## U.S. Department of Justice

Bureau of Alcohol, Tobacco, Firearms and Explosives

# **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"\*\*

	Ins	structor Information	
1. Name:	2. Address:		3. Date:
4. Current Employer & Address		5. Current Position and	
6. Office Phone Number:		Mobile Phone Number:	8. E-mail Address:
		(if additional space is needed, please	
Employer Name, A	ddress & Phone Number	Position Title & Dates Held	Specialized Experience
	<b>V</b>		

10. Formal Instructor Training Received: Yes No	Training Provider:	
	Course Title:	
	Completion Date:	
11. Degrees He	ld From Accredited Institutions:	
Training Provider	Degree Type	Completion Date
12. Ot	her Certifications Held:	
Certificate Title	Subject Matter	Completion Date
13. Other A	Applicable Formal Training:	
Program or Training Course	Educational Institution	Completion Date
14. Formal Train	ning 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	OPSEC / Physical Security	
ATF Budget Processes	ATF Peer Support Program	
Conduct and Accountability	ATF Mentoring	
Contracting Officers Technical Representativen (COTR)	Project Management	
Employee Benefits	Purchase Card Reconciliation	
Hiring Practices	ATF Sexual Harassment Policy and Proceed	lures
Human Resources Management	Statistical Analysis	
$ATF\ Academy\ Physical\ Fitness\ Program\ (Physical\ Efficient\ Battery)$	Strategic Planning & Performance Manage	ement Development

Alcohol Diversion Techniques   Tobacco Diversion Techniques   Alcohol Laws and Regulations   Tobacco Laws   Tobacco	Alcohol and Tobacco N/A				
Arson Investigation Techniques  Arsonist Psychology and Behavior  ATF Emergency Medical Technician (EMT)  N/A  Arson Investigation Techniques  ATF Emergency Medical Technician (EMT)  N/A  EMT Basic  EMT Paramedic  EMT CPR Instructor  EMT Special Response Team  Canine  Canine  Arson Investigation Canine Handler  Explosives Investigation Canine Handler  Canine Facility Instructor  Canine Facility Instructor  Cretified N-Force Instructor  Cretified N-Force Instructor  Cretified N-Force Instructor  Cretified N-Force Instructor  Cretified Spartan Instructor  Cretified Sparta	Alcohol Diversion Techniques		Tobacco Diversion Techniques		
Certified Fire Investigation Techniques   Fire Cause and Origin   SAC   Basic Arson Investigation Techniques   Fire Protection Engineer   Insurance Data Source    Arsonist Psychology and Behavior   HAZMAT/OSHA   Insurance Data Source    Arson Lawx   Insurance Data Source    EMT Basic   EMT Emergency Medical Technician (EMT)   N/A    EMT Basic   EMT CPR Instructor   EMT CPR Instructor    EMT Special Response Team   SYT Tactical Canine Handler    EMT Special Response Team   SYT Tactical Canine Handler    Explosives Investigation Canine Handler   SRT Tactical Canine Handler    Explosives Investigation Canine Handler   Canine Facility Instructor    Computer Systems   N/A    Certified N-Force Instructor   Computer Incident Response    Certified N-Force Instructor   IT Contingency Planning    Certified Spartan Instructor   IT Security    Certified Spartan Instructor   IT Security    Certified Spartan Instructor   Digital Forensics / Analysis    Certified Spartan Instructor   Protection Engineer    Certified Spartan Instructor   Trescurity    Certified Spartan Instructor   Trescurity    Certified Spartan Instructor   Digital Forensics / Analysis    Certified Explosives Specialist   Protection Engineer    Explosives Conspiracy Cases    Explosives Enforcement Officer   Identification & Development of Improvised Explosive Materials    Explosives Pyrotechnics Chemistry and Theory   Illegal Fireworks Investigations    Explosives Protechnics Chemistry and Theory   Illegal Fireworks Investigations    Explosives Storage Regulation and Inspection   Explosives Disposal    Explosives Storage Regulation and Inspection   Explosives Disposal    Explosives Storage Regulation and Inspection   Explosives Laws & Regulations    Explosives Fireworks Investigations    Explosives Related Filectronics   Section Number Restoration    Firearms Technology & Manufacture   Section Number Restoration    Firearms Technology & Manufacture   Section Number Restoration    Firearms Technology & Manufacture   Section Number Restoration    Firearms Tech	Alcohol Laws and Regulations		Tobacco Laws and Regulations	[	
Basic Arson Investigation Techniques   Fire Protection Engineer		A	rson	N/A	
Arsonist Psychology and Behavior  Arson Laws    Insurance Data Source	Certified Fire Investigator		Fire Cause and Origin		
ATS Emergency Medical Technician (EMT)  N/A  EMT Basic EMT Paramedic EMT CPR Instructor EMT AED Instructor EMT Special Response Team  Canine  Canine SRT Tactical Canine Handler Explosives Investigation Canine Handler Canine Facility Instructor  Computer Systems N/A  Certified N-Force Instructor Certified Spartan Instructor IT Contingency Planning Certified Spartan Instructor IT Contingency Planning Certified Spartan Instructor IT Security Digital Forensics / Analysis  Criminal Organization Investigation Evanguage Complex Conspiracy Cases  Explosives Specialist Post-Blast Investigation Techniques Identification & Development of Improvised Explosive Devices Explosives Related Electronics Explosives Regulation and Inspection Explosives Storage Regulation and Inspection Explosives Storage Regulation and Inspection Explosives Storage Regulation and Inspection Establishing Interstate Nexus  NIBIN Program	Basic Arson Investigation Techniques	П	Fire Protection Engineer	ĺ	
ATF Emergency Medical Technician (EMT) N/A   EMT Basic	Arsonist Psychology and Behavior	Ħ	HAZMAT/OSHA	ĺ	
EMT Basic	Arson Laws		Insurance Data Source	[	
EMT Intermediate	ATF Emergency Medical Technician (EMT)  N/A				
EMT Dive EMT AED Instructor    EMT AED Instructor	EMT Basic		EMT Paramedic	[	
EMT Special Response Team    Canine	EMT Intermediate	П	EMT CPR Instructor	[	
Canine	EMT Dive	П	EMT AED Instructor	[	
Arson Investigation Canine Handler SRT Tactical Canine Handler Canine Facility Instructor Suppose Investigation Canine Handler Canine Facility Instructor Computer Systems N/A Certified N-Force Instructor Computer Incident Response IT Contingency Planning IT Certified Spartan Instructor IT Contingency Planning IT Certified Spartan Instructor IT Security Digital Forensics / Analysis Digital Forensics / Analysis Criminal Organization Investigation N/A Adult and Youth Gangs Violent Anti-Government Groups Complex Conspiracy Cases Terrorist Groups N/A Certified Explosives Specialist Post-Blast Investigation Techniques Indentification & Development of Improvised Explosive Devices Identification & Development of Improvised Explosive Materials Explosives (Pyrotechnics Chemistry and Theory Illegal Fireworks Investigations Explosives Brandling Explosives Brandling Explosives Laws & Regulations N/A Firearms N/A Firearms Technology & Manufacture Serial Number Restoration Serial Number Restoration Serial Number Restoration NIBIN Program	EMT Special Response Team			ı	
Explosives Investigation Canine Handler  Computer Systems  N/A  Certified N-Force Instructor  Certified N-Spect Instructor  Certified Spartan Instructor  IT Contingency Planning  Certified Spartan Instructor  IT Security  Learning Management System / JTMS  Digital Forensics / Analysis  Criminal Organization Investigation  N/A  Adult and Youth Gangs  Outlaw Motorcycle Gangs  Complex Conspiracy Cases  Explosives  Explosives Specialist  Post-Blast Investigation Techniques  Explosives Enforcement Officer  Identification & Development of Improvised Explosive Devices  Explosives Pyrotechnics Chemistry and Theory  Illegal Fireworks Investigations  Explosives Blandling  Explosives Blandling  Explosives Laws & Regulations  Explosives Regulation and Inspection  Firearms  N/A  Firearms Technology & Manufacture  Establishing Interstate Nexus  NIBIN Program		Ca	nnine	N/A	
Certified N-Force Instructor	Arson Investigation Canine Handler		SRT Tactical Canine Handler		
Certified N-Force Instructor	Explosives Investigation Canine Handler		Canine Facility Instructor	[	
Certified N-Spect Instructor	Computer Systems N/A				
Certified Spartan Instructor Learning Management System / JTMS    Digital Forensics / Analysis	Certified N-Force Instructor		Computer Incident Response	[	
Certified Spartan Instructor Learning Management System / JTMS  Criminal Organization Investigation  Adult and Youth Gangs Outlaw Motorcycle Gangs Outlaw Motorcycle Gangs Complex Conspiracy Cases  Explosives  Explosives  Post-Blast Investigation Techniques  Explosives Enforcement Officer Identification & Development of Improvised Explosive Devices  Explosives Related Electronics Identification & Development of Improvised Explosive Materials  Explosives / Pyrotechnics Chemistry and Theory Illegal Fireworks Investigations  Explosives Storage Regulation and Inspection  Explosives Laws & Regulations  Firearms  Firearms Technology & Manufacture  Establishing Interstate Nexus  NIBIN Program	Certified N-Spect Instructor		IT Contingency Planning	ι [	
Criminal Organization Investigation N/A Adult and Youth Gangs Violent Anti-Government Groups Outlaw Motorcycle Gangs Terrorist Groups Complex Conspiracy Cases  Explosives  N/A Certified Explosives Specialist Post-Blast Investigation Techniques Explosives Enforcement Officer Identification & Development of Improvised Explosive Devices Explosives Related Electronics Identification & Development of Improvised Explosive Materials Explosives / Pyrotechnics Chemistry and Theory Illegal Fireworks Investigations Explosives Handling Explosives Disposal Explosives Storage Regulation and Inspection Explosives Laws & Regulations  Firearms Technology & Manufacture Serial Number Restoration NIBIN Program		T	IT Security	[	
Adult and Youth Gangs Outlaw Motorcycle Gangs Complex Conspiracy Cases    Terrorist Groups			Digital Forensics / Analysis	[	
Adult and Youth Gangs Outlaw Motorcycle Gangs Complex Conspiracy Cases    Terrorist Groups	Criminal	Organi	zation Investigation	N/A	
Outlaw Motorcycle Gangs Complex Conspiracy Cases    Explosives   Post-Blast Investigation Techniques			1		
Explosives Specialist  Certified Explosives Specialist  Explosives Enforcement Officer  Explosives Related Electronics  Explosives / Pyrotechnics Chemistry and Theory  Explosives Handling  Explosives Storage Regulation and Inspection  Firearms  Firearms  Firearms Technology & Manufacture  Extablishing Interstate Nexus  N/A   Explosives  N/A  Post-Blast Investigation Techniques  Identification & Development of Improvised Explosive Devices  Identification & Development of Improvised Explosive Materials  Identification & Development of Improvised Explosive Materials  Explosives Investigations  Explosives Disposal  Explosives Storage Regulation and Inspection  Firearms  N/A  N/A  N/BIN Program					
Certified Explosives Specialist  Explosives Enforcement Officer  Explosives Related Electronics  Explosives / Pyrotechnics Chemistry and Theory  Explosives Handling  Explosives Storage Regulation and Inspection  Firearms  Firearms  Post-Blast Investigation Techniques  Identification & Development of Improvised Explosive Devices  Identification & Development of Improvised Explosive Materials  Explosives Investigations  Explosives Disposal  Explosives Storage Regulation and Inspection  Firearms  N/A  Firearms  Serial Number Restoration  NIBIN Program				ı	
Certified Explosives Specialist  Explosives Enforcement Officer  Explosives Related Electronics  Explosives / Pyrotechnics Chemistry and Theory  Explosives Handling  Explosives Storage Regulation and Inspection  Firearms  Firearms  Post-Blast Investigation Techniques  Identification & Development of Improvised Explosive Devices  Identification & Development of Improvised Explosive Materials  Explosives Investigations  Explosives Disposal  Explosives Storage Regulation and Inspection  Firearms  N/A  Firearms  Serial Number Restoration  NIBIN Program		Exp	losives	J/A	
Explosives Enforcement Officer    Identification & Development of Improvised Explosive Devices	Certified Explosives Specialist			[	
Explosives Related Electronics				ا ]	
Explosives / Pyrotechnics Chemistry and Theory					
Explosives Handling	-		· · · · · · · · · · · · · · · · · · ·		
Explosives Storage Regulation and Inspection  Explosives Laws & Regulations  Firearms  Firearms  Serial Number Restoration  Establishing Interstate Nexus  NIBIN Program				ا [	
Firearms Technology & Manufacture  Establishing Interstate Nexus  Serial Number Restoration  NIBIN Program				l [	
Firearms Technology & Manufacture  Establishing Interstate Nexus  Serial Number Restoration  NIBIN Program					
Establishing Interstate Nexus NIBIN Program	Firearms Technology & Manufacture		(41 III)	]	
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	Firearms Application/Compliance Inspection Requirements and Procedures			] ]	
	Firearms Laws and Regulations			] ]	

Field Operations			N/A
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	
	Inte	lligence	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			
	Laborate	ory Services	N/A
Arson Laboratory Services, Processes, and Policies		Trace Evidence Analysis	
Explosives Laboratory Services, Processes, and Policies		Toolmark Examination	
Firearms Laboratory Services, Processes, and Policies		NIBIN Correlatioin	
	Lar	AUTO (200	N/A
Arabic	Lai	Polish	N/A
Farsi		Portuguese	
French		Romanian	
		Russian	
German			
Hindi Umagazian		Spanish Serbian	
Hungarian		Thai	
Italian			
Mandarin		Turkish	
	Lead	dership	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	

	Response Teams	N/A	
Special Response Team	Critical Incident Management Response Tea	m	
National Response Team	Crisis Negotiator		
Use of Force/Personal Protection			
Use of Force Continuum	Containment and Arrest Technique (CATs)		
Non-Lethal/Unarmed Self Defense Techniques (Certified by non-ATF certifying body)  Non-Lethal/Unarmed Self Defense Techniques (Certified by 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	Training Assessment and Analysis		
Instructional Systems Design	Curriculum Development		
16. Please list any other Subject Matter Expertise or specialt	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	ot previously listed:		
	Ууре	Completion Date	
18. If you have participated as a member in any specialized (i.e. JTTF, VIP Protection Details, CEX-C, etc.)	nnits other than the teams listed in Item 15, please identify the	unit and describe your role	
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	
(Print Full Name) organization providing training facilities ar	equipment on behalf of ATF, and its agents and employees harmless from liability for any injury suffered	
by myself, my employer, my agents or emp	byees while providing instruction for ATF managed courses. I will hold the same harmless for any damage	
to any equipment or materials used or owner	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 employ	r, 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	roviding facilities and equipment on behalf of ATF, or its agents and employees.	
	Adjunct Instructor Candidate Certification	
I understand and agree to the terms and sta	lards of the above Adjunct Instructor Hold Harmless Agreement. I also certify that:	
I have not failed any course that I will  Adjunct Instructor Candidate Signature	Adjunct Instructor Candidate Printed Name  Date	
	ATTIPLE TO A CONTROL OF THE ACTIVITY OF THE AC	
	ATF Program Training Office Supervisory Approval	
First-level Approving Authority I have reviewed, verified, and support the i	formation 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 i	formation 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 <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.

ATF Form 6140.3 Revised ( )