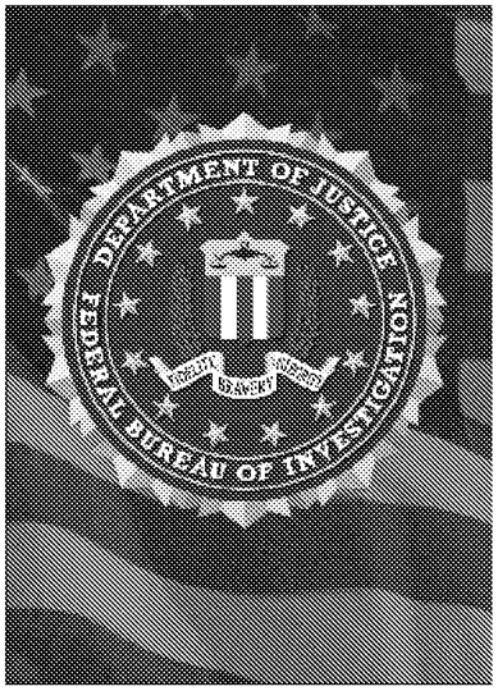
Police Officer Hiring Policy Guide



Federal Bureau of Investigation

Human Resources Division

0961PG

July 3, 2017

Approvals

Policy Information	
Date of Last Renewal	N/A
Effective Date	2017-07-03
Review Date	2020-07-03
Approval Information	
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Supersession Information

This document supersedes *Manual of Investigative Operations and Guidelines* (MIOG) Part 1, Sections 67-5.1 through 67-5.6 and 67-5.8 through 67-5.18, and electronic communication (EC) [redacted] "New Policy – Responsibility Agreement for the Designated Test Materials Controller Primary/Back-up Certified Test Administrators (CTA)" (January 31, 2001). b7E

This document is a new publication; no previous versions are available.

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Revision Log

The revision log documents substantive changes made to the previous version of this policy.

The numbers and titles in the "Revised" column refer to the subsections as they currently appear in this updated policy. "Deleted" subsection numbers refer to those in the previous published version of the policy.

Revised Section Number and Title	Deleted Section Number and Title

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1. Introduction

1.1. Background

The Federal Bureau of Investigation (FBI) has a staff of uniformed police officers charged with protecting certain FBI buildings and the people therein. As such, they carry firearms and have the authority to make arrests related to the protection of those buildings and to felonies committed in the police officers' presence. They receive training in law enforcement concepts.

1.2. Purpose

The purpose of this policy guide (PG) is to set forth the requirements and procedures governing the hiring of FBI police officers.

1.3. Scope

This PG applies to FBI personnel involved in the FBI police officer hiring process.

1.4. Exemptions

There are no exemptions to this policy.

2. Roles and Responsibilities

2.1. Assistant Director (AD)/Human Resources Officer (HRO), Human Resources Division (HRD)

The AD of HRD is responsible, personally or through designated staff members, for the overall administration of the Police Officer Selection System (POSS).

The AD of HRD is also responsible for administering and overseeing the implementation of this policy in accordance with applicable laws and regulations.

2.2. Staffing Unit, HRD

HRD administers the hiring of police officers through the Staffing Unit. The Staffing Unit is responsible for:

- Collaborating with hiring managers to determine the appropriate recruitment methods.
- Advertising job announcements.
- Coordinating testing with the New Agent and Analyst Testing and Selection Unit (NAATSU).
- Determining the qualifications of candidates and which candidates are most-competitive, competitive, and noncompetitive.
- Issuing certificates of eligibility.
- Ensuring the application of veterans' preference.
- Extending the conditional job offer (CJO) to candidates.
- Managing communication within the FBI and to candidates during the background investigation process.
- Finalizing the entry on duty (EOD) dates of candidates.

2.3. New Agent and Analyst Testing and Selection Unit, HRD

HRD administers the testing of police officers through NAATSU. NAATSU is responsible for:

- Implementing, monitoring and processing the results of tests, interviews, and other instruments that have been validated for the selection of the most-competitive applicants to fill police officer vacancies throughout the FBI.
- Training all certified test administrators (CTA) on the administration of the POSS.
- Meeting legal requirements, maintaining the testing process and materials, ensuring equal treatment of all applicants during the testing process, and meeting the FBI's hiring objectives in fulfilling its mission.

2.4. Security Division (SecD)

SecD is responsible for all aspects of an applicant's background investigation in accordance with the *Personnel Security Clearance and Access Policy Guide*, 0192PG.

2.5. Police Recruiters, FBI Police Unit (FPU), SecD

Police recruiters are responsible for:

- Scheduling and attending recruiting events, as well as targeting specific recruiting areas.
- Coordinating various aspects of the police officer hiring process with NAATSU, HRD and the Staffing Unit, HRD, as well as other entities, such as the Office of Equal Employment Opportunity Affairs (OEEOA) and the Office of the General Counsel (OGC).

2.6. Certified Test Administrators

CTAs are responsible for:

- Administering the POSS tests.
- Managing all controlled test and interview materials sent to them by NAATSU.

3. Policy Statement

The FBI maintains its own uniformed police force. As part of SecD, FBI police officers must, in the course of fulfilling their primary mission, provide protective security to FBI personnel, facilities, and information against criminal acts and unauthorized access in and around some of the FBI's most important facilities 24 hours a day, seven days a week. The information police officers protect is classified and unclassified, physical and virtual, and accessible, retrievable, used, or stored at FBI facilities. FBI Police also have the authority to conduct random inspections of persons and vehicles departing FBI space for unauthorized possession or removal of classified information. All police officers receive extensive training and must become proficient with a firearm. Work schedule flexibility is essential. All police officers must agree to remain in the police officer position for a minimum of two years from the date on which they first report for duty, subject to the terms of the service agreement.

It is crucial to the FBI's mission that the most-competitive individuals be hired, without regard to race, color, religion, sex, national origin, age, disability, genetic information, engaging in a protected activity, gender identity, sexual orientation, parental status, political affiliation or group, marital status, or other nonmerit factors. FBI personnel involved in the hiring of police officers must use a fair and legally valid personnel selection system. Personnel processing police officer applicants must utilize every resource to ensure each applicant's suitability for employment. All applicants are to be treated equally under the law and FBI policies.

4. Processes and Procedures

4.1. Application and Preliminary Screening

4.1.1. Applying for the Police Officer Position

Applicants must apply online at www.fbijobs.gov to an open vacancy announcement. The www.fbijobs.gov Web site provides standardized information to all candidates applying for the police officer position.

Applicants having difficulty submitting an application or using www.fbijobs.gov and those who may need a reasonable accommodation should contact the point of contact (POC) listed in the job posting.

4.1.1.1. Police Officer Applicant Willingness Checklist

The Willingness Checklist provides a realistic picture of the requirements of the police officer position. It also serves as an initial screening tool for the position because it is completed and submitted when an individual first applies to the position online. The checklist contains specific conditions that the applicant must be willing to meet, with or without reasonable accommodation, in accordance with the Rehabilitation Act of 1973, as amended. Negative responses on the Willingness Checklist may disqualify an applicant from the selection process if the applicant indicates that he or she does not comply with FBI policy or standards.

4.1.1.2. Automatic Disqualifiers

The following are automatic disqualifiers for the police officer position (refer to www.fbijobs.gov for more details):

- Lack of United States (U.S.) citizenship
- Conviction of a felony
- Use of drugs in violation of the *Preemployment Drug Adjudication Policy Guide*, 0846PG (see the "Eligibility" section at www.fbijobs.gov for more details)
- Default on a student loan insured by the U.S. government
- Failure of an FBI-administered urinalysis drug test
- Failure to register with the Selective Service System (for males only). Exceptions apply; see "Employment Disqualifiers" at www.fbijobs.gov for more details.
- Knowingly or willfully engaging in acts or activities designed to overthrow the U.S. government by force
- Failure to pay court-ordered child support
- Failure to file federal, state, or local income tax returns

4.1.1.3. Qualifications and Eligibility Requirements

All applicants for the police officer position must meet the following minimum eligibility requirements:

- Have reached their 21st birthday prior to appointment

- Possess a valid driver's license
- Possess a high school diploma or a General Education Development (GED) equivalency certificate
- Be able to pass a medical examination

4.1.1.4. Veterans' Preference

Veterans who claim preference and have separated from the military must submit a copy of their Department of Defense (DD) Form 214, "Certificate of Release of Discharge from Active Duty," which must show the character of service. A veteran who claims preference and has not yet separated from the military must submit a letter from his or her military personnel office that documents the veteran's dates of military service, rank/grade, medals or campaign badges, and the type of discharge he or she will receive. A copy of the DD-214 must be received prior to EOD. If the preference-eligible applicant is entitled to 10-point veterans' preference, he or she must submit the DD-214 and a Standard Form (SF) 15, "Application for 10-Point Veteran Preference," along with appropriate documentation to support the claim.

4.1.2. Initial Processing

4.1.2.1. Preliminary Screening Requirements

When police officer applicants are screened, their work experience and education must be reviewed utilizing Office of Personnel Management (OPM) qualification standards.

4.1.2.2. Privacy Act and Nondisclosure Requirements

The Privacy Act of 1974 (as amended) defines a record as

> any item, collection, or grouping of information about an individual that is maintained by an agency, including but not limited to, education, financial transactions, medical history, and criminal or employment history and that contains the individual's name, or identifying number, symbol, or other identifying particular assigned to the individual, such as a fingerprint, voice print or photograph. (Title 5 United States Code (U.S.C.) Section (§) 552a (a)(4))

Based upon the provisions of the Privacy Act, an individual's application status must be considered confidential. HRD employees, applicant coordinators, and other human resources staff must not disclose information regarding an applicant, including status; confirm whether or not an individual has applied to be a police officer; or reveal the identity of a police officer applicant to other FBI employees (unless other FBI employees have a need to know for the performance of official duties), other applicants, or other law enforcement agencies.

However, information from an applicant's file may be shared "…with the prior written consent of…the individual to whom the written record pertains" (5 U.S.C. § 552a (b)). This case often arises when another law enforcement agency requests information regarding one of its applicants who has also applied with the FBI, and the applicant has signed an authorization to release information. HRD must maintain records of disclosure, including an accurate accounting of the date, nature, and purpose of each disclosure and the name and address of the person or agency to whom the disclosure was made, for a period of five years or for the life of the file, whichever is longer (5 U.S.C. §552a (c); National Archives and Records Administration [NARA] records

disposition schedule citation N1-065-07-16). The disclosure must be documented in a permanent file [redacted] that is indexed under the applicant's name or other identifier(s). b7E

FBI employees who are involved with the POSS or are in the police officer hiring process must not coach or aid an applicant or lead in the establishment of applicant mentoring, interview practice, or physical fitness workout groups. Although it is neither the intent nor within the scope of this PG to prohibit the free association of FBI applicants of their own volition, current FBI employees involved in the police officer hiring process must not assist an applicant in any way that can be perceived as giving an unfair advantage to one applicant over another.

4.1.2.3. Processing Onboard Professional Staff for the Police Officer Position

All onboard FBI professional staff applying for the police officer position must complete all stages of the POSS in the same order and manner as external applicants.

Onboard employees will not be deemed eligible to apply for the police officer position until they have attained at least a "Successful" rating on their first-year or most recent Performance Appraisal Reports (PARs).

Onboard employees will be processed utilizing their current employee file numbers.

FBI personnel who have expressed an interest in applying for the police officer position must not be used as CTAs or test proctors for the POSS. Their handling of test materials will preclude or delay them from applying for the police officer position.

Any current professional staff employee who has been trained and certified to administer any police officer test must notify NAATSU (in writing) that he or she wishes to be removed from CTA POSS testing duties in order to apply for the police officer position.

4.1.2.4. Processing During Suspensions and Freezes

At certain times, based on unforeseen circumstances such as budgetary constraints or unexpected hiring reductions, HRD may grant extensions or waivers of deadlines outlined throughout this PG.

4.2. Testing Applicants

4.2.1. Police Officer Selection System

To ensure that only the most-competitive individuals are hired into the position, applicants must take and pass the POSS. The POSS consists of a writing assessment and a structured panel interview that measure any training, education, or work experience the applicant has as it relates to certain competencies necessary to perform the job.

Police officer recruiters from FPU, SecD conduct hiring blitzes multiple times a year, and they contact those applicants deemed most competitive (i.e., those applicants who have the specialized experience) to schedule testing.

The POSS may also be administered by NAATSU trained CTAs in any of the 56 field offices. When administering the POSS in the field, NAATSU personnel will send testing and interview materials to the primary/alternate test materials controllers (TMCs) (see subsection 4.2.4. for details regarding the TMC role and safeguarding test materials). Field office personnel must contact applicants and schedule them for testing.

After testing is finished, the primary/alternate TMCs must send all completed answer sheets and other related test materials to NAATSU. NAATSU must enter the interview scores into a database and e-mail applicants' pass/fail results to the police officer recruiters, who in turn must notify applicants of their pass/fail results.

4.2.2. Audit of Police Officer Selection System Ratings

During each POSS hiring blitz, NAATSU personnel will randomly audit 10 percent of the written tests to ensure that each CTA is applying the rating scales accurately and consistently. NAATSU personnel will also randomly audit interview recordings following each POSS hiring blitz and use those audits to guide CTA refresher training for the next POSS blitz.

If no discrepancies are found during the auditing process, the auditor must e-mail the supervisor at FPU and notify him or her that the audit was completed and that everyone followed proper procedures.

4.2.2.1. Overturning a Certified Test Administrator's Ratings

When auditing the written test and structured interview, if the program manager overturns a CTA's consensus ratings, the program manager must ask another member of NAATSU to conduct a blind audit of the same written test and interview tape. Once the second blind rating is completed, the two auditors must meet and determine whether the ratings should be overturned. The two auditors must reach a consensus.

If the two program managers agree that the CTA's consensus ratings should not be overturned and should be left as is, or if they agree that the ratings should be overturned but the change will not affect the applicant's pass/fail status, this determination must be documented on the POSS audit form, and no further action is needed. The audit form must be filed in the Test Control Center (TCC).

If the two auditors agree that the CTA's consensus ratings should be overturned and the change affects the applicant's pass/fail status, this determination must be documented on the POSS audit form. The program manager must write a detailed justification explaining why the ratings were changed. This justification must include details regarding how the new ratings tie back to the POSS rating scales and must be attached to the POSS audit form.

The program manager must e-mail all audit and testing information collected to date on that candidate to NAATSU's unit chief (UC), who in turn must make a decision as to whether the ratings should be overturned. If NAATSU's UC agrees that the ratings should be overturned, the POSS program manager must change the applicant's scores in the database and e-mail the change to the recruiter in FPU, SecD so that the recruiter can notify the applicant of the change in his or her status. The recruiter must also advise the applicant whether he or she will continue to proceed in the selection process.

If NAATSU's UC does not agree with overturning the ratings, this decision must be documented on the audit form and filed in the TCC.

4.2.2.2. Removing a CTA From the Interviewing Process

If there are any issues that need to be discussed after the audit is completed, the auditor must e-mail the supervisor at FPU a list of discrepancies found during the interview. The supervisor will be asked to discuss these discrepancies with the CTA to ensure that proper procedures are

followed. The e-mail will also ask the supervisor at FPU to provide NAATSU with the results of the conversation.

After the subsequent hiring blitz, the same CTA's interview tapes must be audited in order to ensure that the same or additional discrepancies are not being made. If the auditor determines that the CTA is still not following procedures, the auditor must e-mail the supervisor at FPU to ask that the CTA not interview additional applicants until he or she attends refresher training conducted by NAATSU.

4.2.3. CTA Training

Only POSS CTAs may have access to POSS materials and administer the written test and the structured interview. NAATSU provides formal classroom instruction and has developed comprehensive POSS test administrator's guides with step-by-step instructions and scripts for the written test and the structured panel interview. CTAs are responsible for ensuring that all testing procedures are implemented in accordance with POSS test administrator's/CTA's guides. Only CTAs who have been classroom trained and certified by NAATSU will be allowed to administer the POSS.

4.2.3.1. Refresher Training

NAATSU quality control staff must conduct refresher training at the beginning of each POSS blitz. The general topics covered should include verbal and nonverbal communication, how to control the interview, active listening, and note taking. The training topics also may include interview preparation, greeting and rapport building, obtaining and providing information, and closing the interview and answering any questions the applicants may have. During this training, special emphasis must be placed on addressing any discrepancies noted during the written and interview audits.

4.2.4. Test Security

When a police hiring blitz is scheduled in the Washington, D.C. area, CTAs must pick up test materials from HRD personnel on the day the blitz is scheduled.

When a police hiring blitz is scheduled outside of the Washington, D.C. area, personnel from NAATSU will send test materials to the appropriate personnel in the field office where the blitz is scheduled.

All POSS materials must be maintained and controlled by NAATSU and must be issued to testing sites on an as-needed basis. NAATSU must distribute test materials to the test site prior to the designated test date. The POSS test and interview materials must be maintained in a safe or a locked cabinet to which only the primary and alternate TMCs have access. The test materials must be removed from the safe or locked cabinet only for the purposes of administering the test, conducting the interview, and shipping the materials to NAATSU.

Serious violations have occurred with regard to security measures required for the handling and maintenance of all test and interview controlled materials. These violations have included missing or unaccounted for test materials; improperly executed form FD-828, "FBI Test/Interview Usage and Inventory Log;" unattended test materials left in unsealed boxes or desk drawers; and test materials not returned to the safe after each test session. These violations presented a potentially adverse impact on the continued use of the test products. It is critical that proper security precautions are taken to protect the test products at all times.

4.2.4.1. Primary and Alternate Test Materials Controllers

Based on the serious security violations and test compromises described above, and in an effort to better control the inventory of test materials, each field office and test site must identify and designate two CTAs to serve as the primary TMC and alternate TMC. These two TMCs must have total overall responsibility for all controlled test and interview materials and are required to sign an FD-852, "Certified Test Administrator Agreement."

Access to the safe where the test materials are stored must be limited to the two designated TMCs, who must be responsible for accessing the test materials as needed for testing or interviewing, charging the materials out to other CTAs within the office, and following up on the return of the test materials immediately following their use (same-day return policy). In addition, the two TMCs must be responsible and held accountable for the security of all test- and interview-related materials, including any discrepancies (e.g., missing or lost test materials) with the annual inventory audit; must properly execute the FD-828, "FBI Test/Interview Usage and Inventory Log;" and must conduct the annual inventory audit of all controlled test and interview products. All shipments of test products to and from the TCC must be coordinated with the primary TMC.

4.2.4.2. Missing, Lost, or Compromised Test and Interview Materials

NAATSU must continue to exhaust all efforts with the field offices and test sites to resolve any and all incidents of missing or lost test materials before reporting incidents to the Initial Processing Unit (IPU), Internal Investigations Section (IIS), Inspection Division (INSD). Failure to abide by the FD-852, "Certified Test Administrator Agreement," and any procedural deviation or compromise of test materials (i.e., missing or lost materials), could result in removal as a CTA and a referral of the matter to INSD for possible investigation of misconduct, which can result in disciplinary action up to and including dismissal.

Once it has been determined that test materials are missing or lost from the field office's or test site's inventory, the field office must prepare an electronic communication (EC), file number [redacted] to NAATSU and INSD setting forth the circumstances regarding the missing materials. NAATSU must follow up on this matter with INSD. INSD must determine whether a misconduct investigation is warranted. At the conclusion of the investigation, the final outcome and administrative action taken must be provided to the field office, as well as NAATSU. This information will provide NAATSU with the opportunity to determine whether the CTA needs to be removed from test administration duties, whether the missing test booklets were found, and whether the test has been compromised. In addition, the CTA must place a copy of all documentation setting forth the circumstances relating to missing or lost test materials in the field office inspection file. b7E

4.2.5. Unauthorized Disclosure of POSS Testing Information

Applicants have freely agreed to the terms of the FD-833, "Nondisclosure Statement for Selection Tests and Interviews Used by the Federal Bureau of Investigation." Therefore, unauthorized disclosure of any and all oral or written examination information, including instructions and test and interview questions, is strictly prohibited. This information is not to be discussed or disseminated with anyone inside or outside the FBI, including by electronic and social media. Any applicant who fails to abide by the nondisclosure agreement will be disqualified from the current position and subject to an FBI inquiry, which could lead to adverse

action against the candidate, including disqualification from future FBI employment. In instances involving FBI employees, any unauthorized disclosure may result in disciplinary action and possible termination of FBI employment.

4.2.6. POSS Reasonable Accommodation

An applicant who is a qualified individual with a disability and may require a reasonable accommodation must submit a reasonable accommodation request when applying for the police officer position. The applicant must contact the HRD POC listed in the vacancy announcement or FPU, SecD. SecD must coordinate with the appropriate entities (i.e., OEEOA; Health Care Programs Unit [HCPU], HRD; Staffing Unit, HRD; and NAATSU, HRD), as applicable on a case-by-case basis. After a decision is made, the FPU must send the applicant an e-mail stating whether or not the accommodation was granted. After receiving this e-mail, the applicant will be scheduled for testing. An applicant may withdraw his or her request for a reasonable accommodation any time before testing. Reasonable accommodations may include time extensions, readers, and other items or modifications. The applicant will not be tested until a decision is made. For additional information, see the *Reasonable Accommodation Program Policy Guide, 0834PG*.

4.2.7. Recording Applicants' POSS Test Results

Applicants must record their answers to the written test on the test materials provided. CTAs must record their ratings for the written test and the structured panel interview on scannable answer sheets. After testing is completed, NAATSU personnel enter the test and interview scores into a database.

4.2.8. Retest Policy

The applicant has two opportunities to complete the POSS. Applicants who fail the POSS may retake the POSS one additional time; however, they must wait one year between test dates and must reapply only if vacancies exist and are advertised. If circumstances warrant, HRD may waive the one year waiting period.

4.2.9. Notification of POSS Test Results

Police officer recruiters inform applicants of their pass/fail status at the end of POSS testing during each hiring blitz. Applicants also receive their pass/fail status in writing from police officer recruiters.

After each hiring blitz, police officer recruiters also notify the Staffing Unit POC in writing which applicants pass or fail POSS testing.

4.3. Selection of Candidates

The selecting official may select candidates from either or both lists of eligible candidates (internal or external) based on the number of vacancies. The selecting official must advise the Staffing Unit POC which candidates he or she has selected. The Staffing Unit POC will contact current on-board employees and will send letters to external candidates.

4.3.1. Conditional Job Offer

The Staffing Unit POC must send CJO letters to all external applicants who are selected, offering them appointments contingent upon the successful completion of background and medical examinations. Once the CJO is issued and candidates respond with the requested information, the

Staffing Unit POC must enter the information in the appropriate personnel system of record and then electronically forward the case to SecD for preliminary processing and background investigation.

4.4. Background Investigation

To obtain a Top Secret clearance and/or access to Sensitive Compartmented Information (SCI), all new hires must complete an SF-86, "Questionnaire for National Security Positions," and successfully pass a personnel security interview, a polygraph examination, a drug urinalysis, fingerprinting, and a full-scope background investigation, which includes credit and arrest checks; interviews with associates, references, past employers, and neighbors; and verification of educational achievements. The SF-86 must be completed and returned within 10 days of the initial request. At the time at which an applicant's background investigation is initiated, SecD must open a 67D (support) case file.

4.4.1. Drug Test and Personnel Security Interview (PSI)

A drug test (urinalysis) and a PSI are required of all applicants not currently working for the FBI. However, these are administered only after a CJO has been issued to the applicant.

4.4.2. Polygraph Examination

All applicants for employment with the FBI are required to submit to a polygraph examination. For additional information with regard to the background investigation, refer to SecD's *Personnel Security Clearance and Access Policy Guide*, 0192PG.

4.5. Medical Examination

All applicants (internal and external) selected for the police officer position must be scheduled for a medical examination.

OPM has established medical standards for the GS-0083 Police occupational series. The medical examination ensures that each candidate's situation is reviewed on an individual basis consistent with the Rehabilitation Act of 1973, as amended, and the Genetic Information Nondiscrimination Act (GINA) of 2008, as amended.

Every applicant for the police officer position must submit to a physical examination conducted at a medical facility to be determined by the HCPU, HRD. The physical examination includes a blood test, a urinalysis, a blood pressure check, an eye exam, a color vision test, and an audiometer test. During the physical examination, the doctor must complete a form certifying whether the applicant is capable of performing sit-ups, pull-ups, running, and other exercises. Applicants are not given nor required to pass any physical fitness or abilities test that consists of actually performing exercises such as sit-ups, pull-ups, running, and so on; applicants must only be determined to be fit for duty (i.e., able to perform the essential functions of the police officer position).

For further details concerning medical examinations for police officer applicants, see the *Fitness-for-Duty Program Policy Directive and Policy Guide*, 0735PG.

Federal law requires an agency to waive medical requirements if, upon the recommendation of an accredited physician, the agency determines that a preference-eligible veteran is "physically able to perform efficiently the duties of the position" (5 CFR § 339.204). Where the preference-eligible veteran has a service-connected disability of 30 percent or more, the Staffing Unit is

required to notify both the veteran and OPM of its determination that the veteran is unable to perform the duties of the position. OPM is required to review the reasons for this determination and make a final determination as to the veteran's medical qualification.

4.6. Appointment

4.6.1. Appointment Notification

The Staffing Unit POC must notify the applicant of his or her appointment via the HR hiring system, e-mail, and/or phone, if necessary. The applicant will also receive an EOD letter at this stage of the process. Once the employee is processed by the Payroll/Personnel Actions Processing Unit (PPAPU), HRD, the National Finance Center (NFC) creates or updates the employee's electronic official personnel folder (eOPF), which will include all of the employee's personnel actions.

4.6.2. Two-Year Service Agreement

Each police officer applicant must sign a continued service agreement (CSA) agreeing to remain in the police officer position for a minimum of two years from the date on which he or she first reports for duty, not including time spent training at the Federal Law Enforcement Training Center (FLETC), if appropriate. If an applicant defaults on this two-year commitment, the FBI has the right to require repayment of the cost of any training and incentive money the applicant received.

4.6.3. Locations

The locations to which police officers may be assigned in the performance of the primary duties of the position include, but are not limited to, Quantico, Virginia; Washington, D.C.; New York, New York; and Clarksburg, West Virginia. The number of vacancies at the locations varies at any given time and approved-for-hire applicants will be offered positions based on availability.

4.6.4. Work Shift Availability

All police officers are considered mission-critical, emergency-essential personnel. The FPU must advise all applicants that they may be assigned to work regular night and midnight shifts, as well as weekend duty, and may be required to work irregular shifts as needs arise. Police officer applicants must also be advised that they are expected to be available at all times to meet the needs of the FBI, including on weekends and holidays and during scheduled vacations.

Applicants may indicate that their religious beliefs or practices might conflict with their availability to work nights and weekend shifts. In this regard, applicants, as with employees, are entitled to a reasonable accommodation when there is a conflict between their (prospective) job and their religious practices or beliefs. An accommodation must be made unless it would result in an undue hardship for the FBI. In fact, in accordance with the Religious Freedom Restoration Act (42 U.S.C. § 2000bb *et seq.*), if an FBI work rule imposes a "substantial burden" on an employee's exercise of religion, the FBI must grant the employee an exemption from the rule unless the FBI has a "compelling governmental interest" in denying the exemption and there is no less restrictive means furthering that interest.

Reasonable accommodations for religious beliefs or practices are offered only after the individual makes such a request and may include flexible scheduling, voluntary substitutions by coworkers, and other types of accommodation. The FBI, when requested, must explore the possibility of a reasonable accommodation that would not create an undue hardship upon the

organization or other employees. One factor to be considered in determining whether a particular accommodation would impose an undue hardship on the FBI is whether the accommodation would effectively eliminate an essential function of the job (e.g., an individual asserting a religious objection to working at night could not function in a job requiring participation in night surveillance operations without changing the very nature of the job).

When FPU becomes aware of an applicant's religious beliefs conflicting with the work schedule for which he or she would be expected to be available, FPU must neither commit the FBI to accommodate the individual nor automatically disqualify him or her from employment. Instead, FPU must immediately contact OEEOA and OGC, as needed, in order to determine the specific information needed from the applicant and the course of action that must be followed. For additional information, see the *Reasonable Accommodation Program Policy Guide*, 0834PG.

4.7. Training Requirements

Police officer candidates who have successfully passed all phases of the application and hiring process must attend and successfully complete a comprehensive police training program at the FLETC or an accredited law enforcement academy, as appropriate. The course includes classes, physical exercises, and activities during a program designed to teach basic law enforcement concepts that a new officer must know upon employment in a federal law enforcement agency. Failure to pass the FLETC training course will result in immediate removal from the police officer position. In addition to FLETC training, if applicable, all new hires must complete a field training program at their assigned duty locations. All police officers must also attend and complete the FBI Police Advanced Training Program at the FBI Academy in Quantico, Virginia. Retention in the position is contingent upon successfully passing the entire training program.

4.7.1. Medical Recycle for Police Officers

An applicant who is injured or becomes ill during training at FLETC may be sent back to continue training once he or she has been deemed medically fit by the HCPU, or the applicant may be placed in another position within the FBI if he or she is found not to be medically fit to become a police officer.

4.8. Appeals

4.8.1. Polygraph and Background Disqualification Appeals

Applicants who fail a polygraph examination or who are deemed not suitable during the background investigation may appeal by writing to the Suitability Appeals Board, SecD, FBIHQ.

4.8.2. Medical Disqualification Appeals

Applicants who are deemed medically disqualified for the police officer position may appeal by writing to HCPU, HRD, FBIHQ.

4.9. Reinstatement

Former police officers who have been out of the position less than two years and are interested in being reinstated must wait until a vacancy announcement is posted. They must follow the same application procedures as other applicants; however, they will not be required to retake the POSS, if previously taken and passed.

If the reinstatement applicant is selected for the position, he or she must submit and pass a medical examination.

If the request for reinstatement occurs more than two years after the applicant left his or her position as an FBI police officer, the applicant will be required to attend and pass the FLETC training course and the field training program in addition to meeting the requirements for reinstatement specified above.

5. Summary of Legal Authorities

United States Code

- Age Discrimination in Employment Act of 1967 (29 U.S.C. §§ 631, 633a)
- Antidiscrimination Policy; Minority Recruitment Program (5 U.S.C. § 7201)
- Civil Rights Act of 1964, Employment by Federal Government (42 U.S.C. § 2000e-16)
- Excepted Service Authority (28 U.S.C. § 536)
- Fair Labor Standards Act (29 U.S.C. § 206(d))
- Genetic Information Nondiscrimination Act of 2008 (42 U.S.C. § 2000ff)
- Merit System Principles (5 U.S.C. § 2301 et seq.)
- Rehabilitation Act of 1973, Employment of Individuals with Disabilities (29 U.S.C. § 791)
- The Excepted Service (5 U.S.C. § 2103)
- Veteran; Disabled Veteran; Preference Eligible (5 U.S.C. § 2108)

Code of Federal Regulations (CFR)

- Authorizations with Respect to Personnel and Certain Administrative Matters (Title 28 CFR § 0.138)
- Federal Equal Opportunity Recruitment Program (5 CFR Part 720 Subpart B)

Other Authorities

- Executive Order (EO) 13518, *Employment of Veterans in the Federal Government*
- Equal Employment Opportunity (EEO) Management Directive 715, *Reporting Requirements for Federal Agencies*
- Veterans Preference Act of 1944

6. Recordkeeping Requirements

Below are the various records that must be created, maintained, and destroyed throughout the police officer hiring process.

6.1. Recruitment Files

In accordance with the FBI's disposition authority for "Support – Recruitment Matters" records (NARA disposition schedule N1-065-09-14, Item 12), HRD must retain all communications (other than vacancy announcements) relevant to general recruitment activities, including, but not limited to, job fairs, for one year after the file has been closed.

6.2. POSS Materials and Files

NAATSU must retain POSS materials in secure NAATSU space for a period of no less than three years after the date on which the applicant has been tested. This includes the initial and any retest materials for the written test and any materials for the structured panel interview. Thereafter, NAATSU must destroy these materials.

The POSS materials destruction policy was developed to preserve the integrity and security of the POSS process. Due to their sensitive nature, test materials cannot be sent to a "file" among other FBI records. Since all pertinent information concerning an applicant's test/interview results is located within the system of record, there is no need to retain the test/interview materials beyond the three-year period.

POSS materials files are retained and destroyed in accordance with NARA disposition schedule N1-65-11-29.

6.3. Selection Files

All selection files must be maintained and preserved as described below so that all steps of the staffing action may be reconstructed.

6.3.1. Contents of the Selection File Maintained by the Hiring Manager

In accordance with the FBI's disposition authority for "FBI Support Personnel (Non-Agent) Selection Documentation and Recordings" (N1-065-02-01), the hiring manager must retain all selection materials (i.e., any notes, scoring materials, and so on) for five years after the HRO's (or designee's) approval of the final selection, or until the final adjudication of any litigation, complaint, and/or grievance associated with the selection, whichever is later. The location of and eligibility for access to these documents are to be determined by the division/field office head.

6.3.2. Contents of the Selection File Maintained by the Human Resources Division

In accordance with the FBI's disposition authority for "FBI Support Personnel (Non-Agent) Selection Documentation and Recordings" (N1-065-02-01), HRD maintains all other documentation for selection files, including the paper and electronic files described below, for five years after the HRO's (or designee's) approval of the final selection, or until the final adjudication of any litigation, complaint, and/or grievance, whichever is later.

The human resources specialist (HRS) must document each action effected under this PG. The records maintained must be sufficient to demonstrate all steps in the process followed under this PG for each selection.

For additional information regarding selection files, refer to the *Merit Promotion and Placement Plan Policy Directive and Policy Guide*, 0689DPG for internal selections and the *External Recruitment and Hiring Policy Directive and Policy Guide*, 0609DPG for external selections.

6.4. Disability and Medical Documentation

In accordance with OPM's policies and guidance, the Office of Medical Services (OMS) must maintain all disability and medical documentation in a separate, confidential folder, rather than in the individual's official personnel folder (OPF). The information must be treated as confidential medical records with access limited only to those whose official duties require access. These records must be maintained for five years (General Records Schedules [GRS] 1, Item 40).

The hiring manager must not be involved in requesting the certification of disability documentation, nor should the manager have access to it, as medical documentation must be kept strictly confidential. In accordance with OPM's policies and guidance, and consistent with the requirements of the Rehabilitation Act, Americans with Disabilities Act (ADA), and the ADA Amendments Act, disability and medical documentation must be stored in the OMS and/or the EEO Services Unit, OEEOA.

With regard to reasonable accommodations, all requests, forms, and medical documentation received for the Reasonable Accommodation Program—whether in OEEOA's or the requestor's division's/field office's custody—must be maintained in a separate, confidential file for each individual, to which only persons with a need to know have access.

6.5. Grievance Files

In accordance with the FBI's disposition authority for Support Selection Grievances records (NARA disposition schedule N1-065-09-14, Item 3), HRD must retain all communications relevant to grievances raised by FBI employees and applicants relating to selection and nonselection decisions regarding FBI support positions for four years after the final determination of a grievance or until the final adjudication of any litigation, complaint, and/or grievance associated with the program, whichever is later. (All correspondence regarding the filing and resolution of such matters, including any personnel actions generated as a result of the resolution, must be maintained.) The file number for Support Selection Grievances is [redacted] b7E

6.6. Personnel Records

The FBI's OPFs are available online for FBI employee access via the eOPF application. The eOPF provides electronic, Web-enabled access for all federal agency employees to view and manage employment documents. All employees are able to view their own OPFs through the eOPF application.

Other paper personnel records include the applicant case file; the OPFs of agent personnel retired or separated prior to August 2012 and professional staff personnel separated less than five years prior to January 2012; the security (Sub-S) and medical (Sub-M) subfiles of active personnel; the financial subfile (Sub-F); and PARs. These records are maintained in the Alexandria Records Center (ARC). Previously, personnel records included the "other government service" subfile (Sub-OGS); however, the Sub-OGS is no longer maintained as a separate subfile and has been incorporated into the eOPF.

For additional information regarding personnel records, refer to the *Records Management Policy Guide*, 0769PG.

6.7. Records of Disclosure

Information from an applicant's file may be shared with the prior written consent of the individual to whom the written record pertains. An accurate accounting of each disclosure, including the date, nature, and purpose of each disclosure and the name and address of the person or agency to whom the disclosure was made, must be kept for a period of five years or the life of the file, whichever is longer (5 U.S.C. § 552a(c); NARA disposition schedule N1-065-07-16).

Appendix A: Sources of Additional Information

- Recruitment, Selection, and Staffing Section (RSSS), HRD FBI Police page
- *External Recruitment and Hiring Policy Directive and Policy Guide*, 0609DPG
- *Fitness-for-Duty Program Policy Directive and Policy Guide*, 0735PG
- *Merit Promotion and Placement Plan Policy Directive and Policy Guide*, 0689DPG
- *Personnel Security Clearance and Access Policy Guide*, 0192PG
- *Preemployment Drug Adjudication Policy Guide*, 0846PG
- *Reasonable Accommodation Program Policy Guide*, 0834PG
- *Records Management Policy Guide*, 0769PG

Appendix B: Contact Information

Human Resources Division	202-324-3514
Recruitment, Selection, and Staffing Section	[redacted]
New Agent and Analyst Testing and Selection Unit	J. Edgar Hoover Building 935 Pennsylvania Avenue, NW Washington, DC 20535 [redacted]
Unit Chief	[redacted]

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Appendix C: Definitions and Acronyms

Definitions

Ability (part of the acronym KSA): the power to perform an observable activity or behavior that results in an observable product or consequence.

Best-Qualified List: the certification given to qualified candidates considered most capable of performing the duties of a position or the requirements or standards of the job.

Career ladder: the grade in an occupational series or specialization that represents the level to which all employees within an organization may be promoted noncompetitively.

Competitive staffing procedures: procedures that allow for the advertisement of a position, the evaluation of qualifications, and the selection of a candidate for a position.

Conditional job offer: a tentative job offer that is given to selected applicants and may become permanent after successful completion of certain conditions (e.g., background investigation)

Excepted service: positions in the Executive Branch of the federal government which are specifically excepted from the competitive service and which are not in the Senior Executive Service (SES).

Full performance level (FPL): the highest grade level of regular and recurring work identified and classified in a particular career ladder. In cases in which a position is advertised at a grade level lower than the FPL, the employee who is placed in the position will have noncompetitive promotion potential to the FPL.

Funded staffing level (FSL): the total number of positions allocated by the Resource Planning Office (RPO) to a field office or an FBIHQ division. These personnel resources are derived from the annual budget approved by Congress, where each FSL equates to one position.

General experience: experience typically required at grade levels where the knowledge and skills needed to perform the duties of a specific position are not a prerequisite, but where candidates must have demonstrated ability to acquire the particular knowledge and skills.

Grievance: a formal protest by an employee of an action taken under the Merit Promotion and Placement Plan seeking personal relief. Personal relief is a specific remedy directly benefiting or affecting the grievant(s), but does not include a request for discipline or other action affecting another employee.

Hiring manager: a supervisor or manager designated by the head of a division/field office or his or her designee who is responsible for selecting an individual for a staffing action.

Interview panel: individuals brought together for the purpose of interviewing and rating candidates for a position.

Knowledge (part of the acronym KSA): a body of information, usually of a factual or procedural nature, that, when applied, makes performance on the job possible.

Knowledge, skills, and abilities (KSA): the characteristics of a job candidate that are rated and evaluated after the minimum qualifications.

Merit system principles (5 U.S.C. § 2301 (b)): standards by which the federal government operates to ensure that the government has the best possible employees, that they are treated

fairly, and that all employees will have the opportunity to go as far as their abilities will take them. This means that whenever anyone is hired, promoted, fired, demoted, or affected by any other type of personnel action, the action in question must be on the basis of the individual's own ability and performance.

Minimum qualifications: requirements for a job that the employer deems as so basic and essential that only candidates who meet these requirements are considered for further processing. Minimum qualifications also include any appropriate selective placement factors and positive education requirements.

Most competitive: term used to describe applicants who most closely match the skill set needs for the position.

Noncompetitive staffing action: the act of filling a position without using competitive procedures.

Professional staff: administrative and clerical series positions and professional series positions, excluding special agent (SA) positions.

Ranking: the placement of most-competitive candidates on a list of eligible candidates referred to the hiring manager for consideration.

Rating: the evaluation of a minimally qualified candidate's experience by use of an approved crediting plan. The score the candidate receives is his or her rating. Under the automated staffing and ranking system, all candidates' ratings are transmuted to a 100-point scale.

Rating factors: KSAs that identify the better candidates from a group of candidates determined to be at least minimally qualified for a position.

Reinstatement: the noncompetitive reemployment of an FBI employee into a position for which he or she is qualified and at the same or lower grade level or career ladder as previously held in the federal government under a permanent appointment or under a time-limited appointment eligible for conversion to a permanent appointment.

Selection procedure: any measure, combination of measures, or procedures used as the basis for a staffing decision.

Skill (part of the acronym KSA): an art, a trade, or a technique, particularly one requiring the use of the hands or body. A skill can be observed, quantified, and improved with practice or training.

Specialized experience: experience that has equipped the candidate with the particular KSAs to perform successfully the duties of the position and is typically in or related to the work of the position. It is usually required for positions above the entry level where candidates must have demonstrated that they possess the ability to perform successfully the duties of the position after a normal orientation period.

Structured interview: an assessment tool that measures a candidate's job-related competencies and KSAs and consists of standard interview questions that are scored systematically using predetermined criteria or benchmarks for a particular job.

Acronyms

AD	assistant director
ADA	Americans with Disabilities Act
ARC	Alexandria Records Center
CFR	Code of Federal Regulations
CJIS	Criminal Justice Information Services Division
CJO	conditional job offer
CSA	continued service agreement
CTA	certified test administrator
EC	electronic communication
EEO	equal employment opportunity
EO	executive order
EOD	entry on duty
eOPF	electronic official personnel folder
FBI	Federal Bureau of Investigation
FBIHQ	Federal Bureau of Investigation Headquarters
FLETC	Federal Law Enforcement Training Center
FPL	full performance level
FPU	FBI Police Unit
FSL	funded staffing level
GED	General Education Development
GINA	Genetic Information Nondiscrimination Act
GRS	General Records Schedules
GS	General Schedule

HCPU	Health Care Programs Unit
HRD	Human Resources Division
HRO	human resources officer
HRS	human resources specialist
IIS	Internal Investigations Section
INSD	Inspection Division
IPU	Initial Processing Unit
KSA	knowledge, skills, and abilities
MIOG	*Manual of Investigative Operations and Guidelines*
NAATSU	New Agent and Analyst Testing and Selection Unit
NARA	National Archives and Records Administration
NFC	National Finance Center
OEEOA	Office of Equal Employment Opportunity Affairs
OGC	Office of the General Counsel
OPF	official personnel folder
OMS	Office of Medical Services
OPM	Office of Personnel Management
PAR	Performance Appraisal Report
PG	policy guide
POC	point of contact
POSS	Police Officer Selection System
PPAPU	Payroll/Personnel Actions Processing Unit
PSI	Personnel Security Interview
RPO	Resource Planning Office

RSSS	Recruitment, Selection, and Staffing Section
SA	special agent
SCI	Sensitive Compartmented Information
SecD	Security Division
SES	Senior Executive Service
SF	standard form
TCC	Test Control Center
TMC	test materials controller
UC	unit chief
U.S.	United States
U.S.C.	United States Code