

## U.S. Department of Justice

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). Adjunct 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 information 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.

**Contact Information**

1. Name:		2. Address:	
3. Office or Home Phone Number:		4. Cell Phone/Pager:	5. E-Mail Address:

**6. Expertise Related Job Experience**

Position Title	Employer	Address and Phone	Dates of Employment

**Instructor Training**

7. Have you attended formal instructor training?  Yes  No

If yes, please list the training provider and the date of completion:

Training Provider \_\_\_\_\_

Date of Completion \_\_\_\_\_

8. Please list any other relevant instructor training experience:

**Certifications Held**

Type	Certification	Date

**Applicable Degrees Held From Accredited Institutions**

Degree and Program Title	University	Date Completed

**Other Applicable Formal Training Attended**

Course Title	Topic	Completion Date	Course Provider

Please place an "X" next to all areas of expertise, specialty, or certification. For anything that does not appear in the areas provided, there is an "Other" category in the last table where you may add your expertise or specialty area.

**Alcohol and Tobacco**

Alcohol Diversion Investigations	<input type="checkbox"/>	Tobacco Diversion Investigations	<input type="checkbox"/>
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**Arson**

Basic Arson Investigation Techniques	<input type="checkbox"/>	Fire Cause and Origin	<input type="checkbox"/>
Arsonist Psychology and Behavior	<input type="checkbox"/>	Fire Protection Engineer	<input type="checkbox"/>
Certified Fire Investigator	<input type="checkbox"/>	Insurance Industry Data Sources	<input type="checkbox"/>
Financial Investigation Techniques	<input type="checkbox"/>	HAZMAT/OSHA	<input type="checkbox"/>

**Canine**

Arson Investigation Canine Handler	<input type="checkbox"/>	TPD Canine Facility Instructor	<input type="checkbox"/>
Explosives Investigation Canine Handler	<input type="checkbox"/>		

**Criminal Organization Investigation**

Adult and Youth Gangs	<input type="checkbox"/>	Terrorist Groups	<input type="checkbox"/>
Complex Conspiracy Investigations	<input type="checkbox"/>	Violent Anti-government Groups	<input type="checkbox"/>
Outlaw Motorcycle Gangs	<input type="checkbox"/>		

**Emergency Medical Technician (EMT)**

EMT Basic	<input type="checkbox"/>	EMT Paramedic	<input type="checkbox"/>
EMT Special Response Team	<input type="checkbox"/>	EMT CPR Instructor Trainer	<input type="checkbox"/>
EMT Dive	<input type="checkbox"/>	EMT AED Instructor Trainer	<input type="checkbox"/>
EMT Intermediate	<input type="checkbox"/>		

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**Explosives**

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Certified Explosives Specialist	<input type="checkbox"/>	Explosives/Pyrotechnics Chemistry and Theory	<input type="checkbox"/>
Explosives Investigation Techniques	<input type="checkbox"/>	Identification and Development of Improvised Explosive Devices	<input type="checkbox"/>
Explosives Disposal	<input type="checkbox"/>	Identification and Development of Improvised Explosive Materials	<input type="checkbox"/>
Explosives Enforcement Officer	<input type="checkbox"/>	Illegal Fireworks Factory Investigations	<input type="checkbox"/>
Explosives Handling	<input type="checkbox"/>	Post-blast Investigation Techniques	<input type="checkbox"/>
Explosives Related Electronics	<input type="checkbox"/>	Pyrotechnics Technician	<input type="checkbox"/>
Explosives Storage Regulation and Inspection	<input type="checkbox"/>	EPA Laws and Regulations	<input type="checkbox"/>

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**Firearms**

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Establishing Interstate Nexus	<input type="checkbox"/>	Firearms Technology and Manufacture	<input type="checkbox"/>
Firearms Application Inspection Requirements and Procedures	<input type="checkbox"/>	Firearms Trafficking Investigation Techniques	<input type="checkbox"/>
Firearms Compliance Inspection Requirements and Procedures	<input type="checkbox"/>	Serial Number Restoration	<input type="checkbox"/>
Firearms Investigation Techniques	<input type="checkbox"/>	Small Arms Smuggling	<input type="checkbox"/>
Firearms Regulation and Law	<input type="checkbox"/>	Toolmark Examination	<input type="checkbox"/>

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**General**

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ATF Peer Support Program	<input type="checkbox"/>	Contracting Officer's Technical Representative (COTR)	<input type="checkbox"/>
ATF Sexual Harassment Policy and Procedure	<input type="checkbox"/>	Acquisitions Management	<input type="checkbox"/>
Business Case Development	<input type="checkbox"/>	ATF Budget Processes	<input type="checkbox"/>
Conduct and Accountability	<input type="checkbox"/>	Human Resource Management	<input type="checkbox"/>
Project Management	<input type="checkbox"/>	Purchase Card Reconciliation	<input type="checkbox"/>
Statistical Analysis	<input type="checkbox"/>	Employee Benefits	<input type="checkbox"/>
Strategic Planning and Performance Measure Development	<input type="checkbox"/>	Academy Physical Fitness Program (Physical Efficiency Battery)	<input type="checkbox"/>

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**Intelligence**

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Advanced Intelligence Techniques	<input type="checkbox"/>	Intelligence Analytic Techniques	<input type="checkbox"/>
Certified Analyst Notebook Instructor	<input type="checkbox"/>	Intelligence Data Sources	<input type="checkbox"/>
Certified Penlink Instructor	<input type="checkbox"/>	Intelligence Methodologies and Research	<input type="checkbox"/>

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**Laboratory Services**

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Arson Laboratory Services, Processes, and Policies	<input type="checkbox"/>	Firearms Laboratory Services, Processes, and Policies	<input type="checkbox"/>
Explosives Laboratory Services, Processes, and Policies	<input type="checkbox"/>	Trace Evidence Analysis	<input type="checkbox"/>

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**Languages (Able to Speak Fluently)**

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Arabic	<input type="checkbox"/>	Polish	<input type="checkbox"/>
Farsi	<input type="checkbox"/>	Portuguese	<input type="checkbox"/>
French	<input type="checkbox"/>	Romanian	<input type="checkbox"/>
German	<input type="checkbox"/>	Russian	<input type="checkbox"/>
Hindi	<input type="checkbox"/>	Spanish	<input type="checkbox"/>
Hungarian	<input type="checkbox"/>	Serbian	<input type="checkbox"/>
Italian	<input type="checkbox"/>	Thai	<input type="checkbox"/>
Mandarin	<input type="checkbox"/>	Turkish	<input type="checkbox"/>

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**Legal Services (for Attorneys Only)**

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Administrative Law	<input type="checkbox"/>	Integrity and Ethics	<input type="checkbox"/>
Alcohol/Tobacco Law and Regulation	<input type="checkbox"/>	Intelligence Operations Law	<input type="checkbox"/>
Arson Law and Regulation	<input type="checkbox"/>	Undercover Operations Law	<input type="checkbox"/>
Courtroom Procedures	<input type="checkbox"/>	Search Warrant Development	<input type="checkbox"/>
Electronic Surveillance Law	<input type="checkbox"/>	Search Warrant Affidavit Preparation	<input type="checkbox"/>
Explosives Law and Regulation	<input type="checkbox"/>	Informal Firearms Hearing Procedures	<input type="checkbox"/>
Firearms Law and Regulation	<input type="checkbox"/>	Domestic Violence Offenses	<input type="checkbox"/>

**Special Agent/Industry Operations Investigator**

Agent Cashier Requirements and Processes	<input type="checkbox"/>	Auditor Services	<input type="checkbox"/>
Asset Forfeiture	<input type="checkbox"/>	IOI Hearing Officer	<input type="checkbox"/>
Electronic Surveillance Techniques and Equipment	<input type="checkbox"/>	Report Writing	<input type="checkbox"/>
Interviewing Techniques	<input type="checkbox"/>	IOI Inspection Techniques	<input type="checkbox"/>
Investigation Information Analysis Techniques	<input type="checkbox"/>	Behavioral Science	<input type="checkbox"/>
Investigative Research Techniques	<input type="checkbox"/>	Forensic Photography	<input type="checkbox"/>
Journeyman IOI Skills	<input type="checkbox"/>	Certified Respirator Fit Testing Instructor	<input type="checkbox"/>
Journeyman Special Agent Skills	<input type="checkbox"/>	Undercover Investigation Techniques	<input type="checkbox"/>
Money Laundering	<input type="checkbox"/>		
Operational Planning	<input type="checkbox"/>		

**Training**

Instructional Theory and Techniques	<input type="checkbox"/>	Training Assessment and Analysis	<input type="checkbox"/>
Instructional Systems Design	<input type="checkbox"/>		

**Use of Force/Personal Protection**

Non-Lethal/Unarmed Self Defense Techniques ( <i>Certified by non-ATF certifying body</i> )	<input type="checkbox"/>	Certified OC Spray Instructor	<input type="checkbox"/>
Non-Lethal/Unarmed Self Defense Techniques ( <i>Certified by ATF</i> )	<input type="checkbox"/>	Certified OC Spray Instructor Trainer	<input type="checkbox"/>
Certified Spontaneous Knife Defense Instructor	<input type="checkbox"/>	Certified Defensive Tactics Instructor	<input type="checkbox"/>
Certified Spontaneous Knife Defense Instructor Trainer	<input type="checkbox"/>	Certified Defensive Tactics Instructor Trainer	<input type="checkbox"/>
TASER Instructor	<input type="checkbox"/>	FLETC Certified Firearms Range Instructor	<input type="checkbox"/>
TASER Instructor Trainer	<input type="checkbox"/>	Simunitions Use and Certification	<input type="checkbox"/>
Use of Force Continuum	<input type="checkbox"/>	Containment and Arrest Techniques	<input type="checkbox"/>

**Other**

List Expertise/Specialty Area	Description of Expertise/Specialty

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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 Alcohol, Tobacco, Firearms and Explosives (ATF), the Department of Justice, any  
*(Print Full Name)*  
organization providing training facilities and equipment on behalf of ATF, and its agents and employees harmless from liability for any injury suffered  
by myself, my employer, my agents or employees while providing instruction for ATF managed courses. I will 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 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 employer, 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 providing facilities and equipment on behalf of ATF, or its agents and employees.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**Branch/Division Chief Authorization**

\_\_\_\_\_  
TPD Branch/Division Chief  
*(Please Print Name)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Submitting Branch/Division

\_\_\_\_\_  
Date

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**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 reducing 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.