbox"/>
IOI Informal Firearms Hearing Procedures	<input type="checkbox"/>	Electronic Surveillance Law <input type="checkbox"/>
Search Warrant Development	<input type="checkbox"/>	Intelligence Operations Law <input type="checkbox"/>
Search Warrant Affidavit Preparation	<input type="checkbox"/>	Cybercrime / Internet Law <input type="checkbox"/>

Response Teams		N/A
Special Response Team	<input type="checkbox"/>	Critical Incident Management Response Team <input type="checkbox"/>
National Response Team	<input type="checkbox"/>	Crisis Negotiator <input type="checkbox"/>

Use of Force/Personal Protection		N/A
Use of Force Continuum	<input type="checkbox"/>	Containment and Arrest Technique (CATs) <input type="checkbox"/>
Non-Lethal/Unarmed Self Defense Techniques (<i>Certified by non-ATF certifying body</i>)	<input type="checkbox"/>	Simunitions Use and Certification <input type="checkbox"/>
Non-Lethal/Unarmed Self Defense Techniques (<i>Certified by ATF</i>)	<input type="checkbox"/>	Certified OC Spray Instructor <input type="checkbox"/>
Certified Spontaneous Knife Defense Instructor	<input type="checkbox"/>	Certified OC Spray Instructor Trainer <input type="checkbox"/>
Certified Spontaneous Knife Defense Instructor Trainer	<input type="checkbox"/>	Certified Defense Tactics Instructor <input type="checkbox"/>
TASER Instructor	<input type="checkbox"/>	Certified Defense Tactics Instructor Trainer <input type="checkbox"/>
TASER Instructor Trainer	<input type="checkbox"/>	

Training and Instruction		N/A
Instructional Theories and Techniques	<input type="checkbox"/>	Training Assessment and Analysis <input type="checkbox"/>
Instructional Systems Design	<input type="checkbox"/>	Curriculum Development <input type="checkbox"/>

16. Please list any other Subject Matter Expertise or specialty skills or knowledge that you hold that are *not* listed in Item 15 above:

Other SME or Specialty Skill	Description	Training Provider

17. Please list any other certifications that you hold that are *not* previously listed:

Type	Completion Date

18. If you have participated as a member in any specialized units *other than* the teams listed in Item 15, please identify the unit and describe your role (*i.e. JTTF, VIP Protection Details, CEX-C, etc.*)

Name of Unit	Role	Dates Held

Adjunct Instructor Hold Harmless Agreement

I, _____, hold the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), the Department of Justice, any organization providing training facilities and equipment on behalf of ATF, and its agents and employees harmless from liability for any injury suffered by myself, my employer, my agents or employees while providing instruction for ATF managed courses. I will hold the same harmless for any damage to any equipment or materials used or owned by myself, my employer, my agents or employees, except for those damages caused by the reckless or wanton conduct of employees of ATF. Any damages to property, personal or otherwise, caused by myself, my employer, my agents or employees shall be the responsibility of myself, my employer, my agents or employees, both jointly and severally.

My participation in ATF training creates no contractual or agency relationship between myself, my employer, my agents or employees; and ATF, the Department of Justice, or any organization providing facilities and equipment on behalf of ATF, or its agents and employees.

Adjunct Instructor Candidate Certification

I understand and agree to the terms and standards of the above Adjunct Instructor Hold Harmless Agreement. I also certify that:

- The information contained in this form is true and correct;
- I am not prohibited from the receipt, possession, or transportation of firearms, explosives, or ammunition; and
- I have not failed any course that I will or am being designated to instruct.

Adjunct Instructor Candidate Signature Adjunct Instructor Candidate Printed Name Date

ATF Program Training Office Supervisory Approval

First-level Approving Authority

I have reviewed, verified, and support the information contained in this candidate's form, and approve the named candidate for use in ATF training.

ATF First-level Approval Signature ATF First-level Approver's Printed Name Date

Second-level Approving Authority

I have reviewed, verified, and support the information contained in this candidate's form, and approve the named candidate for use in ATF training.

ATF Second-level Approval Signature ATF Second-level Approver's Printed Name Date

****The ATF second-level supervisor must submit the approved form to the ATF Instructor mailbox in Outlook.****
****The subject of the email must contain the last name of the candidate.****

Privacy Act Information

1. **General:** This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, relative to the collection of information from prospective ATF instructors.
2. **Authority:** The Government Employees Training Act of 1958 (U.S. Code, Title 5 § 4101 to 4118), and 5 CFR § 410 to 412.
3. **Purposes:** The information requested will be utilized to determine the prospective instructor's experience and qualifications, and whether he or she meets the minimum requirements. The information is additionally utilized to provide a record of qualifications for courses taught by ATF and may be used in litigation to illustrate the validity and effectiveness of training delivery.
4. **Routine Use:** ATF instructors are utilized to instruct a variety of ATF-sponsored training courses. ATF staff involved in the management, implementation, and evaluation of training will have access to these records in order to select appropriate instructors for identified training needs. Records may be used in litigation to illustrate the validity and effectiveness of training delivery. Release of information to any other individual or government official is on a need to know basis. Records are treated as sensitive personnel files and protected under the Privacy Act of 1974. Disclosure of an individual's personal data may be provided upon request to that individual with sufficient proof of identity.
5. **Effects of Nondisclosure:** Disclosure of this information is voluntary. Failure to provide this information, however, may result in ineligibility for participation as an ATF instructor.

Paperwork Reduction Act Notice

This request is in accordance with the Paperwork Reduction Act of 1995. The information collection is used to determine the eligibility of the applicant to attend ATF training.

The estimated average burden associated with this collection is 30 minutes per respondent depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Reports Management Officer, Document Services, Bureau of Alcohol, Tobacco, Firearms and Explosives, Washington, DC 20226.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.