



FBI JOBS



Special Agent Selection System
BASIC FIELD TRAINING COURSE

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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 Agent and Intelligence Analyst candidates together to prepare them for collaborative work in the field. The NAT curriculum lasts 20 weeks (including orientation), while the NIAT curriculum lasts 12 weeks. Please note, family members/friends may not accompany NATs upon arrival. All trainees live on campus in dorm rooms with a roommate.

During the BFTC, you should expect strict dress and grooming standards. These standards are intended to foster safety, uniformity, accountability, 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 the BFTC.

All Special Agent training progressively increases in terms of intensity, rigor, knowledge, time, physical demands and practical application. NATs must maintain a certain level of physical fitness throughout their time at the Academy; that level of fitness extends throughout their careers as Special Agents as well.

The FBI discourages family members from moving near the Academy since trainees must be able to focus fully on training during the entire time assigned to the FBI Academy. The FBI will only cover relocation costs from an applicant's Processing Field Office (PFO) to their first office assignment (exceptions apply). NATs may be dismissed for failing academic or practical tests, as well as demonstrating unsuitable or inappropriate conduct.

CURRICULUM

The BFTC prepares trainees 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 trainees demonstrate the skills they have acquired throughout the program.

While at the Academy and in order to graduate, NATs 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 20.

ACADEMY TIPS

Packing and Arrival

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

- » For the ONE program 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 workout gear as appropriate; women should ensure they include workout tops that do not show bare midriffs while exercising.

Prohibited Items

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

- » Personal weapons.
- » Knives longer than 3 inches.
- » Thumb drives.
- » Personal computers or laptops, unless cleared by Security.

Candidates may bring their personal vehicles; 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. Trainees are required to reside on campus for the entire first three weeks of training with a midnight curfew. Beginning the third weekend, trainees may travel off campus with a curfew still remaining at midnight from Sunday through Thursday. In addition, trainees may leave the campus during the weekends as long as they return by midnight on Sunday.

Trainees 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.

SUITABILITY

Just because a NAT or NIAT passes all required coursework doesn't guarantee he or she will graduate. Candidates should view the BFTC as a 20-week interview during which they are continually assessed on:

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

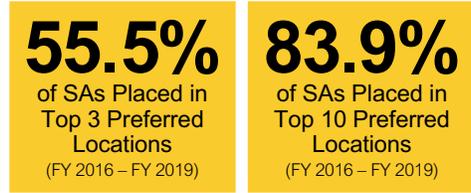
ASSIGNMENT AND THE TRANSFER PROCESS

NATs are asked to rank Field Office Assignments in order of preference, from one to 56.

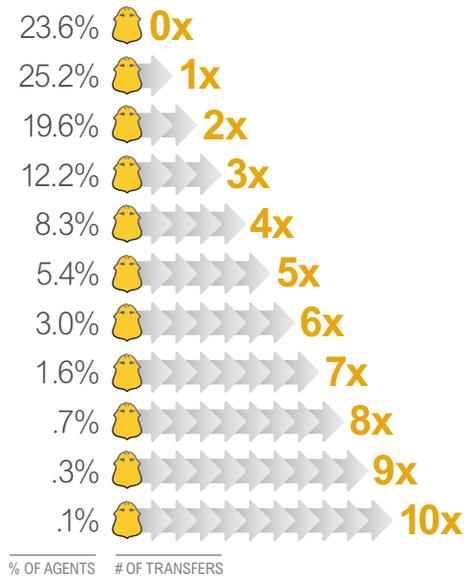
The Bureau encourages new Special Agents to relay their preference of assignment to ensure consideration is given when making selections; however, assignments are based on designated career paths and Bureau staffing needs.

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 an Agent's top choice is New York, Los Angeles, San Francisco or San Juan, Puerto Rico, he or she 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)



TYPICAL NUMBER OF TRANSFERS (DURING A 20-YEAR SPECIAL AGENT CAREER)



*Includes transfers between Field Offices, Legats or Headquarters locations; not within a division or Field Office.

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).

New Agent Trainees (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 FBI 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 an employee is promoted to the next grade level, Special Agents will convert to the GS pay grade because the GL-10 is the highest pay grade under that pay plan code.

Upon graduation from the BFTC and assignment to their first Field Offices, new Special Agents will be paid at the GL-10 pay level. This includes locality pay that applies to their first offices of assignment, plus AVP, which is 25% of the basic pay base plus locality), provided certain requirements are met.

Applicants with prior civilian government service (including FBI professional staff) may be eligible to receive higher steps that are commensurate with their highest previous pay, but they 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.