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"

| Instructor 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: |
| 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 |
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| 10. Formal Instructor Training Received: Yes No | Training Provider: | |
|--|--|------------------|
| | Course Title: | |
| | Completion Date: | |
| | | |
| | d From Accredited Institutions: | |
| Training Provider | Degree Type | Completion Date |
| | | |
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| 12. Ot | her Certifications Held: | |
| Certificate Title | Subject Matter | Completion Date |
| | | |
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| 13. Other A | applicable Formal Training: | |
| Program or Training Course | Educational Institution | Completion Date |
| | | |
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| | | |
| 14. Formal Train | ning Course Previously Delivered: | |
| Course Title/Topic | Audience | Completion Date |
| | | |
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| | | |
| 15. Subject Matter Expertise: | | |
| Please check the boxes that identify your expertise. For any subject | expertise that is not listed below, please record them i | n 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 Procedu | nres |
| Human Resources Management | Statistical Analysis | |
| ATF Academy Physical Fitness Program (Physical Efficient Battery) | Strategic Planning & Performance Manager | ment Development |

| Alcohol and Tobacco | | nd Tobacco | N/A | |
|--|-----|--|-----|-------------------|
| Alcohol Diversion Techniques | | Tobacco Diversion Techniques | | $\overline{}$ |
| Alcohol Laws and Regulations | | Tobacco Laws and Regulations | | |
| Arson | | | N/A | |
| Certified Fire Investigator | | Fire Cause and Origin | | $\overline{1}$ |
| Basic Arson Investigation Techniques | П | Fire Protection Engineer | Ī | Ħ |
| Arsonist Psychology and Behavior | | HAZMAT/OSHA | Ī | |
| Arson Laws | | Insurance Data Source | | |
| ATF Emergency Medical Technician (EMT) N/A | | | | |
| EMT Basic | | EMT Paramedic | | $\overline{}$ |
| EMT Intermediate | П | EMT CPR Instructor | Ī | ī |
| EMT Dive | | EMT AED Instructor | Ī | Ħ |
| EMT Special Response Team | | | _ | |
| | Ca | nnine | N/A | |
| Arson Investigation Canine Handler | | SRT Tactical Canine Handler | | $\overline{\Box}$ |
| Explosives Investigation Canine Handler | | Canine Facility Instructor | | |
| Computer Systems N/A | | | | |
| Certified N-Force Instructor | | Computer Incident Response | | |
| Certified N-Spect Instructor | П | IT Contingency Planning | Ī | Ħ |
| Certified Spartan Instructor | | IT Security | Ī | ī |
| Learning Management System / JTMS | | Digital Forensics / Analysis | | |
| Criminal Organization Investigation | | | N/A | |
| Adult and Youth Gangs | | Violent Anti-Government Groups | | |
| Outlaw Motorcycle Gangs | | Terrorist Groups | Ī | |
| Complex Conspiracy Cases | | | | |
| | Exp | losives | N/A | |
| Certified Explosives Specialist | | Post-Blast Investigation Techniques | | _ |
| Explosives Enforcement Officer | | Identification & Development of Improvised Explosive Devices | F | Ħ |
| Explosives Related Electronics | | Identification & Development of Improvised Explosive Materials | | Ħ |
| Explosives / Pyrotechnics Chemistry and Theory | | Illegal Fireworks Investigations | Ī | |
| Explosives Handling | | Explosives Disposal | Ī | \exists |
| Explosives Storage Regulation and Inspection | | Explosives Laws & Regulations | | |
| Firearms N/A | | | | |
| Firearms Technology & Manufacture | | Serial Number Restoration | | |
| Establishing Interstate Nexus | | NIBIN Program | F | \dashv |
| Firearms Investigation Techniques | | ATF-Certified Firearms Range Instructor | F | \dashv |
| Firearms Application/Compliance Inspection Requirements and Procedures | 3 | FLETC-Certified Firearms Range Instructor | F | \exists |
| Firearms Laws and Regulations | | Firearms Smuggling | | |

| | Field O | perations | 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 | |
| | Intel | ligence | 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 | | | |
| | Laborato | 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 | |
| | | | NI/A |
| A1.:- | Lan | guages Polish | N/A |
| Arabic | | | |
| Farsi | | Portuguese | |
| French | | Romanian Russian | |
| German | | | |
| Hindi | | Spanish | |
| Hungarian | | Serbian | |
| Italian | | Thai | |
| Mandarin | | Turkish | |
| | Lead | lership | 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 | |

| | F | Response 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 Non-Lethal/Unarmed Self Defense Techniques (Certified by Simunitions non-ATF certifying body) Non-Lethal/Unarmed Self Defense Techniques (Certified by ATF) Certified Spontaneous Knife Defense Instructor Certified Spontaneous Knife Defense Instructor Trainer TASER Instructor TASER Instructor Trainer Training and Instruction | | Training Assessment and Analysis | N/A | |
| Instructional Systems Design | | Curriculum Development | | |
| 16. Please list any other Subject Matter Expertise or special Other SME or Specialty Skill | lty skills o | or knowledge that you hold that are <i>not</i> listed in Item 15 and Description | above: Training Provider | |
| | | | | |
| 17. Please list any other certifications that you hold that are | | ously listed: | | |
| | Type | | Completion Date | |
| 18. If you have participated as a member in any specialized (i.e. JTTF, VIP Protection Details, CEX-C, etc.) | l units <i>othe</i> | er than 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

| I, | , hold the Bureau of Alcohol, Tobacco, Firearms and Explosi | ives (ATF), the Department of Justice, any |
|---|---|--|
| (Print Full Name) organization providing training facilities and | equipment on behalf of ATF, and its agents and employees harmle | ess from liability for any injury suffered |
| by myself, my employer, my agents or emplo | byees while providing instruction for ATF managed courses. I wil | l 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 tho | se damages caused by the reckless or |
| wanton conduct of employees of ATF. Any d | lamages 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 co | ontractual or agency relationship between myself, my employer, r | my agents or employees; and ATF, the |
| Department of Justice, or any organization pr | roviding facilities and equipment on behalf of ATF, or its agents at | nd employees. |
| | Adjunct Instructor Candidate Certification | |
| I understand and agree to the terms and stand | lards of the above Adjunct Instructor Hold Harmless Agreement. | I also certify that: |
| I am not prohibited from the receipt, pos I have not failed any course that I will on Adjunct Instructor Candidate Signature | ssession, or transportation of firearms, explosives, or ammunition; r am being designated to instruct. Adjunct Instructor Candidate Printed Name | and |
| | | |
| | ATF Program Training Office Supervisory Approval | |
| First-level Approving Authority | | |
| | formation contained in this candidate's form, and approve the nam | ed 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 info | formation contained in this candidate's form, and approve the nam | ed candidate for use in ATF training. |
| ATF Second-level Approval Signature | ATF Second-level Approver's Printed Name | Date |
| | upervisor <u>must</u> submit the approved form to the ATF Instruct subject of the email must contain the last name of the candida | |

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.