



**ATF**

**BJA**

## PEFP Fact Sheet

October 2007

# The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), in Partnership with the Bureau of Justice Assistance (BJA)

## Introduce the Police Executive Fellowship Program

### Objectives

*PEFP has the following objectives:*

- To attract leaders from state and local law enforcement agencies who have a clear interest in and commitment to leadership and management.
- To provide state and local law enforcement officials with developmental opportunities that will increase their knowledge of ATF/BJA operations and capabilities.
- To infuse state and local perspectives on high visibility Federal programs and initiatives and on emerging issues.
- To provide state and local law enforcement Fellows with additional management and leadership skills.

The Police Executive Fellowship Program (PEFP) is a program designed to provide a professional opportunity for state and local law enforcement officials to serve on rotational assignments at the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) and the Bureau of Justice Assistance (BJA). ATF is a principal Federal law enforcement agency dedicated to preventing terrorism, reducing violent crime, and protecting our nation. ATF is committed to working directly, and through partnerships, with state and local law enforcement agencies to investigate and reduce crime involving firearms and explosives, acts of arson, and illegal trafficking of alcohol and tobacco products. BJA provides cutting edge training, technical assistance, implementation support, and policy leadership in support of state and local public safety agencies. Upon acceptance into PEFP, the Fellow will be assigned to program areas that assist with Federal law enforcement policy, operations and training, and will subsequently benefit state and/or local agencies.

## Program Requirements

The Police Executive Fellowship Program (PEFP) requirements are:

### *Background Investigation*

A completed background investigation must be conducted prior to the Fellow's report date. ATF will sponsor the background investigation of the Fellow and the process will be coordinated through ATF's Office of Professional Responsibility and Security Operations.

### *Deputation*

All Fellows accepted into PEFP will be provided the opportunity to become deputized by the United States Marshal Service. ATF will sponsor the deputation of the Fellow and the process will be coordinated through ATF's Office of Field Operations.

## ***Orientation***

An orientation will be conducted jointly by ATF and BJA and will include an overview of ATF and BJA's mission and operations. The orientation will also provide an opportunity for the Fellow to meet ATF and BJA executives, tour various ATF facilities, as well as receive logistical and PEFP program information.

## ***Rotational Assignments***

During the 6 month Fellowship period, at least 3 months will be spent on a rotational assignment on-site at ATF and the remaining 3 months on a rotational assignment on-site at BJA. The Fellow will be fully integrated with appropriate staff and will report directly to a project supervisor. The Fellow represents the state and local law enforcement perspective and acts as a liaison to ATF and BJA management on relevant issues. In addition, the Fellow will spend time on assigned developmental projects, may conduct ATF and/or BJA sponsored presentations, may conduct on-site task force reviews, or assist with special topic training matters. The Fellow also performs other assignments as directed.

## ***End-of-Program Report***

The Fellow must fulfill all program requirements and provide an end-of-program report, comply with all guidelines and procedures established by ATF, and provide feedback and enhancement ideas on the overall program experience.

## **Application Process**

Each PEFP candidate must submit an "Application to Participate in the ATF/BJA Police Executive Fellowship Program" form, as well as a "Nomination of Law Enforcement Officer" form. The application and nomination forms will be provided to the potential Fellow by the respective ATF Field Division Special Agent-in-Charge (SAC). Both forms must be returned to the ATF Leadership Institute, through the Field Division SAC, by the required due date.

The PEFP nominee must meet the following minimum requirements:

- A full-time sworn officer of a duly constituted law enforcement agency of a municipality, county, or state, having at least 10 continuous years of experience;

- Attained the equivalent rank of sergeant or above;
- Is of excellent character and embodies a reputation of professional integrity;
- Agrees to undergo a full background investigation (cost incurred by ATF);
- College degree preferred.

## **Selection Process**

The Fellow selection will be based on the recommendations of ATF's Office of Field Operations, funding availability, as well as information included in the application packet. The criteria used by ATF and BJA to select the Fellow will be based on the following:

- Knowledge of the candidate and proven interest in enhancing relationships between Federal and state/local law enforcement
- Ability to provide visibility at the appropriate senior management level
- Expertise related to a PEFP specific program area
- Continual demonstration of high caliber professionalism
- Significant civilian, law enforcement and/or military experience
- Personal qualifications such as education, awards, training, special skills, etc.

## **Funding**

ATF's Leadership Institute has entered into a Memorandum of Understanding (MOU) with BJA to provide funding for all associated program costs, including travel, lodging, transportation and per diem expenses. The state or local law enforcement agency is responsible for the incurred cost of the officer's salary during the Fellowship period. All associated program costs (including those mentioned above) will be reimbursed by ATF.

For additional information on PEFP, please contact ATF Training Specialist Kimberly Guay at (202) 648-8375 or via email at [Kimberly.Guay@atf.gov](mailto:Kimberly.Guay@atf.gov). For additional information on the Bureau of Justice Assistance, please contact BJA Associate Deputy Director Pam Cammarata at (202) 514-9193 or via email at [Pam.Cammarata@usdoj.gov](mailto:Pam.Cammarata@usdoj.gov).