



**FEDERAL BUREAU OF INVESTIGATION
POLICY DIRECTIVE**

**Term Limit for Instructor and Training Program
Management Personnel Policy Directive
1100D**

General Information

Proponent	Human Resources Division (HRD)
Publication Date	2020-08-19
Review Date	2023-08-19
Last Updated	N/A
Supersession	None

1. Authorities

- Title 28 United States Code (U.S.C.) Section (§) 536, Excepted Service Authority
- Title 28 Code of Federal Regulations (CFR) § 0.138, Authorizations with Respect to Personnel and Certain Administrative Matters

2. Purpose

This policy directive (PD) establishes five-year term limits for special agents (SA) and for intelligence analysts (IA) assigned to instructor or training program management positions as supervisory special agents (SSA) and as supervisory intelligence analysts (SIA) in the Training Division (TD) and as instructors in the Directorate of Intelligence (DI). SSAs and SIAs in these positions support TD's residential training programs and the DI by ensuring a constant rotation of personnel with current knowledge of the field environment, investigative methods, Intelligence Program analytic techniques and strategic technology, and other operational and intelligence programs within the Federal Bureau of Investigation (FBI).

3. Scope

This policy applies to 1811 and 0132 job series employees who are assigned to DI instructor positions and TD instructor and training program management positions that support residential training programs.

4. Exemptions

Unit chiefs (UC) assigned to the DI are exempt from this policy.

5. Policy Statement

5.1. SAs and IAs assigned to DI instructor positions and TD instructor and training program management positions must be limited to five-year terms.

5.1.1. Management has the discretion to end a term assignment at any time.

5.1.2. A term limit must be consecutive and begins on the day the employee starts working in the position. Terms must not exceed five consecutive years, total. (See subsection 5.1.4. for additional information on options at the end of the five-year term.)

5.1.2.1. An employee may be selected for a lateral TD and DI instructor position or a training program management position as long as he or she is able to complete one year in the new position without going over the five-consecutive-year limit.

5.1.2.2. TD instructor and training program management personnel are eligible to compete for higher General Schedule (GS) grade level instructor or training program management positions within TD. If an employee is selected for a management position at a higher GS level within TD, the term for the new assignment is five years. If there is an operational need and a qualified replacement cannot be recruited, as shown through a posting with no applicants or no qualified applicants, or if the individual is within one year of mandatory retirement, the AD of TD or the AD of DI, in conjunction with the AD of HRD, may approve extensions in one-year increments, not to exceed two extensions. With two extensions, the term may not exceed a total of seven years.

5.1.3. TD and DI instructors and training program management personnel who complete their term assignments will be prohibited from reapplying for the positions in which they were serving. Additionally, instructor and training program management personnel may not apply for other instructor or training program management positions at the same grade levels within either the TD or the DI at the end of their five-year term assignments.

5.1.4. TD and DI instructors and training program management personnel who have successfully completed their term assignments and who have not competed for and received other positions may choose from the following placement options, based on the positions they held immediately prior to their term assignments:

5.1.4.1. Step down from management duties and be reassigned to GS-13 investigative or intelligence duties, regardless of their permanent grade levels at the time of selection for their TD or DI positions. These employees will then receive no-cost transfers to the Washington Field Office, the Baltimore Field Office, or their respective field offices (FO) of origin (i.e., their offices of assignment immediately prior to reporting to the TD or the DI), depending upon available funded staffing level (FSL) and the concurrence of the receiving Federal Bureau of Investigation Headquarters (FBIHQ) division/FO heads. If FO head concurrence has been obtained, only headquarters city (HQC) assignments will be guaranteed. Returning to resident agencies (RA) is at the discretion of FO heads. For additional information pertaining to IAs, see the *Intelligence Analyst Promotion Policy Directive (0882D)*.

5.1.4.2. Choose from the following options if they were selected as permanent GS-14s or GS-15s for their TD or DI positions and converted to term positions (per subsection 5.2.), or they were permanent GS-14s or GS-15s at the time of their selections:

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5.1.4.2.1. Accept noncompetitive no-cost transfer orders to other FBIHQ elements within the Washington D.C. metropolitan area at their permanent GS levels and supervisory statuses (if applicable).

5.1.4.2.2. Be placed through the DI's Joint Duty Reintegration Board (JDRB) (IAs only). IAs will not be noncompetitively assigned to supervisory positions.

5.1.4.2.3. If an IA was a permanent, nonsupervisory GS-14 IA prior to his or her assignment as an SIA, the IA will maintain his or her grade and will be reassigned in accordance with the *Intelligence Analyst Promotion Policy Directive (0882D)*.

5.1.4.2.4. Regardless of the option selected by an employee, if the employee was originally selected for a term-assignment position and was given additional exit benefits for the end of the term assignment in his or her job posting (job opening), those options will still be available to the employee at the end of the term assignment.

5.1.5. TD and DI instructor and training program management personnel who will retire within 12 months of the effective date of this policy may remain in their TD or DI positions until their retirement dates. If an individual does not retire within this 12-month period, he or she will be subject to the options in subsection 5.1.4.

5.2. Upon publication of this PD, SAs and IAs who were permanently assigned to TD instructor and training program management positions and DI instructor positions will be converted to term-position employees and will be subject to the term limits of this policy, as applicable, not to exceed five years from the original start dates that employees began in their permanent positions, except where there are approved extensions, as described in subsection 5.1.2.2.

6. Roles and Responsibilities

6.1. The Transfer Unit (TU), Employee Development and Selection Program Section (EDSPS), HRD must:

6.1.1. In conjunction with the DI and the Workforce Planning Unit (WPU), Recruitment, Selection & Staffing Section (RSSS), HRD, determine the availability of an FSL in the office at which the IA is requesting to be assigned.

6.1.2. In conjunction with the WPU, determine the availability of FSL in the office at which the SA is requesting assignment.

6.2. The WPU, RSSS, HRD must:

6.2.1. In conjunction with the DI and the TU, determine the availability of FSL in the office at which the IA is requesting to be assigned.

6.2.2. In conjunction with the TU, determine the availability of FSL in the office at which the SA is requesting to be assigned.

6.3. The Leadership Selection Unit (LSU), EDSPS, HRD must ensure that all vacancy announcements for term SSA and SIA positions covered under this policy include the term limits and the mandatory qualifications for the current and relevant FO experience associated with each position.

6.4. The Headquarters Staffing Unit (HSU), RSSS, HRD must ensure that all vacancy announcements for term SIA positions covered under this policy include the term limits and

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the mandatory qualifications for the current and relevant FO experience associated with each position.

6.5. The DI must convene the JDRB to find suitable positions for SIAs who step down from supervisory positions.

6.5.1. The DI, in conjunction with TU and WPU, must determine the availability of FSL in offices at which IAs are requesting assignments.

6.6. The DI and the TD must:

6.6.1. Notify any employee who was selected for a permanent instructor or training program management position that the position has been converted to a 5-year term position.

6.6.2. Give 12 months' notice to any employee who has been in the position for four or more years that term will end. (See subsection 5.1.4. for additional information.)

6.6.3. Notify each instructor within 90 days of the end of his or her term assignment and provide the instructor with options for follow-on assignments. (See subsection 5.1.4. for options.)

6.6.4. Review each vacancy announcement prior to its approval to ensure that it is accurate and includes the term limit.

6.7. Term-position TD and DI instructor and training program management personnel must:

6.7.1. Notify the TU, HRD and the Administrative Management Unit (AMU), DI or the Academy Services Unit (ASU), TD (depending on their assignments), in writing, of their intent 90 days prior to the end of their 5-year terms.

6.7.2. Provide notice of their intent, at least three months prior to the end of their term assignments, if they plan on retiring and are within six months of reaching their term limits. Employees must submit their requests via FD-1057 "Electronic Communication" (EC) forms to the TU, HRD for SAs and to the DI for SIAs. An EC request must state that the SA or IA will remain in the TD or DI position until his or her retirement date, not to exceed end of term, plus six months.

7. References

None

8. Definitions and Acronyms

8.1. Definitions

8.1.1. Current and relevant field office experience: refers to a candidate having been assigned to an FO or to a position in an FBIHQ division with operational responsibilities for a minimum of 24 months within the past 5 years. Experience gained as a GS-13 SA assigned to an FBIHQ division for a minimum of 24 months within the past 5 years is also considered current and relevant. Experience must be relevant to the job duties of the position for which the candidate is applying.

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8.1.2. Instructor: an individual who uses a lesson plan to teach and to provide information by implementing a variety of instructional methods to help students achieve objectives that meet the goals of the instruction.

8.1.3. Joint Duty Assignment Reintegration Board: the entity responsible for the placement of returning JDA IAs and IAs ending their term assignments, by leveraging their skill sets. The JDRB can place IAs into positions in FBIHQ divisions within the Washington metropolitan area, in accordance with applicable transfer policies. This board is used to place IAs returning from joint duty assignments as well as those ending term assignments.

8.1.4. Residential program: An FBI residential training program is defined as a specialized school developed and managed by the TD, who is solely responsible for the curriculum, instruction, and welfare of students in residence at the FBI Academy. A residential curriculum is defined as a series of sequential courses or blocks of instruction designed and built for a residential program, managed by the Curriculum Management Section, and delivered over a period of time lasting one day to several months. The current residential programs are the Basic Field Training Course (BFTC), Staff Operations Specialist Basic Training (SOSBT), and the National Academy (NA).

8.1.5. Term assignment: a temporary assignment with a designated or predetermined end date.

8.1.6. Term limit: the designated period (e.g., number of months or years) after which a term assignment expires.

8.1.7. Training program management position: SSA- or SIA-designated positions for training program management personnel who support TD's residential training programs and the DI.

8.2. Acronyms

BFTC	Basic Field Training Course
CFR	Code of Federal Regulations
DI	Directorate of Intelligence
EC	electronic communication
EDSPS	Employee Development and Selection Program Section
FBI	Federal Bureau of Investigation
FBIHQ	Federal Bureau of Investigation Headquarters
FO	field office
GS	General Schedule
HQC	headquarters city
HRD	Human Resources Division

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HSU	Headquarters Staffing Unit
IA	intelligence analyst
JDRB	Joint Duty Reintegration Board
LSU	Leadership Selection Unit
NA	National Academy
PD	policy directive
RSSS	Recruitment, Selection & Staffing Section
SA	special agent
SIA	supervisory intelligence analyst
SOSBT	Staff Operations Specialist Basic Training
SSA	supervisory special agent
TD	Training Division
TU	Transfer Unit
UC	unit chief
U.S.C.	United States Code
WPU	Workforce Planning Unit

Approvals

Sponsoring Executive Approval

Name	Title
Hayden S. Temin	Assistant Director Human Resources Division

Stakeholder Executive Approval

Name	Title
Renaë M. Mcdermott	Assistant Director Training Division

Stakeholder Executive Approval

Name	Title
Ryan T. Young	Assistant Director Directorate of Intelligence

Final Approval

Name	Title
Jeffrey S. Sallet	Executive Assistant Director Human Resources Branch