# **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 con	mpleted. If any section of this for	rm does not apply, please record "NA"**

		Instruct	or Information		
1. Name:	2. Address:				3. Date:
4. Current Employer & Addre	255:		5. Current Position and	l Years Held:	
6. Office Phone Number:		7. Mob	ile Phone Number:		8. E-mail Address:
9. J	ob-Related/Specialized Experier	ce (if ada	itional space is needed, pleas	e attach a sep	parate sheet)
	Address & Phone Number		Position Title & Dates Held		Specialized Experience

10.	Formal Instructor	Training Received:	Yes	No
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Training Provider:

Course Title:

Completion Date:

	ees Held From Accredited Institutions:	
Training Provider	Degree Type	Completion Date
	12. Other Certifications Held:	
Certificate Title	Subject Matter	Completion Date
	Other Applicable Formal Training:	
Program or Training Course	Educational Institution	Completion Date

### 14. Formal Training Course Previously Delivered:

14. Format framming Course Freehousty Denvered.					
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.

	Admini	stration	N/A
Acquisition Management		OPSEC / Physical Security	
ATF Budget Processes		ATF Peer Support Program	
Conduct and Accountability		ATF Mentoring	
Contracting Officers Technical Representativen (COTR)	$\square$	Project Management	
Employee Benefits		Purchase Card Reconciliation	
Hiring Practices		ATF Sexual Harassment Policy and Procedures	
Human Resources Management		Statistical Analysis	
ATF Academy Physical Fitness Program (Physical Efficient Battery)		Strategic Planning & Performance Management Development	

	Alcohol a	nd Tobacco N	/A		
Alcohol Diversion Techniques		Tobacco Diversion Techniques		7	
Alcohol Laws and Regulations		Tobacco Laws and Regulations			
Arson N/A					
Certified Fire Investigator		Fire Cause and Origin		7	
Basic Arson Investigation Techniques		Fire Protection Engineer		7	
Arsonist Psychology and Behavior		HAZMAT/OSHA		۲,	
Arson Laws		Insurance Data Source			
ATF Emerg	gency Mee	dical Technician (EMT)	/A		
EMT Basic		EMT Paramedic		_	
EMT Intermediate		EMT CPR Instructor	Γ	7	
EMT Dive		EMT AED Instructor		7	
EMT Special Response Team					
	Ca	nnine N.	/A		
Arson Investigation Canine Handler		SRT Tactical Canine Handler			
Explosives Investigation Canine Handler		Canine Facility Instructor			
	Comput	er Systems No	/A		
Certified N-Force Instructor		Computer Incident Response		7	
Certified N-Spect Instructor		IT Contingency Planning		7	
Certified Spartan Instructor		IT Security	Γ	Ξ	
Learning Management System / JTMS		Digital Forensics / Analysis			
Crimina	al Organi	zation Investigation N	/A		
Adult and Youth Gangs		Violent Anti-Government Groups			
Outlaw Motorcycle Gangs		Terrorist Groups			
Complex Conspiracy Cases					
	Exp	losives N	/A		
Certified Explosives Specialist		Post-Blast Investigation Techniques		7	
Explosives Enforcement Officer		Identification & Development of Improvised Explosive Devices		7	
Explosives Related Electronics		Identification & Development of Improvised Explosive Materials		5	
Explosives / Pyrotechnics Chemistry and Theory		Illegal Fireworks Investigations	Γ	Ξ	
Explosives Handling		Explosives Disposal	Γ		
Explosives Storage Regulation and Inspection		Explosives Laws & Regulations			
Firearms N/A					
Firearms Technology & Manufacture		Serial Number Restoration			
Establishing Interstate Nexus		NIBIN Program		۲	
Firearms Investigation Techniques		ATF-Certified Firearms Range Instructor		F	
Firearms Application/Compliance Inspection Requirements and Procedure	s	FLETC-Certified Firearms Range Instructor			
Firearms Laws and Regulations		Firearms Smuggling	Γ	Ξ	

Operational Planning       IOI Hearing Officer         Electronic Surveillance Techniques and Equipment       Report Writing         Undercover Investigation Techniques       Asset Forfeiture         Home Invasions       Auditor Services         Interviewing Techniques       Money Laundering         Behavioral Science       Investigative Research Techniques         Victim/Witness Program and Contact Policy       Investigative Information Analysis Techniques         Post-Incident Shooting Review       Financial Investigation Techniques         Forensic Photography       Case Management         Agent Cashier       G.R.E.A.T. Instructor         Intelligence Methodologies and Research       Crime Gun Intelligence/CGIC         Advanced Intelligence Techniques       Certified Analyst Notebook Instructor         Intelligence Data Sources       Intelligence Techniques         Intelligence Data Sources       N/A
Undercover Investigation Techniques       Asset Forfeiture         Home Invasions       Auditor Services         Interviewing Techniques       Money Laundering         Behavioral Science       Investigative Research Techniques         Victim/Witness Program and Contact Policy       Investigative Information Analysis Techniques         Post-Incident Shooting Review       Financial Investigation Techniques         Forensic Photography       Case Management         Agent Cashier       G.R.E.A.T. Instructor         Intelligence Methodologies and Research       Criime Gun Intelligence/CGIC         Advanced Intelligence Techniques       Certified Analyst Notebook Instructor         Intelligence Data Sources       Certified Penlink Instructor
Home Invasions
Interviewing Techniques Money Laundering   Behavioral Science Investigative Research Techniques   Victim/Witness Program and Contact Policy Investigative Information Analysis Techniques   Post-Incident Shooting Review Financial Investigation Techniques   Forensic Photography Case Management   Agent Cashier G.R.E.A.T. Instructor   Intelligence Methodologies and Research Crime Gun Intelligence/CGIC   Advanced Intelligence Techniques Certified Analyst Notebook Instructor   Intelligence Analytic Techniques Certified Penlink Instructor
Behavioral Science Investigative Research Techniques   Victim/Witness Program and Contact Policy Investigative Information Analysis Techniques   Post-Incident Shooting Review Financial Investigation Techniques   Forensic Photography Case Management   Agent Cashier G.R.E.A.T. Instructor   Intelligence N/A   Intelligence Methodologies and Research Crime Gun Intelligence/CGIC   Advanced Intelligence Techniques Certified Analyst Notebook Instructor   Intelligence Analytic Techniques N/A
Victim/Witness Program and Contact Policy       Investigative Information Analysis Techniques         Post-Incident Shooting Review       Financial Investigation Techniques         Forensic Photography       Case Management         Agent Cashier       G.R.E.A.T. Instructor         Intelligence Methodologies and Research       Crime Gun Intelligence/CGIC         Advanced Intelligence Techniques       Certified Analyst Notebook Instructor         Intelligence Analytic Techniques       Certified Penlink Instructor         Intelligence Data Sources       N/A
Post-Incident Shooting Review Financial Investigation Techniques   Forensic Photography Case Management   Agent Cashier G.R.E.A.T. Instructor   Intelligence N/A   Intelligence Methodologies and Research Crime Gun Intelligence/CGIC   Advanced Intelligence Techniques Certified Analyst Notebook Instructor   Intelligence Analytic Techniques Certified Penlink Instructor   Intelligence Data Sources N/A
Forensic Photography Case Management   Agent Cashier G.R.E.A.T. Instructor   Intelligence Methodologies and Research Crime Gun Intelligence/CGIC   Advanced Intelligence Techniques Certified Analyst Notebook Instructor   Intelligence Analytic Techniques Certified Penlink Instructor   Intelligence Data Sources N/A
Agent Cashier       G.R.E.A.T. Instructor         Intelligence       N/A         Intelligence Methodologies and Research       Crime Gun Intelligence/CGIC         Advanced Intelligence Techniques       Certified Analyst Notebook Instructor         Intelligence Analytic Techniques       Certified Penlink Instructor         Intelligence Data Sources       N/A
Intelligence       N/A         Intelligence Methodologies and Research       Crime Gun Intelligence/CGIC         Advanced Intelligence Techniques       Certified Analyst Notebook Instructor         Intelligence Analytic Techniques       Certified Penlink Instructor         Intelligence Data Sources       N/A
Intelligence Methodologies and Research       Crime Gun Intelligence/CGIC       Image: Certified Analyst Notebook Instructor         Advanced Intelligence Techniques       Certified Analyst Notebook Instructor       Image: Certified Penlink Instructor         Intelligence Data Sources       Laboratory Services       N/A
Advanced Intelligence Techniques       Certified Analyst Notebook Instructor         Intelligence Analytic Techniques       Certified Penlink Instructor         Intelligence Data Sources       Laboratory Services
Intelligence Analytic Techniques Certified Penlink Instructor Intelligence Data Sources N/A
Intelligence Data Sources       Laboratory Services     N/A
Laboratory Services     N/A
Explosives Laboratory Services, Processes, and Policies Toolmark Examination
Firearms Laboratory Services, Processes, and Policies NIBIN Correlation
Languages N/A
Arabic Polish
Farsi Portuguese
French Romanian
German Russian
Hindi Spanish
Hungarian Serbian
Italian Thai
Mandarin Turkish
Leadership N/A
Supervisory Policy and Procedure Employee Coaching Skills
Supervisory Interviewing Skills Employee Counseling
Labor and Employee Relations EEO Counseling
Legal Services (for Attorneys Only) N/A
Administrative Law     Domestic Violence Offenses
Courtroom Procedures Undercover Operations Law
Ethics and Integrity Surveillance Operations Law
IOI Informal Firearms Hearing Procedures   Electronic Surveillance Law
Search Warrant Development Intelligence Operations Law
Search Warrant Affidavit Preparation Cybercrime / Internet Law

	Resp	oonse Teams	N/A
Special Response Team		Critical Incident Management Response Team	
National Response Team		Crisis Negotiator	
	Use of Force/	Personal Protection	N/A
Use of Force Continuum		Containment and Arrest Technique (CATs)	
Non-Lethal/Unarmed Self Defense Techniques (Certified b non-ATF certifying body) Non-Lethal/Unarmed Self Defense Techniques (Certified b		Simunitions Use and Certification Certified OC Spray Instructor	
Certified Spontaneous Knife Defense Instructor Certified Spontaneous Knife Defense Instructor Trainer TASER Instructor TASER Instructor Trainer		Certified OC Spray Instructor Trainer Certified Defense Tactics Instructor Certified Defense Tactics Instructor Trainer	
	Training	and Instruction	N/A
Instructional Theories and Techniques Instructional Systems Design 16. Please list any other Subject Matter Expertise or specia	lty skills or kn	Training Assessment and Analysis Curriculum Development owledge that you hold that are <i>not</i> listed in Item 15 a	above:
Other SME or Specialty Skill		Description	Training Provider
17. Please list any other certifications that you hold that are	e <i>not</i> previousl Type	y listed:	Completion Date
<ul> <li>18. If you have participated as a member in any specialized (<i>i.e. JTTF, VIP Protection Details, CEX-C, etc.</i>)</li> </ul>	d units <i>other th</i>	nan the teams listed in Item 15, please identify the un	it and describe your role
Name of Unit		Role	Dates Held

# Adjunct Instructor Hold Harmless Agreement

, hold the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), the Department of Justice, any

*(Print Full Name)* 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

#### **ATF Program Training Office Supervisory Approval**

#### **First-level Approving Authority**

I,

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

Adjunct Instructor Candidate Printed Name

# 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

\*\*The ATF second-level supervisor <u>must</u> 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 reducting 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.

Date

Date

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Date