



BASIC FIELD TRAINING COURSE

Special Agent Selection System

The FBI is an equal opportunity employer.
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MISSION. PRIORITIES. VALUES.

The **mission** of the Federal Bureau of Investigation (FBI) is to protect the American people and uphold the Constitution of the United States.

The **priorities** of the FBI are to:

- Protect the United States from terrorist attacks.
- Protect the United States against foreign intelligence operations and espionage.
- Protect the United States against cyberattacks and high-tech crimes.
- Combat public corruption at all levels.
- Protect civil rights.
- Combat transnational/national criminal organizations and enterprises.
- Combat major white-collar crime.
- Combat significant violent crime.

The **core values** of the FBI are:

- Rigorous obedience to the Constitution of the United States.
- Respect for the dignity of all those we protect.
- Compassion.
- Fairness.
- Uncompromising personal and institutional integrity.
- Accountability by accepting responsibility for our actions and decisions, and the consequences of our actions and decisions.
- Leadership, both personal and professional.
- Diversity.

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GENERAL INFORMATION

OVERVIEW

After receiving a final job offer, New Agent Trainees (NATs) and New Intelligence Analyst Trainees (NIATs) will report to the FBI Academy in Quantico, VA. The Basic Field Training Course (BFTC) is designed to train new special agents and intelligence analysts together to prepare them for collaborative work in the field. The NAT curriculum lasts 18 weeks, including orientation, while the NIAT curriculum lasts 12 weeks. Please note, family members/friends may not accompany NATs and NIATs upon arrival. All trainees share a dorm room with a roommate on campus.

During BFTC, you should expect strict dress and grooming standards. These standards are intended to foster a safe, uniform, and accountable environment, a sense of discipline, and to eliminate any unnecessary distractions from the training environment.

Guidelines

- Jewelry and piercings must be small, simple in design and not present a safety hazard.
- Facial piercings are not permitted, except for female trainees, who are authorized to wear earrings.
- Tattoo(s) determined to be disruptive to the learning environment must be covered by similarly colored long sleeves or a long-sleeve shirt to wear under the uniform polo shirt.
- Must be clean-shaven throughout training.
- Hair must be of reasonable length without faddish or exaggerated style or color.
- Men's hair must not be longer than the bottom of the collar, without adornment such as buns, ponytails or braids.

Note: If you need an exception from these standards due to your religion or disability, you may request an accommodation prior to beginning BFTC.

All special agent training progressively increases in terms of intensity, rigor, knowledge, time, physical demands, and practical application. You must maintain a certain level of physical fitness throughout your time at the Academy, and throughout your career as a special agent.

To allow for proper focus during your time at the Academy, the FBI discourages family members from moving nearby during the training duration. The FBI will only cover relocation costs from your Processing Field Office (PFO) to your first office assignment (exceptions apply). You may be dismissed for failing academic or practical tests, as well as demonstrating unsuitable or inappropriate conduct.

CURRICULUM

The BFTC prepares you with the foundational knowledge, skills and abilities to perform the job of special agent or intelligence analyst upon graduation.

The curriculum includes lessons in a variety of areas. Special agent training includes topics such as firearms, defensive tactics, interview and interrogation, and human intelligence. Intelligence analysts learn to write FBI intelligence products and develop briefing skills. Since the two roles work and interact together in the field, some of the BFTC lessons are integrated. The BFTC also consists of multiple practical exercises that center around a simulated investigation in which you will demonstrate the skills you have acquired throughout the program.

While at the Academy and in order to graduate, you must also pass the Physical Fitness Test (PFT), scoring a minimum of 12 points with at least one point in each of the four events. NAT graduation takes place during Week 16.

Suitability

Just because you pass all required coursework doesn't guarantee you will graduate. You should view the BFTC as a 18-week interview during which you are continually assessed on:

- Judgment
- Conscientiousness
- Integrity
- Emotional Maturity
- Initiative
- Cooperation

ACADEMY TIPS

Packing and Arrival

You should pack for the appropriate length of time for which you will stay at the Academy. The first four days include the FBI's Onboarding New Employees (ONE) seminar, required before you begin the BFTC. Please ensure that you follow the dress code below.

- For the ONE seminar and some field trips, wear business attire.
- For night and weekend dress, wear casual attire (no tank tops or flip flops are allowed on Academy grounds).
- During work hours, 8 a.m. to 5 p.m., wear uniforms provided by the Academy.
- Bring appropriate workout gear; women should ensure they include workout tops that do not show bare midriffs while exercising.

Prohibited Items

You may not bring any of the following items to the Academy:

- Personal weapons
- Knives longer than three inches
- Thumb drives
- Personal computers or laptops, unless cleared by Security

You may bring your personal vehicle; however, parking at the Academy is limited.

Scheduling and Leave

Most of the training takes place Monday through Friday, 8 a.m. to 5 p.m.; however, there are requirements to attend instruction outside of these hours. You are required to reside on campus for the entire first three weeks of training with a midnight curfew. Beginning the third weekend, you may travel off campus with a curfew still remaining at midnight from Sunday through Thursday. In addition, you may leave the campus during the weekends as long as you return by midnight on Sunday.

You may request leave or time off for extreme circumstances, though this is subject to approval and will be reviewed against the class schedule and any other mitigating factors.

For additional questions related to the FBI Academy or BFTC, contact your Applicant Coordinator.

ASSIGNMENT AND THE TRANSFER PROCESS

NATs are asked to rank field office assignments in order of preference, from one to 56.

The FBI encourages you to relay your preference of assignment to ensure consideration is given when making selections. Assignments are based on designated career paths and staffing needs.

While field office position vacancies take priority over all transfer request decisions, the FBI bases transfers on special agent office preferences, seniority, budget considerations, and mission needs. If your top choice is New York, Los Angeles, San Francisco, or San Juan, Puerto Rico, you will have an excellent chance of getting that preferred office assignment. It's also worth noting that, on average, a special agent transfers just twice during a 20-year career.

Top ranked Field Office Choices

Percentage of New Agent Placement, FY2016- FY2019

55.5%

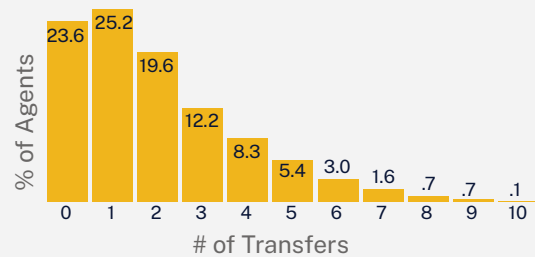
of SAs Placed in Top 3 Preferred Locations

83.9%

of SAs Placed in Top 10 Preferred Locations

Typical Number of Transfers

During a 20-year Special Agent Career



ⓘ IMPORTANT

All special agents must sign and adhere to a mobility agreement, which states that you accept the possibility of a transfer as a condition of employment.

**SPECIAL AGENT
SALARY**

HOW PAY IS CALCULATED

The FBI adheres to the General Schedule (GS) pay scale of the United States Civil Service, which is administered by the Office of Personnel Management (OPM).

NATs at the FBI Academy start at GL-10, Step 1, under the General Schedule (GS) Pay Plan. This includes locality pay for the Washington, DC area, plus availability pay (AVP), which is 25% of the basic pay (base plus locality), provided certain requirements are met.

- Since new special agents are under the Federal Law Enforcement Officer (LEO) pay grade, they will earn salaries at the GL-10 [General Schedule plan code for LEOs] pay grade.
- Once you are promoted to the next grade level, your pay scale will convert to the GS pay grade because GL-10 is the highest pay grade under that pay plan code.

Upon graduation from the BFTC and assignment to your first field office, you will be paid at the GL-10 pay level. This includes locality pay that applies to your first office of assignment, plus AVP, which is 25% of the basic pay base plus locality), provided certain requirements are met.

If you have prior civilian government service (including FBI professional staff), you may be eligible to receive higher steps that are commensurate with your highest previous pay, but you will not enter at higher grades.

To determine potential maximum salaries, locality and availability pay, please refer to OPM's website at www.opm.gov/policy-data-oversight/pay-leave/salaries-wages.