

The seal of the Federal Bureau of Investigation (FBI) is centered in the background. It features a blue outer ring with the words "DEPARTMENT OF JUSTICE" at the top and "BUREAU OF INVESTIGATION" at the bottom, separated by stars. The inner circle contains a shield with a scale of justice, a sword, and a banner with the words "FIDELITY BRAVERY INTEGRITY".

# 2012 FBI Special Agent Application

## READ BEFORE APPLYING

THIS INFORMATION IS NOT ON THE CURRENT [FBIJOBS.GOV](http://FBIJOBS.GOV) WEBSITE.

The FBI is in the process of updating its website. This packet provides updates on Eligibility, Current FBI Needs, the Special Agent Selection System, your Online Application and more.



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# FIDELITY – BRAVERY - INTEGRITY

**The strength of the FBI is its people** – employees from different backgrounds, each possessing a myriad of skills, working together to ensure the safety of our communities and the nation.

**A unique, challenging and life-changing experience** that will stretch you beyond your comprehension, the Special Agent position is more than a job – it is a calling to protect and defend your country, uphold and enforce the laws in your community and provide law enforcement assistance where and when, necessary.

**As a threat-based and intelligence-driven national security organization, the FBI's mission is to protect and defend** the United States against terrorists and foreign intelligence threats, to uphold and enforce the criminal laws of the United States, and to render assistance to federal, state, municipal, and international law enforcement and intelligence partners around the world.

**In order to successfully continue in its efforts**, the FBI needs talented and motivated individuals to accept the challenging, but always rewarding, opportunity to serve their country and communities.



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# ELIGIBILITY

## Preliminary Standard Requirements

Before you apply, make sure you meet the preliminary standards of the position. To be eligible to apply for the FBI Special Agent position, you must:

- Be a U.S. citizen
- Be between 23 and 36<sup>1/2</sup> years of age (unless you are an 1811 federal law enforcement officer or are a preference-eligible veteran requesting an age waiver) to achieve 20 years of service prior to [mandatory retirement](#) at age 57

**NOTE: Due to the length of time it takes to test, process and hire new Agents, it is not advisable that applicants over the age of 36 apply for the Special Agent position**

- Possess a bachelor's degree from a college or university accredited by one of the regional or national institutional associations recognized by the United States Secretary of Education
- Security requirements for applicants dictate that, immediately prior to applying for this position, they must have
  - Resided in the United States or its territories for three (3) out of the last five (5) non-consecutive years , or
  - Worked for the United States overseas in a Federal or military capacity or be a dependent of a Federal or military employee serving overseas



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# ELIGIBILITY

- Possess a valid driver's license and have at least six months of driving experience
- Be available for assignment anywhere in the FBI's global jurisdiction
- Have at least three years of full-time work experience
  - All Special Agent applicants must meet the full-time professional work experience requirement of three (3) years unless they qualify for a work experience waiver
  - "Professional" is defined as specialized work of a high level of difficulty and responsibility. Depending on your chosen field and/or industry, "full-time" is defined as a position in which you work an average 36 hours or more per week and/or in a position in which you are receiving full benefits
  - Full-time work experience does NOT include summer jobs, internships, seasonal positions, temporary employment, and/or volunteer work (unless you are a preference eligible veteran)
- Certain specified experiences and/or abilities waive the three year full-time work experience requirement. *NOTE: Your ability to meet the requirements of a waiver does not guarantee that you will be deemed "Most Competitive".*
  - Applicants with a degree in Computer Science, Information Technology and/or a Juris Doctorate (J.D.)
  - Certified Public Accountants (CPAs)
  - Foreign language speakers who have scored a three (3) or higher on an FBI Language Test
  - Former FBI Honors Interns with a 3.0 cumulative undergraduate GPA
- Applicants with advanced degrees (master's and/or doctorate) require two (2) years of full-time work experience

[AUTOMATIC DISQUALIFIERS](#)



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# CURRENT FBI NEEDS

The FBI seeks applicants with a broad range of backgrounds to support our diverse and complex caseload. You may have just what the FBI is looking for.

**For Fiscal Year 2012, the FBI is seeking applicants with the following backgrounds and expertise:**

- Certified Public Accountants (CPAs)
- Attorneys (Admitted to the Bar)
- IT Network Administrators (Intrusions)
- Engineers
- Law Enforcement (Detectives, Task Force Members)
- Military (Special Forces, Explosives, WMD, Intelligence experts)
- Physical Science (Scientists, Lab Experience, Advanced Degrees)
- Foreign Language(s) speakers (intermediate or fluent in Spanish, Chinese, Korean, Arabic, Urdu, Pashto, Punjabi, Russian and Farsi)
- Pilots (Helicopter, Fixed-Wing)
- \*Diversified (all other backgrounds or skills not specified above)

**\*What is meant by Diversified?** The FBI seeks well-rounded applicants with unspecified degrees and diverse backgrounds who have demonstrated experience in the Special Agent core competencies.





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# APPLICANTS WITH MILITARY BACKGROUNDS

The FBI welcomes all veterans who meet the preliminary qualifications of the Special Agent position and invite them to apply.

## Information to Note

- Preference eligible veterans are given preference over non-veterans, both in hiring from competitive lists of eligible applicants and in retention during reductions in force
- Preference eligible veterans beyond the age of 37, may be eligible for an age waiver to comply with federal [mandatory retirement](#) laws
- All applicants, including preference-eligible veterans, will be assessed to determine individual competitiveness (i.e., critical skills) and their ability to meet the current needs of the Bureau
- Entitlement to [Veterans' Preference](#) will be [verified](#) by DD-214 Member 4, SF-15, VA letter, receipt of Purple Heart, [expeditionary medals](#), and other various documents and forms

[Vet Guide](#)



# APPLICANTS WITH FOREIGN LANGUAGE ABILITIES

While proficiency in any foreign language is an asset to your application, the FBI currently considers the following languages most needed: **Spanish, Chinese (all dialects), Korean, Arabic, Urdu, Pashto, Punjabi, Russian and Farsi.**

## FBI Foreign Languages & Proficiency Levels

- **Requirements for applicants with foreign language(s) proficiency:**
  - Applicants with foreign language proficiency must still meet the preliminary standard requirements of the Special Agent position. The three-year work experience requirement is waived for applicants who score a 3 or higher on their FBI language test
  - If language is your only critical skill, then a passing score on both the listening and reading portions of the Defense Language Proficiency Test (DLPT) **plus** a passing three (3) or higher score on the Speaking Proficiency Test (SPT) are required
- If you possess other critical skills in addition to speaking a foreign language, you can qualify for the foreign language critical skill enhancement by passing the listening portion of the DLPT and obtaining a score of “2” or higher on the SPT in a critical foreign language.



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# SPECIAL AGENT SELECTION SYSTEM (SASS)

In order to meet minimum qualifications, applicants must complete and pass every stage of the SASS, which includes:

1. **Online Application:** Screening to ensure eligibility (resume and additional documents), willingness, and awareness of the Special Agent position via your local field office
2. **Phase I:** A three-hour exam consisting of Cognitive, Behavioral, and Logical Reasoning tests
3. **Meet and Greet:** Resume review and job preview
4. **Language Test:** A written and oral language test (for applicants claiming a language ability)
5. **Phase II Writing:** A 90-minute written exam\*
6. **Phase II Oral Interview:** A one-hour oral panel interview\*
7. **Physical Fitness Test (PFT):** At least two PFTs\*
8. **Polygraph\***
9. **Background:** A security background investigation\*

*\*Steps 5 through 9 are only afforded to those applicants deemed "Most Competitive."*

Completion of the SASS could take anywhere from six (6) months to a year or more.





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# Your Online Application

**IF YOU HAVE ALREADY TAKEN PHASE I AND/OR PHASE II, DO NOT REAPPLY ONLINE. PLEASE CONTACT YOUR LOCAL FIELD OFFICE APPLICANT COORDINATOR REGARDING [ELIGIBLE] REACTIVATION.**

- FBI Special Agent applicants are selected from an extensive pool of candidates based on their knowledge, experience, and skills
  - Only the **most competitive** applicants will be selected to move forward in the SASS (i.e. based on the needs of the FBI)
- All information submitted in the Special Agent application must be as accurate as possible. The information that applicants provide, i.e., cover letter, resume, USAJOBS.gov resume, unofficial transcripts, military records [copies], etc., are reviewed for accuracy
- The application will capture your education, skills, and abilities in an effort to determine your level of competitiveness
  - Be prepared to answer questions about your specialized skills (such as your ability to speak a foreign language, legal background, computer expertise, etc.); professional experiences; and willingness to commit yourself to the mission and needs of the FBI



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# Your Resume and Additional Documents

In drafting your resume it is imperative that your resume reflect not just *what* you've done in the positions you've held, but the *quality* of your work experience aligned with FBI FY12 Current Needs.

## **Include the following:**

- Indicate if your position(s) were full-time, part-time (include the number of hours), or in a volunteer capacity (full-time often includes benefits and/or designation as a full-time employee)
- Include the location(s) in which you worked, ex., Juneau, Alaska, or Qandahar Province, Afghanistan.
- Be sure that your experiences, i.e. work results or accomplishments, are aligned with the Special Agent Core competencies

**Resumes that do not meet FY12 FBI Current Needs will be rated based on your demonstrated experience(s) in the Special Agent core competencies, specifically:**

- Leadership
- Oral Communication
- Initiative and Motivation
- Adaptability and Flexibility
- Organizing, Planning and Prioritizing
- Interpersonal Skills
- Evaluating Information and Making Decisions
- Writing

## ***Additional documents***

- such as your college transcripts (**unofficial copy**), military documents (DD-214 Member 4, SF-15, VA letter, etc.), letters of recommendation, degree evaluation, SF-50, etc. should be uploaded to your USAJOBS.gov profile and submitted with your resume/application



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# Evaluation

Special Agent applicants are assessed on their ability to meet the current needs of the FBI. Applications will be evaluated solely on the information provided by the applicant.

- **Candidates who meet the preliminary standards for this vacancy will be rated according to the Category Rating Procedures. This means that candidates will be assigned to a pre-defined competitive category based on their resume, application and veteran preference. Generally, only candidates in the top quality category will move forward in the process.**
- **Individuals with veteran's preference will be placed ahead of other applicants within the rating category to which they are assigned. Preference-eligible veterans who have at least 10 percent compensable service-connected disability, and who have met the preliminary standards of the position, will be placed ahead of other applicants in the highest category.**
- **There will be three categories: *Most Competitive, Competitive and Least Competitive.***

Although you may be eligible to apply, **only those applicants deemed “most competitive”** will move forward in the process.

Meeting the preliminary standards of the Special Agent position is **not enough** and experiences aligned with the Special Agent competencies, as well as an ability to meet the current needs of the Bureau, weigh heavily in the evaluation of each applicant.



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# Testing

- [Phase I](#) - If a candidate meets the preliminary standard requirements of the Special Agent position, they will be eligible to Phase I test
- Phase I is now computerized. You will be contacted via email regarding testing by the Performance Assessment Network (pan).
  - Be sure to check your [junk email](#) regularly to ensure you don't miss the invitation
  - You will have 21 days from **receipt** of your invitation to Phase I test
  - Failure to Phase I test in the aforementioned timeframe may result in the deactivation of your application for a minimum of six (6) months