Bureau of Alcohol, Tobacco, Firearms and Explosives

ATF Adjunct Instructor Data Form

An Adjunct Instructor is anyone who is not an ATF employee and provides unpaid instructor services for the Office of Training and Professional Development (TPD). Adjunction Instructors may be anyone from another Federal agency, military, State or local government, educational institution, trade organization, or a subject matter expert that is not being compensated through contract. All Adjunct Instructors utilized by the Office of Training and Professional Development (TPD) must complete and forward this application through the TPD Branch/Division Chief responsible for the training. In order to be accepted, the Hold Harmless Agreement on the data form must be signed by the adjunct instructor being considered.

TPD Branch/Division Chiefs will be responsible for determining if the instructor applicant is qualified for use within their programs before forwarding the application. Once signed, the adjunct instructor data form is to be forwarded to the Chief, Learning Management Branch for review and processing. For questions, contact the Learning Management Branch (202) 648-8386.

Note: If instructors are providing services through an individual contract instrument such as a blanket purchase agreement or a sole source contract, then their professional inforantion has already been provided through their proposal and this form does not need to be completed. However, if instructor services are being provided through a company contract that does not specifically provide expertise information of individual instructors for TPD approval or if contract instructors are being acquired through a small purchase order, then this form must be completed for each instructor used in training.

training.					
		Contact Information			
1. Name:	2. Address:				
3. Office or Home Phone Number:		4. Cell Phone/Pager:		5 E Ma	il Address:
5. Office of Home Phone Number:		4. Cen Filone/Fager.		J. E-Iviali Address.	
	6. Ex	xpertise Related Job Expe	erience	I	
Position Title	Emp	oloyer	Address and Phone		Dates of Employment
		Instructor Training			
7. Have you attended formal instructor	or training? Yes	No			
If yes, please list the training prov	rider and the date of com	pletion:			
Training Provider			Date of Completion		
8. Please list any other relevant instru	actor training experience:				

	Certific	cations Held		
Туре	Certification		Date	
Applicab	le Degrees Held	From Accredited	d Institutions	
Degree and Program Title	University		Date Completed	
Othe	er Applicable Fo	ormal Training A	ttended	
Course Title	To	opic	Completion Date	Course Provider
Please place an "X" next to all areas of expertise, specialty			hat does not appear in the area	is provided, there is an "Other"
category in the last table where you may add your expertis		rea. and Tobacco		
A1 1 170	Alcohol		raion Investigations	
Alcohol Diversion Investigations			rsion Investigations	
Did to distribute	<i>A</i>	Arson	10.:-:	
Basic Arson Investigation Techniques		Fire Cause and Origin Fire Protection Engineer		
Arsonist Psychology and Behavior				
		HAZMAT/OS	ustry Data Sources	
Financial Investigation Techniques		anine	па	
Arson Investigation Canine Handler TPD Canine Facility Instructor				
Explosives Investigation Canine Handler				
C	riminal Organ	ization Investiga	ation	
Adult and Youth Gangs		Terrorist Grou	ıps	
Complex Conspiracy Investigations			government Groups	
Outlaw Motorcycle Gangs			,	
	nergency Medi	cal Technician (I	EMT)	
EMT Basic		EMT Paramed		
EMT Special Response Team			structor Trainer	
EMT Dive			structor Trainer	
EMT Intermediate				

Explosives					
Certified Explosives Specialist		Explosives/Pyrotechnics Chemistry and Theory			
Explosives Investigation Techniques		Identification and Development of Improvised Explosive Devices			
Explosives Disposal	\Box	Identification and Development of Improvised Explosive Materials			
Explosives Enforcement Officer	Н	Illegal Fireworks Factory Investigations			
Explosives Handling	П	Post-blast Investigation Techniques			
Explosives Related Electronics	Н	Pyrotechnics Technician			
Explosives Storage Regulation and Inspection	П	EPA Laws and Regulations			
	F	irearms			
Establishing Interstate Nexus		Firearms Technology and Manufacture			
Firearms Application Inspection Requirements and Procedures	$\overline{\Box}$	Firearms Trafficking Investigation Techniques			
Firearms Compliance Inspection Requirements and Procedures	\Box	Serial Number Restoration			
Firearms Investigation Techniques	П	Small Arms Smuggling			
Firearms Regulation and Law		Toolmark Examination			
		General			
ATF Peer Support Program		Contracting Officer's Technical Representative (COTR)			
ATF Sexual Harassment Policy and Procedure		Acquisitions Management			
Business Case Development		ATF Budget Processes			
Conduct and Accountability		Human Resource Management			
Project Management		Purchase Card Reconciliation			
Statistical Analysis		Employee Benefits			
Strategic Planning and Performance Measure Development		Academy Physical Fitness Program (Physical Efficiency Battery)			
	Int	telligence			
Advanced Intelligence Techniques		Intelligence Analytic Techniques			
Certified Analyst Notebook Instructor		Intelligence Data Sources			
Certified Penlink Instructor		Intelligence Methodologies and Research			
	Laboratory Services				
Arson Laboratory Services, Processes, and Policies	Ш	Firearms Laboratory Services, Processes, and Policies			
Explosives Laboratory Services, Processes, and Policies	Ш	Trace Evidence Analysis			
	es (Al	ble to Speak Fluently)			
Arabic		Polish			
Farsi		Portuguese			
French		Romanian			
German	Щ	Russian			
Hindi	Щ	Spanish			
Hungarian	Щ	Serbian			
Italian		Thai			
Mandarin		Turkish			
Legal Services (for Attorneys Only)					
Administrative Law		Integrity and Ethics			
Alcohol/Tobacco Law and Regulation	Ц	Intelligence Operations Law			
Arson Law and Regulation	Щ	Undercover Operations Law			
Courtroom Procedures	Щ	Search Warrant Development			
Electronic Surveillance Law		Search Warrant Affidavit Preparation			
Explosives Law and Regulation		Informal Firearms Hearing Procedures			
Firearms Law and Regulation		Domestic Violence Offenses			

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Special Agent/Indo	ustry Operations Investigator		
Agent Cashier Requirements and Processes	Auditor Services		
Asset Forfeiture	IOI Hearing Officer		
Electronic Surveillance Techniques and Equipment	Report Writing		
Interviewing Techniques	IOI Inspection Techniques		
Investigation Information Analysis Techniques	Behavioral Science		
Investigative Research Techniques	Forensic Photography		
Journeyman IOI Skills	Certified Respirator Fit Testing Instructor		
Journeyman Special Agent Skills	Undercover Investigation Techniques		
Money Laundering	1		
Operational Planning			
	Training		
Instructional Theory and Techniques	Training Assessment and Analysis		
Instructional Systems Design			
Use of Ford	ce/Personal Protection		
Non-Lethal/Unarmed Self Defense Techniques (Certified by	Certified OC Spray Instructor		
non-ATF certifying body) Non-Lethal/Unarmed Self Defense Techniques (Certified by ATF)	Certified OC Spray Instructor Trainer		
	Certified Defensive Tactics Instructor		
Certified Spontaneous Knife Defense Instructor	Certified Defensive Tactics Instructor Trainer		
Certified Spontaneous Knife Defense Instructor Trainer	FLETC Certified Firearms Range Instructor		
TASER Instructor	Simunitions Use and Certification		
TASER Instructor Trainer	Containment and Arrest Techniques		
Use of Force Continuum			
	Other		
List Expertise/Specialty Area	Description of Expertise/Specialty		
-			

Please Provide a Brief Biography Relating to Your Professional Experience and Expertise: (Special Agents interested in instructing Certified Explosives Specialist or Certified Fire Investigator courses must attach a professional vitae to their e-mail application.)

Hold Harmless Agreement

I,	, hold the Bureau of Alco	hol, Tobacco, Firearms and Explosives (ATF),	the Department of Justice, any
(Print Full Name)	es and equipment on behalf of ATF	and its agents and employees harmless from li	iability for any injury suffered
organization providing training facilities	s and equipment on behan of ATT,	and its agents and employees narmiess from in	lability for any injury suffered
by myself, my employer, my agents or	employees while providing instruct	ion for ATF managed courses. I will hold the	same harmless for any damage
to any equipment or materials used or o	owned by myself, my employer, my	agents or employees, except for those damage	es 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 emp	ployer, my agents or employees, bot	th jointly and severally.	
My participation in ATF training create	es no contractual or agency relations	ship between myself, my employer, my agents	or employees; and ATF, the
Department of Justice, or any organizar	tion providing facilities and equipm	ent on behalf of ATF, or its agents and employ	rees.
Signature		Date	
	Branch/Division	Chief Authorization	
TPD Branch/Divisio (Please Print Na		Signature	
,			
Submitting Branch/I	Division	Date	

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 toselect 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.