



January 11, 2022

Greetings and Happy New Year,

My name is Vaughn Smith, Diversity and Career Impact Program Manager for The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF). You are receiving this email because over the past few months you expressed an interest in a career as an ATF Special Agent.

Opportunities

 Special Agent Announcements 			
Type	Open	Close	Eligibility
Entry Level - Grade 7 & 9	1/24/22	2/4/2022*	Between 21-37 years of age, U.S. citizenship, able to obtain Top Secret clearance, eligible to work for the U.S. federal government, undergraduate degree, or relevant experience, or a combination of education and relevant experience, valid driver's license
Apply	ATF Careers Page		
Entry Level - Grade 5	1/31/22	2/11/22	Recent graduates who have completed, within the previous two years, a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution.
Apply	USAJOBS		
*Note:	When 3,000 applications are received, the announcement will close at 11:59 p.m. ET on that date.		

Join us for Special Agent Information Session

We encourage you to block out approximately 2 hrs for the session as there will be Q&A at the end of the presentation. This will ensure that you receive all the information. We cover the application process, salary, duty locations, the ATF National Academy, duties of a Special Agent, ATF's mission, and life as an ATF Special Agent. We will also discuss the difference between the two Job Announcements.

Time	Date	Link	Time	Date	Link	Time	Date	Link
9:00 a.m. - 11:00 a.m. ET	1/18/2022	Join Microsoft Teams Meeting	11:00 a.m. - 1:00 p.m. ET	1/19/2022	Join Microsoft Teams Meeting	12:00 p.m. - 2:00 p.m. ET	1/15/2022	Join Microsoft Teams Meeting
	1/25/2022			1/26/2022			1/22/2022	
	2/1/2022			2/1/2022			1/29/2022	
	2/8/2022			2/9/2022			2/5/2022	

Time	Date	Link	Time	Date	Link	Time	Date	Link
3:00 p.m. - 5:00 p.m. ET	1/14/2022	Join Microsoft Teams Meeting	6:00 p.m. - 8:00 p.m. ET	1/13/2022	Join Microsoft Teams Meeting	8:00 p.m. -10:00 p.m. ET	1/10/2022	Join Microsoft Teams Meeting
	1/21/2022			1/20/2022			1/24/2022	
	1/28/2022			1/27/2022			1/31/2022	
	2/4/2022			2/3/2022			2/7/2022	
	2/11/2022			2/10/2022				

Resources

As a member of ATF Recruitment Team, I want to ensure that you have a clear understanding of every opportunity afforded to you and our goal is to provide information that will assist you with the hiring process. This begins with ensuring that your resume is tailored for Federal employment, so that you are considered for the highest General Schedule (GS) grade level for which you are qualified.

As you review the qualifications for each grade level, you must ensure that your resume accurately reflects the qualifications/experience/education needed to meet or exceed the grade in which you are applying. Your resume should translate to the work that is performed by a typical GS-07/09 ATF Special Agent ([USAJOBS Help Center | How to build a resume](#)). We will cover more of this during the informational session.

Becoming a Special Agent

<https://www.atf.gov/careers/becoming-special-agent>

Physical Task Test Requirements

<https://www.atf.gov/careers/pre-employment-physical-task-test>

Special Agent Written Exam

<https://www.atf.gov/careers/preparing-atf-special-agent-exam>

Salary and Benefits

<https://www.atf.gov/careers/salary-and-benefits-special-agents>

Pay Scale

<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2021/law-enforcement-officer/>

Lastly, as you prepare for the upcoming announcement, please visit <https://www.consumer.ftc.gov/articles/0155-free-credit-reports> and begin the process of ordering your own credit report. This ensures that you will have time to address any financial issues that are reflected in your credit history and correct any errors that may have been erroneously reported.

If you are no longer interested in becoming a Special Agent, you may respond to this email to be removed from the list. If you have attended a recent informational session, you can attend another if you desire. I appreciate your interest in ATF and look forward to speaking with you soon all about this exciting and rewarding career opportunity.