Federal Bureau of Investigation
Special Agent Selection Process
Candidate Information Packet
Table of Contents.

Chapter 1: General Information
- Welcome
- Mission, Priorities and Values – The Big Picture
- Special Agent Selection System
- FBI Employment
  - Requirements
  - Disqualifiers
  - Drug Policy
  - Background Investigation Process

Chapter 2: The Application Process
- Application and Required Documents
- Minimum Qualifications

Chapter 3: The Physical Fitness Test (PFT)
- Overview
- Reasonable Accommodations
- Event Guide
- Tactical Recruitment Program (TRP)
- Failure and Retest Policies
- Medical Exceptions
- Training and Preparation

Chapter 4: Test Preparations

Chapter 5: Phase I
- Overview
- Sample Questions
- Meet and Greet

Chapter 6: Phase II
- The Oral and Written Test
- Tips
- Conditional Appointment Offer

Chapter 7: Basic Field Training Course (BFTC)
- Overview
- Curriculum
- Academy Tips
- Suitability
- Placement

Chapter 8: Special Agent Salary

Chapter 9: Frequently Asked Questions
Chapter 1

General Information
Welcome.

Interviewing a subject for an ongoing investigation in the morning, testifying at court before lunch, planning an operation with intelligence analysts and partners in the afternoon, and speaking at a community event in the evening—this is just one day in the life of a Special Agent.

As a Special Agent, every day is different. In fact, every career path is different. It’s a position that takes people with unique skills, lives, and backgrounds. The two things every Special Agent shares is the drive to help keep our nation safe and the pride of making a difference in the communities they serve.

FBI Special Agents are responsible for conducting sensitive national security investigations and enforcing over 300 federal statutes. As an FBI Special Agent you may work on matters including terrorism, counterintelligence, cyber crime, organized crime, white-collar crime, public corruption, civil rights violations, financial crime, bribery, bank robbery, extortion, kidnapping, air piracy, interstate criminal activity, fugitive and drug-trafficking matters, and other violations of federal statutes.

FBI Special Agents must:

1. Adhere to strict standards of conduct, especially in maintaining honesty and integrity
2. Undergo a rigorous background investigation, credit checks, and a polygraph in order to obtain a Top Secret Security Clearance
3. Maintain a level of fitness necessary to effectively respond to life-threatening situations on the job
4. Pass a medical exam which includes, but is not limited to, meeting visual and hearing standards
5. Successfully complete approximately 21 weeks of employment as a Special Agent trainee, while housed at the FBI Academy in Quantico, VA
6. Upon graduation from the FBI Academy, be available for worldwide assignment on either temporary or long-term basis. Applicants should ensure that their families are prepared for and support this move
7. Throughout your career, be available for temporary duty assignments, anywhere in the world, on either a temporary or a long-term basis
8. Work a minimum of 50-hours per week, which may include odd hours, and be on-call 24/7, including holidays and weekends
9. Carry a firearm and be willing to use deadly force, if necessary
10. Be willing and able to participate in arrests, the execution of search warrants, raids and other dangerous assignments – all of which may pose the risk of personal bodily harm

The mission of the Federal Bureau of Investigation is to protect the American People, and uphold the Constitution of the United States.

The priorities of the Federal Bureau of Investigation are to:
1. Protect the United States from terrorist attacks
2. Protect the United States against foreign intelligence operations and espionage
3. Protect the United States against cyber-based attacks and high-technology crimes
4. Combat public corruption at all levels
5. Protect civil rights
6. Combat transnational/national criminal organizations and enterprises
7. Combat major white-collar crime
8. Combat significant violent crime

The core values of the Federal Bureau of Investigation are:
- Rigorous obedience to the Constitution of the United States
- Respect for the dignity of all those we protect
- Compassion
- Fairness
- Uncompromising personal and institutional integrity
- Accountability by accepting responsibility for our actions and decisions, and the consequences of our actions and decisions
- Leadership, both personal and professional
- Diversity
The Big Picture.

The Special Agent Selection System (SASS) is a mentally and physically challenging process designed to find only the most capable applicants. Those who make it through the process become part of an elite team that keeps our country safe. The SASS typically takes one year to complete, and often longer. An explanation of the steps in the process to becoming a Special Agent can be found on the next page.

<table>
<thead>
<tr>
<th>Step 1: Application &amp; Screening</th>
<th>Step 2: Phase I</th>
<th>Step 3: Meet and Greet &amp; Headquarters Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 4: Phase II</td>
<td>Step 5: Physical Fitness Test (PFT)</td>
<td>Step 6: Conditional Appointment Offer</td>
</tr>
<tr>
<td>Step 7: Background Investigation</td>
<td>Step 8: Basic Field Training Course (BFTC)</td>
<td>Finish: Placement</td>
</tr>
</tbody>
</table>
Special Agent Selection System.

Step 1: Application & Screening

Applications must include a passing PFT self-evaluation and all necessary forms (e.g. DD-214 for former members of the Armed Forces). Answer the Open-Ended Questions using a Situation, Action, Result format. Tell us what the situation was, the actions you took, and the outcomes. Applications are screened for eligibility and suitability.

Applicants who reside outside the United States should be aware that all travel to the United States for Phase I testing, Phase II testing, PSI, PFT, etc. is at the applicant’s own expense. As a result, overseas applicants may choose to process through the Processing Field Office (PFO) most convenient to them for testing.

The following factors will automatically disqualify you from consideration as a Special Agent:
- Non-U.S. citizenship
- Conviction of a felony and/or domestic violence misdemeanor
- Having engaged in acts designed to overthrow the U.S. government
- Failure to pay court ordered child support or alimony payments
- Currently having a federally funded student loan in default
- Failure to file federal, state, or local income tax returns
- In violation of the FBI Employment Drug Policy
- Failure to register with the Selective Service System (for males only, exceptions apply)

**Timeframe:** The initial screening process varies greatly and is dependent upon the completion of application materials, the overall application volume, and the current needs of the FBI as a whole. Applications that adhere to the guidelines included in the Special Agent job posting and FBIJOBS website will encourage faster processing.

Step 2: Phase I Test

Applicants who pass preliminary screening will be invited to take the Phase I computerized test in a proctored environment. The Phase I test is a three hour exam consisting of five different assessments: Logic-Based Reasoning, Figural Reasoning Personality Assessment, Preferences and Interests, and Situational Judgement

**Timeframe:** Once invited, candidates have 21 days to schedule their Phase I test and will receive a pass/fail notification within one hour of completing the test.
Step 3: Meet and Greet & Headquarters Review

After passing Phase I, applicants will be scheduled to attend a Meet and Greet conducted by their PFO. During the Meet and Greet, an Evaluator(s) will conduct an in person review of your application and validate the information you submitted. Those deemed most competitive by FBI HQ based on the FBI Core Competencies will be selected for Phase II testing.

Timeframe: The average timeframe for a candidate to move from Phase I to Phase II is 23 weeks.

Step 4: Phase II Test

Phase II consists of a writing exercise and a structured interview conducted by a panel of three Special Agents. Phase II tests are typically held regionally. The FBI pays for travel expenses within the United States. In the case of overseas applicants, travel expenses are paid from the applicant’s PFO to the Phase II test site.

Timeframe: Candidates receive their Phase II results within approximately two weeks of completing the test.

Step 5: Official Physical Fitness Test (PFT)

Candidates who pass Phase II will be required to pass a Physical Fitness Test (PFT). The PFT assesses whether a candidate’s physical fitness level is high enough to perform the essential tasks of an FBI Special Agent. An official PFT will be conducted at the applicant’s local field office by trained FBI personnel and scored in the same manner as the PFT self-assessment submitted with the Special Agent application.

Timeframe: Candidates have fourteen days after passing Phase II to take their PFT, with exceptions made for inclement weather. Because of this quick turnaround, PFOs often tentatively schedule candidates’ PFTs before they take their Phase II.

Step 6: Conditional Appointment Offer (CAO)

Candidates who pass both Phase II and an official PFT will receive a Conditional Appointment Offer (CAO). Hiring is contingent on the successful completion of the remaining SASS components (i.e. medical, background investigation, polygraph etc.).

Timeframe: Candidates will receive their CAO shortly after passing their PFT and will have 5 days to accept or reject the offer.
Step 7: Background Investigation

Candidates who receive a CAO will need to obtain a Top Secret security clearance from the FBI in order to become a Special Agent. The background investigation includes a Personnel Security Interview (PSI), polygraph examination, drug test, fingerprinting, and medical examination. It also includes credit and arrest checks, interviews with associates, references, past employers and neighbors, and verification of educational achievements.

**Timeframe:** The average background investigation takes approximately 6 months, but can take up to 18 months or more depending on where an applicant has lived, worked, and/or traveled.

Step 8: Basic Field Training Course (BFTC)

Candidates who successfully complete the steps as described above must pass a PFT no more than 60 days prior to arriving at the FBI Academy. After passing, candidates are eligible to be scheduled for the BFTC at the FBI Academy in Quantico, VA. Assignment to the BFTC is based on the needs of the FBI.

Though New Agent Trainees (NATs) are paid for their time at the FBI Academy, they must successfully complete all portions of the BFTC in order to be fully hired as FBI Special Agents.

**Timeframe:** The BFTC lasts 21 weeks (including orientation) and candidates are typically notified between two to four weeks in advance of their class date. Applicants are allowed to request a different BFTC once, with sufficient reasoning, after an initial BFTC date is provided.

Finish: Placement

Upon successful completion of the background investigation and BFTC, candidates officially join the FBI as Special Agents. New Special Agents are placed in a specific field office at the discretion of the FBI based on the Bureau’s needs at that time. Roughly one-third of new agents are assigned to their first choice of Field Office and roughly two-thirds are assigned to an office in their top five choices. Generally, applicants who put down New York, Los Angeles, San Francisco, or San Juan as their number one choice are likely to be assigned to those offices.

**PLEASE NOTE:**

Applicants **must not** post information about the application process on social media, message boards, chat rooms, blogs, internet forums, or any other public forum. Use discretion when discussing the process with family and friends.

Applicants **must not** solicit help, tips, advice, or assistance of ANY kind on social media, message boards, blogs, internet forums, or from FBI employees.
Physical Requirements.

Special Agents are often placed in situations that challenge their physical endurance. Heightened levels of strength, flexibility, and endurance are necessary to ensure survival in an arrest situation as well as to enhance the safety of fellow Agents, other law enforcement officers, and innocent civilians. To ensure Special Agents possess the necessary levels of fitness to best complete any duty required of them, the FBI requires that applicants be in excellent physical shape.

Applicants who pass the official Physical Fitness Test (PFT) are considered sufficiently fit to safely and successfully complete the physical training and defensive tactics portion of training at the FBI Academy and are prepared to effectively respond to life-threatening situations on the job.

All Special Agent applicants must be able to pass several physical tests to be medically cleared to attend the FBI Academy. These include:

- A minimum of one official, field-administered Physical Fitness Test
- Vision Test
- Hearing Test
- Medical/Health Review

Vision Requirements

- Applicant’s distant visual acuity, corrected or uncorrected, must meet Bureau standards, which are 20/20 in one eye and no worse than 20/40 in the other eye
- Applicants with distant visual acuity greater than or equal to 20/100 require medical documentation of successful soft contact lens use for at least one year without significant problems or adverse effects
- Applicants with recent refractive surgery involving the creation of a corneal flap must wait six months following surgery and complete an ophthalmology evaluation to document complete healing prior to applying for employment
- Color-vision deficient applicants may be considered if they successfully complete a Farnsworth D-15 color vision test administered at the field office. Please note that the use of color-corrective lenses is not allowed

Hearing Requirements

- Applicants who have an average hearing loss greater than 25 decibels (ANSI standards) at 1,000, 2,000, and 3,000 Hertz should have no single value above 35 decibels. Additionally, no single reading may exceed 35 decibels at 500 Hertz or 45 decibels at 4000 Hertz. These hearing-deficient applicants may be offered further testing available only at select Bureau field offices.
Reasonable Accommodations.

The FBI provides Reasonable Accommodations to qualified individuals with disabilities. If you believe you have a disability that will require special arrangements during the hiring process, you may request a reasonable accommodation at any time by notifying your applicant coordinator. Every test in the hiring process is evaluated differently. Therefore, you must submit a reasonable accommodation request for each test, if needed. Reasonable accommodations are granted on a case-by-case basis. Your request will receive an individualized assessment and will be processed in the order it was received.

According to the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, applicants may demonstrate proficiency on essential job tasks with or without reasonable accommodations. To ensure that the PFT is consistent with this legislation, a section is included on the FD-876 “Special Agent Applicant Liability Waiver” form that asks applicants to indicate whether or not they require reasonable accommodations to complete the PFT.
Employment Disqualifiers.

The mission of the FBI is vital to the safety and security of our nation and its citizens. Often, our work is very sensitive in nature. Therefore, all FBI positions require at least a Top Secret security clearance. How do you obtain such a clearance? Once you have received and accepted a conditional offer of employment, the FBI will initiate an intensive background investigation that you must pass before you can join the FBI.

There are also certain employment requirements that all candidates must meet in order to be eligible for consideration for employment with the FBI. Before applying for any FBI position, check to ensure the FBI Special Agent Employment Disqualifiers do not apply to you.

The FBI Special Agent Employment Disqualifiers are:

- Conviction of a felony, sex crime, and/or a domestic violence misdemeanor
- Having knowingly or willfully engaged in acts designed to overthrow the U.S. government
- Failure to pay court ordered child support or alimony payments
- Currently having a federally funded student loan in default
- Failed to file federal, state, or local income tax returns
- Once holding a security clearance that was revoked
- Previously failed the FBI polygraph examination or was disqualified for employment with the FBI during a background investigation
- Being found in violation of the FBI Employment Drug Policy

Please note: if you are disqualified by any of the above criteria, you are not eligible for employment as a Special Agent with the FBI. All of these disqualifiers are extensively researched during the FBI Background Investigation Process. All applicants must meet FBI employment requirements and pass all disqualifiers before you apply for an FBI position.

Important

You are not eligible for employment as a Special Agent with the FBI if you meet any of the disqualifiers listed above.
Employment Drug Policy.

The FBI is firmly committed to a drug-free society and workplace. Applicants for employment with the FBI who are currently using illegal drugs, misusing or abusing legal drugs or other substances at the time of the application process will be found unsuitable for employment. While the FBI does not condone any prior unlawful drug use by applicants, the FBI realizes some otherwise qualified applicants may have used illegal drugs at some point in their past. The guidelines set forth in this policy should be followed for determining whether an applicant’s prior drug use makes him or her unsuitable for employment, by balancing the needs of the FBI to maintain a drug-free workplace and the public integrity necessary to accomplish its law enforcement and intelligence missions by hiring the most qualified candidates to fill the FBI’s personnel needs.

A candidate will be found unsuitable for employment and automatically disqualified if he/she deliberately misrepresents his or her drug history in connection with his or her application for employment.

For a complete list of disqualifying criteria, please see: https://www.fbijobs.gov/working-at-the-FBI/eligibility.
Background Investigation.

After you receive a conditional FBI offer of employment, the next step is to begin the background investigation process. All candidates must receive an FBI Top Secret security clearance before they can begin employment with the FBI.

Once you have been instructed to do so by the local field office, you will initiate the FBI background investigation process.

As soon as the FBI receives a complete set of background investigation forms, the FBI will commence with your background investigation.

The investigation includes:
- A polygraph examination
- Urinalysis
- Credit and records checks
- Extensive interviews with former and current colleagues, neighbors, friends, professors, etc.

You will be contacted by the FBI office that is processing your background investigation to schedule your interview, urinalysis, and polygraph examination.

The polygraph is used as an investigative tool to verify the truthfulness of your responses on the FBI background investigation forms. In the next phase of the process, the FBI will perform extensive records checks (e.g., credit checks, police records checks, etc.), and FBI investigators will interview current and former colleagues, neighbors, friends, professors, etc.

Due to the thoroughness of the background investigation process, it can take several months or more to receive your FBI Top Secret security clearance.
Things to Consider.

If you are currently employed, please be aware that you may be scheduled for testing during your regular working hours (i.e. midday/midweek), and sometimes in a short timeframe.

If you are on active duty with the military, you must be within one year of completing your service before applying.

You may receive no more than a two-week notice to report to Basic Field Training Class (BFTC) and must successfully complete approximately 21 weeks of employment as a Special Agent trainee, while housed at the FBI Academy in Quantico, VA.

Upon graduation from the FBI Academy, you must be available to transfer to one of the FBI's 56 field offices, including San Juan, PR, Anchorage, AK, Honolulu, HI, or remote resident agencies (satellite offices). Roughly one-third of new agents are assigned to their first choice of Field Office and roughly two-thirds are assigned to an office in their top five choices. Generally, applicants who select New York, Los Angeles, San Francisco, or San Juan as their number one choice are likely to be assigned to those offices.

You will be required to sign a mobility agreement, which ensures that you agree to remain available for transfer, either for permanent or temporary assignment, to meet the operational needs of the FBI. Applicants should ensure that their families are prepared for and support any assignment location.
Chapter 2

The Application Process
Online Application.

DO:

1. Fill out the Education, Work Experience, and Profile Information sections on the application. Include ALL prior work experience.

2. Answer the Open-Ended Questions using a Situation, Action, Result format. Tell us what the situation was, the actions you took, and the outcomes. We use these questions to evaluate your fit with our Core Competencies (see: p. 20).

3. Attach your resume and unofficial college transcript(s) in the Attachments section.
   - Current or former federal employees should also attach their SF-50.
   - Military veterans applying for veteran’s preference should attach your DD-214 (Member 4 or Service 2 copy), VA Letter dated within one year, and/or SF-15 (optional).

Note: When scanning and uploading your document(s), make sure that all pages are readable and facing upright in the same direction.

If you are missing any of the items listed above, please attach any additional documentation to your profile as they become available and notify your applicant coordinator upon completion. Your application will not be processed until you have provided all of the required documentation.

DON’T:

1. Attach a cover letter in the Attachments section. Instead, fill out the Education, Work Experience, and Profile Information sections on the application, and answer the Open-Ended Questions to the best of your ability.
2. Upload any picture files (JPEG, TIFF, PNG, BMP).
Minimum Qualifications.

The following minimum qualifications are required at the time of application:

1. Be a U.S. Citizen
2. Be between 23 and 36 years of age
3. Have a bachelor’s degree from a U.S. accredited college or university
4. Have at least three years of full-time professional work experience
5. Possess a valid driver’s license and 6 months of driving experience
6. Meet the physical requirements
7. Be able to obtain a Top Secret-SCI clearance

TECHNICAL EXPLANATIONS & EXCEPTIONS

Age Requirement

FBI Special Agents must apply prior to their 36th birthday. In addition, they must be appointed and assigned to the FBI Academy no later than the month of their 37th birthday to achieve 20 years of service prior to the mandatory retirement age of 57. The FBI may disqualify applicants at any time during the process if it is determined that they will reach age 37 before appointment.

Potential Exceptions: Applicants with prior Federal law enforcement service or preference eligible veterans may qualify for an age waiver.

- Non-Preference Eligible Candidates – Applicants with prior/current service as federal law enforcement officers do not require an age waiver if they will have amassed 20 years of service by age 57.
- Preference-Eligible Candidates – Applicants who are over the age of 36 at the time of application must have been discharged or released from active duty from the Armed Forces under honorable conditions (i.e., with an honorable or general discharge) and must be preference-eligible. Preference-eligible applicants must successfully complete all phases of the SASS and pass the background investigation before requesting an age waiver.

Please Note: Veterans at the rank of Major, Lieutenant Colonel, or higher, are not eligible for preference in appointment unless they are disabled veterans. This does not apply to Reservists who will not begin drawing military retired pay until age 60. For more information visit: http://www.fedshirevets.gov/job/vetpref/index.aspx.
Education Requirement

For ANY foreign degree, applicants must provide a foreign equivalency certification at the time of application. No processing will take place absent that documentation.

*Potential Exceptions*: If a bachelor’s degree is not from a U.S. accredited college, but your advanced degree is from a U.S. accredited college, the FBI will accept the accreditation of your advanced degree and no other documentation is required.

Work Experience Requirement

For Special Agents, professional work experience is defined as having work experience in:

- Any occupation that requires a college degree, and may include specialized training; and/or
- Any position that includes managerial, supervisory, or leadership; and/or
- Professional Athletics such as a full-time career participating in Major League sports (NFL, NBA, MLB, NHL, etc.) or International Competitions (Olympics).

Summer jobs, internships, seasonal positions, temporary employment and/or volunteer work are generally not considered in the professional work experience category.

In addition to the definition above, the FBI determines if an applicant meets the professional work experience requirement based on the general requirements needed to perform Special Agent duties.

*Potential Exceptions*:

- Applicants with a master’s and/or advanced degree(s) require two years of full-time work experience at the time of application.
- For eligible veterans, part-time work, internships (paid or unpaid), and Reserve/Guard duty count toward total work experience. Volunteer work may be considered.
- For all applicants, volunteer work (such as Peace Corps) that requires full-time participation, paid full-time graduate work programs, and full-time fellowships may be considered as professional work experience.

All exceptions will be made on a case-by-case basis.
Competency Evaluation.

The FBI uses a category rating system and does not evaluate applicants against other applicants. You will be independently evaluated on the competencies listed below. Please ensure that these competencies can be identified in your application and provide detail on how each competency was demonstrated.

1. **Leadership** – How did you **Mentor, Direct, Inspire, and/or Set Strategic Direction** for an employee, co-worker, team or an organization?

2. **Collaboration** – How did you **Resolve and Manage conflict, Demonstrate Political savvy, Work with Others, and/or Liaise** with an employee, co-worker, team or an organization?

3. **Organizing and Planning** – How did you **Plan, Prioritize, and Follow Through** by yourself, with an employee, co-worker, team or an organization?

4. **Problem Solving/Judgment** – How did you **Identify Problems and Opportunities, Make Decisions, Manage Risks, and/or Evaluate and Analyze problems/situations** by yourself, with an employee, co-worker, team or an organization?

5. **Flexibility/Adaptability** – How did you **Adapt and Manage Change** by yourself, with an employee, co-worker, team or an organization?

6. **Initiative** – How **were you Proactive, how did you Develop yourself, and/or how did you Serve the Public** by yourself, with an employee, co-worker, team or an organization?

7. **Communication** – How did you **Persuade, Listen and Interpret, and/or Share Information** with an employee, co-worker, team or an organization?
Chapter 3

The Physical Fitness Test (PFT)
Overview.

The FBI Special Agent position requires a commitment to physical fitness as part of daily life. Applicants will take a self-administered PFT (prior to submitting their Special Agent application) and take an official standard PFT at least two times during the application period and/or at the FBI academy. More specifically:

- At your processing FBI field office shortly after passing Phase II
- No more than 60 days prior to reporting to the Basic Field Training Course (BFTC) at the FBI Academy
  
  *In the case that an applicant is scheduled to report to a BFTC within 60 days of passing their post-Phase II PFT, an additional PFT is not required.*

- At least once while at the FBI Academy, during the first week of the BFTC
  
  *The test, scoring scale, and protocol are exactly the same with an addition of the standard pull-ups event. The score on pull-ups is not used for pass/fail purposes but is considered for fitness awards at the Academy.*

The standard PFT consists of four mandatory events, chosen because they accurately measure an individual’s overall fitness level relative to the essential tasks performed by FBI Special Agents. The events are administered in the following order with *no more than* five minutes of rest in between each event:

1. **Maximum number of continuous sit-ups in one minute**
2. **Timed 300-meter sprint**
3. **Maximum number of continuous push-ups (untimed)**
4. **Timed 1.5 mile run**

Each event must be performed precisely according to the strictly defined protocol in order to be scored. In order to pass the standard PFT, applicants must achieve a minimum cumulative score of twelve (12) points, with at least one point in each of the four events; therefore, it is possible for an applicant to receive a score of 12 (or more) and still fail the standard PFT by failing one of the individual events.

A video demonstrating proper PFT form is available at http://www.fbijobs.gov/special-agents.

Candidate lies on back with tops of shoulder blades touching the floor; hands behind the head with fingers interlaced. Knees are bent at a 90 degree angle with the feet placed flat on the floor (feet are held in place by a partner with the partner’s hands at the tongue of the trainee’s shoes and knees on the trainee’s toes).

Candidate raises their upper body until the base of the neck is in line with the base of the spine (back is perpendicular to the floor); the candidate then returns to the starting position (i.e., the tops of both shoulder blades must touch the floor). This is a timed one minute continuous motion exercise; if a candidate pauses before the minute is up, they forfeit the rest of the minute.

Scoring Scale for One-Minute Sit-Ups

<table>
<thead>
<tr>
<th>Score</th>
<th>Female Range</th>
<th>Male Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>-2</td>
<td>29 and below</td>
<td>31 and below</td>
</tr>
<tr>
<td>0</td>
<td>30-34</td>
<td>32-37</td>
</tr>
<tr>
<td>1</td>
<td>35-36</td>
<td>38</td>
</tr>
<tr>
<td>2</td>
<td>37-40</td>
<td>39-42</td>
</tr>
<tr>
<td>3</td>
<td>41-42</td>
<td>43-44</td>
</tr>
<tr>
<td>4</td>
<td>43-46</td>
<td>45-47</td>
</tr>
<tr>
<td>5</td>
<td>47-48</td>
<td>48-49</td>
</tr>
<tr>
<td>6</td>
<td>49-50</td>
<td>50-51</td>
</tr>
<tr>
<td>7</td>
<td>51-52</td>
<td>52-53</td>
</tr>
<tr>
<td>8</td>
<td>53-54</td>
<td>54-55</td>
</tr>
<tr>
<td>9</td>
<td>55-56</td>
<td>56-57</td>
</tr>
<tr>
<td>10</td>
<td>57 and over</td>
<td>58 and over</td>
</tr>
</tbody>
</table>

The 300 meter sprint event usually takes place on a ¼ mile oval track (although this may change based on individual circumstances). Candidate will start from a standing position and run 300 meters (3/4 of a lap).

**Scoring Scale for Timer 300-Meter Sprint (in seconds)**

<table>
<thead>
<tr>
<th>Score</th>
<th>Female Range</th>
<th>Male Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>-2</td>
<td>67.5 and over</td>
<td>55.1 and over</td>
</tr>
<tr>
<td>0</td>
<td>67.4 – 65.0</td>
<td>55.0 – 52.5</td>
</tr>
<tr>
<td>1</td>
<td>64.9 – 62.5</td>
<td>52.4 – 51.1</td>
</tr>
<tr>
<td>2</td>
<td>62.4 – 60.0</td>
<td>51.0 – 49.5</td>
</tr>
<tr>
<td>3</td>
<td>59.9 – 57.5</td>
<td>49.4 – 48.0</td>
</tr>
<tr>
<td>4</td>
<td>57.4 – 56.0</td>
<td>47.9 – 46.1</td>
</tr>
<tr>
<td>5</td>
<td>55.9 – 54.0</td>
<td>46.0 – 45.0</td>
</tr>
<tr>
<td>6</td>
<td>53.9 – 53.0</td>
<td>44.9 – 44.0</td>
</tr>
<tr>
<td>7</td>
<td>52.9 – 52.0</td>
<td>43.9 – 43.0</td>
</tr>
<tr>
<td>8</td>
<td>51.9 – 51.0</td>
<td>42.9 – 42.0</td>
</tr>
<tr>
<td>9</td>
<td>50.9 – 50.0</td>
<td>41.9 – 41.0</td>
</tr>
<tr>
<td>10</td>
<td>49.9 and below</td>
<td>40.9 and below</td>
</tr>
</tbody>
</table>

Candidate begins in the front leaning rest position (i.e. hands on the floor one to two hand widths beyond the shoulders and elbows must be away from the body, arms fully extended, body held straight with the feet no more than three inches apart and the toes touching the floor). As the arms are flexed, the body is lowered toward the floor until the upper arms are parallel to the floor (straight line from center axis of elbow to center axis of shoulder). Candidate completes the exercise after returning to the starting position. This is a continuous motion exercise.

Scoring Scale for Push-Ups (untimed)

<table>
<thead>
<tr>
<th>Score</th>
<th>Female Range</th>
<th>Male Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>-2</td>
<td>4 and below</td>
<td>19 and below</td>
</tr>
<tr>
<td>0</td>
<td>5 – 13</td>
<td>20 – 29</td>
</tr>
<tr>
<td>1</td>
<td>14 – 18</td>
<td>30 – 32</td>
</tr>
<tr>
<td>2</td>
<td>19 – 21</td>
<td>33 – 39</td>
</tr>
<tr>
<td>3</td>
<td>22 – 26</td>
<td>40 – 43</td>
</tr>
<tr>
<td>4</td>
<td>27 – 29</td>
<td>44 – 49</td>
</tr>
<tr>
<td>5</td>
<td>30 – 32</td>
<td>50 – 53</td>
</tr>
<tr>
<td>6</td>
<td>33 – 35</td>
<td>54 – 56</td>
</tr>
<tr>
<td>7</td>
<td>36 – 38</td>
<td>57 – 60</td>
</tr>
<tr>
<td>8</td>
<td>39 – 41</td>
<td>61 – 64</td>
</tr>
<tr>
<td>9</td>
<td>42 – 44</td>
<td>65 – 70</td>
</tr>
<tr>
<td>10</td>
<td>45 and over</td>
<td>71 and over</td>
</tr>
</tbody>
</table>

The 1.5 mile run event usually takes place on a ¼ mile oval track (although this may change based on individual circumstances). Candidate will start from a standing position and run six laps around the track.

**Scoring Scale for Timed 1.5 Mile Run (in minutes:seconds)**

<table>
<thead>
<tr>
<th>Score</th>
<th>Female Range</th>
<th>Male Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>-2</td>
<td>15:00 and over</td>
<td>13:30 and over</td>
</tr>
<tr>
<td>0</td>
<td>14:59 – 14:00</td>
<td>13:29 – 12:25</td>
</tr>
<tr>
<td>2</td>
<td>13:34 – 13:00</td>
<td>12:14 – 11:35</td>
</tr>
<tr>
<td>3</td>
<td>12:59 – 12:30</td>
<td>11:34 – 11:10</td>
</tr>
<tr>
<td>5</td>
<td>11:56 – 11:35</td>
<td>10:34 – 10:15</td>
</tr>
<tr>
<td>7</td>
<td>11:14 – 11:06</td>
<td>9:54 – 9:35</td>
</tr>
<tr>
<td>8</td>
<td>11:05 – 10:45</td>
<td>9:34 – 9:20</td>
</tr>
<tr>
<td>9</td>
<td>10:44 – 10:35</td>
<td>9:19 – 9:00</td>
</tr>
<tr>
<td>10</td>
<td>10:34 and below</td>
<td>8:59 and below</td>
</tr>
</tbody>
</table>
Protocol and Scoring Guide: Pull-Ups*

Candidate hangs from a horizontal bar, hands at least shoulder width apart (but no more than twenty-three inches apart as measured from the outsides of the hands) with palms turned away from face and arms fully extended. As the candidate flexes their arms, they pull their body upward until their chin is higher than the bar. There can be no swinging or jerking of the body or use of the legs in an effort to propel the body upward. The candidate then lowers their body back to the hanging position with their arms fully extended. **This is a continuous motion exercise.**

### Scoring Scale for Pull-Ups (untimed)

<table>
<thead>
<tr>
<th>Score</th>
<th>Female Range</th>
<th>Male Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0 – 1</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>2 – 3</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>4 – 5</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>6 – 7</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>8 – 9</td>
</tr>
<tr>
<td>5</td>
<td>5</td>
<td>10 – 11</td>
</tr>
<tr>
<td>6</td>
<td>6</td>
<td>12 – 13</td>
</tr>
<tr>
<td>7</td>
<td>7</td>
<td>14 – 15</td>
</tr>
<tr>
<td>8</td>
<td>8</td>
<td>16 – 17</td>
</tr>
<tr>
<td>9</td>
<td>9</td>
<td>18 – 19</td>
</tr>
<tr>
<td>10</td>
<td>10 and over</td>
<td>20 and over</td>
</tr>
</tbody>
</table>

* Note: Only candidates in the Tactical Recruiting Program (TRP) will complete this event
Tactical Recruitment Program.

Special Agent applicants with tactical experience interested in pursuing a position with the Hostage Rescue Team (HRT) are considered tactical applicants through the Tactical Recruitment Program (TRP) and should be fully prepared to pass the TRP Physical Fitness Test (PFT).

To qualify for the TRP applicants must:

- Possess at least three years of law enforcement or military experience
- Pass an interview with Critical Incident Response Group (CIRG) personnel
- Pass the TRP PFT

The TRP's PFT consists of five mandatory events that are administered in the following order, with no more than five minutes of rest between each event:

1. Maximum number of continuous sit-ups in one minute
2. Timed 300-meter sprint
3. Maximum number of continuous push-ups (untimed)
4. Timed 1.5 mile run
5. Maximum number of pull-ups (untimed)

TRP applicants must achieve a minimum score of 20 points and must score at least one point in each of the five events to pass the TRP PFT. In addition, the scores on individual events achieved by TRP applicants must meet the minimum requirements of the four event Standard PFT. TRP applicants who fail the TRP PFT will not be processed under the TRP. However, TRP applicants who fail the TRP PFT but pass the Standard PFT will continue processing under the SASS.

Applicants are reminded that minimum performance is just that—the minimum. Competitive performance at the HRT selection course will require physical fitness well in excess of these minimums.
Failure and Retest Policies.

Throughout the application process, applicants will only be offered three cumulative opportunities to pass the PFT. Upon the third failure, the candidate’s application will be terminated and they will no longer be eligible for the Special Agent position. Use these three opportunities wisely. An applicant should not test unless they know they are feeling well, in the best possible shape, and capable of surpassing minimum standards.

Within 14 days of passing Phase II, a candidate must take a PFT administered by a trained FBI Personal Fitness Advisor (PFA). Often, dates are tentatively assigned prior to Phase II in the event that the candidate passes the test.

Applicants who fail the PFT the first time will have one year from the date they passed Phase II to pass the PFT before being discontinued from the SASS. There is no mandatory waiting time between post-Phase II PFT attempts, but applicants must work with their PFO to schedule retests according to the PFA’s schedule and facility availability.

Applicants who fail the pre-Quantico PFT, but who have not yet accumulated a total of three PFT failures, must wait until the next scheduled BFTC before being allowed to retest. All failed pre-Quantico PFTs count toward an applicant’s cumulative failures.
Medical Exceptions.

Given the rigorous and demanding requirements associated with training for and taking the PFT, the FBI will excuse an applicant from their PFT if sufficient medical documentation is provided to support the veracity of the applicant’s claim.

Illness or injury that occurs "before" the PFT, which prohibits the applicant from showing up for the test, must be supported by medical documentation 72 hours before the scheduled PFT date/time.

Example: A candidate fractures her ankle two weeks before a scheduled PFT. The candidate must provide her field office with medical documentation clearly stating that she cannot physically complete the PFT. This document must be received within seventy-two (72) hours prior to the PFT. The candidate will be deactivated if acceptable medical documentation is not provided.

If an applicant is injured or falls sick within 72 hours prior to the scheduled PFT, the applicant must advise their PFO as soon as possible and must provide supporting medical documentation within 72 hours.

Illness/injury that occurs "during" the PFT, which prevents the candidate from completing the test, must be supported by medical documentation obtained within 72 hours after the PFT. If the candidate sustains injuries or falls ill during the course of their testing, they must stop taking the PFT immediately and seek medical attention. If they continue to take the PFT and fail, no medical excuse will allow that failure to be rescinded.

Example: A candidate hurts his wrist during the push-up event and informs the PFT administrator that he cannot continue. The candidate is required to seek medical attention within 72 hours and provide supporting documentation. If the candidate does not submit acceptable documentation to the field office, the PFT will be recorded as a failure.

In the event an applicant arrives at the PFT and is sick, the PFT will not be administered. The candidate will then have to provide documentation proving that the candidate sought medical attention within 72 hours for that specific injury or illness. If acceptable documentation is not provided, the PFT will be recorded as a failure.

If a candidate completes a PFT, the score will stand, whether or not the applicant obtains a passing or failing score. No applicant will be granted a retest if he or she completes a PFT with a failing score and then claims that an injury or illness prevented him or her from obtaining a passing score.
Training and Preparation.

Training Principles

<table>
<thead>
<tr>
<th>Overload</th>
<th>Progression</th>
<th>Specificity</th>
<th>Reversibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>To increase physical fitness, one must exercise at a level that challenges the body beyond its current capacity. Overload is often expressed in terms of training frequency (how often), training intensity (how demanding), and training duration (how long).</td>
<td>For continued fitness improvements, the overload must be gradually increased.</td>
<td>To best prepare for the Physical Fitness Test, applicants should devote most of their training time to sprints and sustained runs, as well as sit-ups, push-ups, and pull-ups performed to protocol. Applicants should also avoid training each event in isolation.</td>
<td>If physical training ceases, fitness levels will return to pre-training levels. Use it or lose it.</td>
</tr>
</tbody>
</table>

Warm-up and cool down

Each workout should begin with a dynamic warm-up period of at least five to ten minutes. This will increase core body temperature, lubricate the joints, and prime the nervous system for the workout that follows. The warm up should include moderate intensity aerobic activities (i.e., cycling, jogging), and limited amounts of the specific movements to be trained that day (i.e., push-ups, sit-ups). You should already be sweating before the workout begins! Once the workout is completed, perform five to ten minutes of moderate physical activity as a cool down and transition back to rest.

While a sample training program is provided for reference purposes, the FBI strongly recommends consulting with a doctor or physician to create a personalized fitness plan.
Sample Training Program

The FBI recommends that all applicants follow a disciplined workout program in preparation for the PFT. To assist you with this, we have provided a sample Physical Training Planner.

The Physical Training Planner includes four different types of workout programs in addition to the warm-up/cool-down:

- Muscular Strength & Endurance
- Aerobic Power
- Anaerobic Power
- Circuit Training

**Muscular Strength & Endurance**

This type of workout will increase a muscle group's ability to exert force and resist fatigue. Since strength and endurance is specific to certain muscle groups, we strongly recommend that you perform push-ups, sit-ups, and pull-ups, in conformance with the criteria used to score the FBI Physical Fitness Test, as your primary strength and endurance exercises.

**Aerobic Power**

This type of workout will increase the capacity of the cardiovascular, respiratory, and musculoskeletal systems to deliver and utilize oxygen for energy. Sustained running should be your primary mode of aerobic training. Exertion should be heavy throughout the workout (i.e., you should be working hard enough that it is impossible to carry on a conversation).

**Anaerobic Power**

This type of workout will increase the body’s capacity to perform high-intensity work and should consist of short bursts (30–90 seconds) of maximum exertion. We recommend sprint running, as this will best prepare you for the 300-meter sprint on the Physical Fitness Test.
Circuit Training *

Circuit training combines elements of aerobic, anaerobic, and muscular strength and endurance exercises with limited rest periods. Rather than always training for these fitness components in isolation, we recommend that applicants perform at least one circuit workout per week to prepare for the multi-stage Physical Fitness Test. Listed below is a sample circuit workout:

1. Run for 90 seconds
2. Maximum sit-ups in 30 seconds
3. Run for 90 seconds
4. Maximum continuous push-ups
5. Run for 90 seconds
6. Maximum continuous pull-ups
7. Run for 90 seconds
8. Maximum body weight squats or lunges in 30 seconds

* Repeat entire circuit three to five times with one minute of rest in between repetitions.

General Training Guidelines

The general guidelines for training to improve muscular strength & endurance, aerobic power, and anaerobic power are provided in the table below.

<table>
<thead>
<tr>
<th></th>
<th>Muscular Strength &amp; Endurance</th>
<th>Anaerobic Power</th>
<th>Aerobic Power</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Frequency</strong></td>
<td>2-3 days per week; non-consecutive days</td>
<td>1-2 days per week</td>
<td>3-5 days per week</td>
</tr>
<tr>
<td><strong>Intensity</strong></td>
<td>3-5 sets of max repetitions. Add resistance for sit-ups &amp; push-ups</td>
<td>3-10 repetitions of 30-90 second sprints; maximum exertion</td>
<td>Heavy exertion - too difficult to carry on a conversation</td>
</tr>
<tr>
<td><strong>Time</strong></td>
<td>30-60 seconds of rest between sets</td>
<td>Rest twice as long as exertion</td>
<td>20-30 minutes</td>
</tr>
</tbody>
</table>

The general guidelines for training to improve muscular strength & endurance, aerobic power, and anaerobic power are provided in the table above. Applicants should use these guidelines to help structure their workouts appropriately. Special consideration should be given to circuit training as this type of workout best replicates the PFT.
Physical Training Planner

The Physical Training Planner, shown below, provides applicants with a disciplined workout program in preparation for the PFT.

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
<th>SUNDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warm-up</td>
<td>Warm-up</td>
<td>Warm-up</td>
<td>Rest</td>
<td>Warm-up</td>
<td>Warm-up</td>
<td>Rest</td>
</tr>
<tr>
<td>Muscular</td>
<td>Aerobic</td>
<td>Circuit</td>
<td>Rest</td>
<td>Muscular</td>
<td>Aerobic</td>
<td>Rest</td>
</tr>
<tr>
<td>Strength &amp;</td>
<td>Exercise 30</td>
<td>Workout</td>
<td></td>
<td>Strength</td>
<td>Exercise 30</td>
<td></td>
</tr>
<tr>
<td>Endurance</td>
<td>min</td>
<td></td>
<td></td>
<td>Endurance</td>
<td>min</td>
<td></td>
</tr>
<tr>
<td>Aerobic</td>
<td>Anaerobic</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exercise</td>
<td>Exercise (Sprints)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 min</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cool-down</td>
<td>Cool-down</td>
<td>Cool-down</td>
<td>Cool-down</td>
<td>Cool-down</td>
<td>Cool-down</td>
<td></td>
</tr>
</tbody>
</table>

As you increase in strength, endurance, and power you will be able to progressively increase your speed, repetitions, or intensity for each workout.
Avoiding Injuries

It is estimated that as many as 50% of individuals initiating an exercise program will report an injury within the first six months. These injuries make it difficult, if not impossible, to continue physical fitness training without some layoff period. This section identifies the main risk factors that can lead to injury as well as some risk reduction strategies.

**Inflexibility & Muscle Imbalances** – Joint mechanics are disrupted when muscles on one side are excessively weak and/or lengthened while muscles on the other side are overdeveloped and/or tight. Train in a way that promotes muscular balance from front-to-back, side-to-side, and top-to-bottom. Stretch the tight muscles and strengthen the weak muscles.

**Environmental Considerations** – Running on harsh surfaces (i.e., uneven terrain, banked surfaces, concrete) can magnify the stress placed on the musculoskeletal system. Opt for relatively flat, cushioned training surfaces when possible. Harsh climates can also lead to heat or cold illness, so acclimatize yourself with fourteen days of moderate training in the environment.

**Faulty Equipment** – Choose footwear that is appropriate for your activities and allows for normal mechanics, especially during running. Replace your running shoes after 300 miles or every six months, whichever comes first.

**Overtraining** – Too much physical stress applied too quickly with insufficient recovery can lead to dysfunction. Adhere to the physical training guidelines addressed here and those set forth by leading fitness and sports medicine organizations. Having regular rest days is important for recovery.

**Improper Technique** – Faulty exercise techniques can place undue stress on joints and soft tissues. Never sacrifice form and technique for more repetitions or faster times.
Chapter 4

Testing Overview
Testing Guidelines.

When and Where

Phase I is administered at various locations throughout the United States. The FBI has partnered with the Performance Assessment Network (PAN), A TALX Company, to administer the Special Agent Phase I at local testing sites for the convenience of applicants.

Phase II tests are held at one of eight regional testing sites, located near airports in major US cities. Complete travel and booking guidelines will be provided prior to testing. Applicants will be reimbursed for travel expenses upon completion of travel and timely submission of receipts.

Scheduling

For Phase I, applicants will receive an invitation from PAN, on behalf of the FBI, to schedule themselves for Phase I. Applicants will have up to 21 days from the date of invitation to schedule and complete the test.

Phase II tests are scheduled a few weeks in advance by the applicant’s processing field office based on the space available at the testing site and the needs of the FBI.

What to Bring

Candidates must bring a driver’s license to the assessment. If your driver’s license does not have a photo, you must provide an additional form of photo identification. Candidates are not permitted to participate in the testing process without proper photo identification.

What NOT to Bring

- Reference materials (e.g., dictionaries, textbooks, etc.)
- Pens and/or pencils (these will be provided)
- Reading materials (e.g., books, magazines, newspapers, etc.)
- Work-related materials
- Briefcases, backpacks, and purses
- Papers (e.g., resumes, notification letters, notes, blank paper, etc.)
- Cellular phones (Alarms on watches must be turned off)
- Other electronic devices (e.g., calculators, tape recorders, cameras, radios, etc.)
- Firearms (i.e., if you are currently in a law enforcement position you may not bring your firearm into FBI space or the testing facility)
What to Wear

- **Phase I** – Wear casual, comfortable clothing that is suitable for an office environment
- **Phase II** – Dress in a professional manner, business attire is recommended

How Long the Phases Take to Complete

- **Phase I** – Approximately 3 hours
- **Phase II** – A 60 minute interview and a 90 minute written exam

Basic Testing Rules

**Tardiness** – Please arrive on time. If you are late, you will not be permitted to participate in the testing process.

**Eating/Drinking** – Eating and drinking is not allowed during testing.

**Smoking** – Smoking and chewing tobacco are not permitted during testing.

**Restroom Use** – You may not use the restroom during administration of the tests unless it’s an emergency.

**Cell Phone Use** – You are not permitted to use a cell phone during the testing process.

**Time Limits** – Time limits are strictly enforced. When time has elapsed, you must immediately stop what you are doing and await further instructions. Failure to comply will result in you being disqualified from the process. *Special accommodations are available for those with a disability or impairment that will require a time extension.

**Talking** – There will be no talking to other applicants once testing has begun.

**Cheating** – Any attempt to see another applicant’s answers; obtain assistance verbally or in writing; or record, document, or otherwise retain/discuss the questions/answers to the assessments is considered cheating. Those caught cheating are discontinued from further consideration for the Special Agent position.

**Discussing the Tests** – Candidates are not permitted to discuss any part of the tests and interview questions with anyone during or after the testing process. We discourage discussing your prospective FBI employment on any social media or social networking sites. You should remain discreet including all interview and testing information during the entire FBI hiring process. This ensures other potential applicants are not given an unfair advantage or disadvantage in the selection process. Applicants are required to sign a nondisclosure form at the assessment. If an applicant is found to have violated this agreement, he or she will be disqualified.

**Leaving the Premises** – Candidates are not permitted to leave the testing premises during testing.
Test-taking Tips.

Before the Test Session

- Plan ahead so you are well rested before the test session
- Make sure you know the exact location and time of the test session, allow plenty of time to get to the test site, use the restroom, and relax
- Wear something comfortable; test sites may be slightly warm or cool so dress for a range of temperatures
- Reduce test anxiety and tension by breathing deeply and stretching before the test
- Start the test session with a positive attitude, determined to do your best, and focus on what you do know, not on what you do not know

During the Test Session

- Read all of the test instructions carefully and follow them exactly
- Be sure you understand the test instructions before you start, if you need to ask questions, do so
- Read each question and all of the response options completely before choosing your answer
  o Be careful not to add or skip any words in the question or response choices
  o Pay attention to words like NOT and EXCEPT
  o Do not over-interpret questions or try to find hidden meanings, the questions are not designed to be tricky
- If you have time remaining at the end of a test, proofread your answers
- Try to stay relaxed; if you have trouble concentrating or become tense, pause and take a few deep breaths
Chapter 5

Phase I
Overview.

The Phase I test is a computerized test taken in a proctored environment offered by Performance Assessment Network (PAN). PAN’s web-based registration and scheduling solution allows you the flexibility to select the date, time, and test center near you. Be sure to read all PAN emails carefully.

Your test will be proctored by PAN’s trained proctors. Proctors and testing centers are not affiliated with the FBI. Proctors will not answer position or test related questions. Contact your PFO’s applicant coordinator or recruiter with any questions about the Special Agent position.

Before leaving for your scheduled appointment check the Test Center Closures site to verify your center is open.

You need to arrive at the test center fifteen minutes prior to the beginning of your Phase I test appointment. In most cases, you will not be allowed to enter the center until fifteen minutes prior to your appointment.

You may only cancel or reschedule your appointment, without penalty, up to forty-eight hours before your scheduled appointment.

If there is a major test disturbance (i.e. power or internet outage, fire drill, etc.) declared by PAN, you may be given the option to reschedule. If you have any concerns, contact your local field office Applicant Coordinator or Recruiter immediately.

The Phase I test will take approximately 3 hours to complete. Candidates will take five different assessments which measure the critical thinking and reasoning skills required to perform the Special Agent job, as well as background experiences that indicate whether or not the Special Agent work environment would be a good fit.

Applicants who do not pass Phase I are eligible to retest 90 days after their final test session. Two failures will result in the deactivation of your application for the remainder of your life.
Test Preparation.

The FBI does not endorse any test preparation materials beyond what can be found on FBIJobs.gov. For the complete Special Agent Selection System Phase I Test Preparation Guide visit the Test Preparation section at http://www.FBIJobs.gov/career-paths/special-agents.

Logical-Based Reasoning

The Logic-Based Reasoning questions consist of a short paragraph followed by a multiple choice question which requires interpretation of the information in the paragraph. Based on the information provided, you must choose the correct answer from five multiple choice options.

Duration: This section contains 11 questions.

Preparation: Thoroughly read through the descriptions, statements, and questions. Read carefully and attentively. Use the information from the description ONLY; do not introduce outside information to make the final selection. Pay attention to words such as MUST or ONLY and answer accordingly.

Figural Reasoning

The Figural Reasoning questions contain images that include a sequence of shapes and patterns. The goal is to determine the next picture that logically fits within the pattern. Patterns may follow the three rows or columns, and may involve any aspect of the figures, including shape, color, number of shapes or sides, or other characteristics.

Duration: This section contains 9 questions.

Preparation: Comprehensively review the sequenced shapes and patterns. Take a moment to determine the arrangement. Recheck your selection before moving on to the next sequence.

Personality Assessment

The Personality Assessment consists of five pairs of statements on each screen. Use the slider to indicate the degree to which you agree with one of the two statements. Please note that this test is adaptive, so your responses on the previous questions will be used to determine the next set of questions you are presented with.

Duration: This section contains 100 statements.

Preparation: Read each statement completely and carefully. At times, it may be hard to choose because you agree or disagree with both statements. This is a normal part of the assessment. This section does not contain any explanatory answers, as the answers are based on your personal characteristics.

Preferences and Interests
The Preferences and Interests questions consist of a statement and a rating scale with five response options ranging from “Strongly Agree” to “Strongly Disagree.” Choose the response option that most closely indicates your level of agreement with the statement.

**Duration:** This section contains 37 questions.

**Preparation:** Do not dwell on the statements. Answer with the response option that reflects your agreement with the statement. Try not to “read into” the statement. Remember to choose the option that most accurately describes you.

**Situational Judgement**

The Situational Judgement questions begin with various scenarios, followed by five response options. The scenarios describe situations and problems that you are likely to encounter in a typical work environment. Each response option will propose a different way of responding to the scenario.

**Duration:** This section contains 19 questions.

**Preparation:** Do not dwell on the statements or scenarios. Answer with the statement that closely reflects how it applies to you. Try not to “read into” the statement. Remember the choice is not right or wrong, but instead what is best for you.

**CAUTION:**

Do not attempt to “beat the test” by claiming qualities or experiences that you do not really have. Clearly, the FBI does not wish to hire candidates who provide unrealistic or false responses. If, during later portions of the hiring process, such as a background check, the FBI determines that you falsified your responses at any point in the Special Agent Selection System, you may be permanently barred from employment.
Meet and Greet.

Overview

Applicants who successfully pass the Phase I test will be invited to a Meet and Greet, which is held at their processing field office. During the Meet and Greet, applicants will be able to speak directly to an FBI Special Agent, learn about Bureau policy requirements, verify and expand on the information they provided in their resume, and ask questions about the position and/or process.

Applicants are expected to wear professional business attire to the Meet and Greet.

Language Testing

Applicants who wish to be tested for proficiency in a foreign language should request a language test after passing Phase I.

Current FBI Employees

All current FBI Employees must submit a Division Head Recommendation (DHR) before being allowed to move along to the next step of the hiring process. DHRs should be requested from your Division Head after passing Phase I. For more information, contact your Applicant Coordinator.

Headquarters Review

After an applicant has completed the Meet and Greet and submitted any additional required documentation, their application is reviewed by an internal FBI hiring board at FBI Headquarters. Each applicant is evaluated based on the FBI Core Competencies in order to determine their competitiveness for Phase II. Only candidates deemed Most Competitive will be invited to take the Phase II assessment.

FBI Core Competencies:

- Leadership
- Interpersonal Ability
- Collaboration
- Organizing and planning
- Problem Solving/Judgement
- Initiative
- Communication
The Oral and Written Test.

Overview

Applicants who successfully pass the Phase I test and successfully complete the Meet and Greet will be assessed by an internal FBI hiring board on their ability to meet the current needs of the FBI. Only candidates deemed Most Competitive will be invited to take the Phase II test. Phase II tests are held at one of eight regional testing sites.

Applicants who fail Phase II testing may be eligible for one retest at least one year after their initial test date. Not all applicants will be invited to retest.

Due to the overwhelming volume of Special Agent applicants, the FBI will only retest those applicants who meet the Bureau’s current needs. Applicants who will exceed the age limit or who cannot be processed prior to their 37th birthday will not be retested.

Applicants interested in retesting for Phase II should reapply to the current Special Agent posting.

Oral Interview

The oral interview is one-hour long and is administered by a panel of three Special Agents.

The format follows the standard “performance based” interview format for government interviews. The panel uses standardized scoring criteria to measure the Special Agent Core Competencies as well as your honesty and integrity.

Writing

The written exam is 90-minutes long and tests applicants’ ability to analyze data and prepare a comprehensive report. At the start of the exercise, applicants will be given a set of background materials to use for this exercise.

There is no preparation manual available for the Writing Exercise, but we suggest applicants:

- Read instructions carefully and make sure you understand what the exercise requires
- Be detailed and thorough in your report
- Use only the facts provided—do not make up additional facts
- Follow grammatical rules and spell words correctly
- Write legibly—responses cannot be evaluated if they cannot be read
Tips.

- Be yourself
- The evaluators will be taking notes during the interview to assist them in documenting the results. Do not let this distract you.
- Provide detailed information when answering the interview questions. Do not be modest in your responses. To provide the best examples of your skills and abilities, draw from all of your life's experiences (not just the most recent ones).
- Remember that the interview panel knows no information about you beyond your name.
- Keep your answers concise and specific—answers that are too lengthy will detract from your ability to complete the interview within the required timeframe.
- Do not make assumptions about what the evaluators are seeking. The interview instructions are straightforward. There are no "trick" questions.
- Study your resume and be able to speak about how your experiences match with the Special Agent Core Competencies.

CAUTION:
An applicant will be deactivated for receiving advice beyond what is provided by the applicant coordinator and/or what is available at www.fbijobs.gov. This includes information gathered from online sources or FBI employees.
Conditional Appointment Offer.

After passing Phase I, Phase II, and the official Physical Fitness Test (PFT), qualified candidates will receive a Conditional Appointment Offer (CAO). This letter extends a conditional job offer for the Special Agent position to the candidate and provides details on the FBI background investigation, salary, and next steps. Actual hiring is contingent on the successful completion of the remaining SASS components (i.e. medical, background investigation, graduation from the FBI Academy, etc.).

Before accepting your CAO, Special Agent candidates should consider that all FBI Special Agents must sign and adhere to a mobility agreement, under which they are subject to transfer at any time to meet the organizational and program needs of the FBI.
Chapter 7

Basic Field Training Course (BFTC)
Overview

After receiving a final job offer, candidates will report to the FBI Academy, where New Agent Trainees (NATs) and New Intelligence Analyst Trainees (NIATs) have the opportunity to train together. The NAT curriculum lasts 21 weeks (including orientation), while the NIAT curriculum lasts 12 weeks. Please note, family members/friends may not accompany NATs upon arrival.

NATs and NIATs include individuals from a variety of diverse backgrounds, such as servicemen and women, teachers, chemists, accountants, lawyers, artists, doctors, engineers and more. Throughout training, NATs and NIATs are highly integrated and collaborative. However, unlike NIATs, NATs are expected to maintain a certain level of physical fitness throughout their time at the Academy.

All trainees live on-campus in dorm rooms with a roommate.

During new agent training, you should expect strict dress and grooming standards. These standards are intended to foster safety, esprit de corps, uniformity, accountability, a sense of discipline, and to eliminate any unnecessary distractions from the training environment.

Guidelines:

- Must be clean shaven throughout training
- Jewelry and piercings must be small, simple in design, and not present a safety hazard
  - Facial piercings are not permitted, except for female trainees who are authorized to wear earrings
- Tattoo(s) determined to be disruptive to the learning environment must be covered by similarly colored long sleeves or a long sleeve shirt to wear under the polo shirt
- Hair must be of reasonable length without faddish or exaggerated style or color
  - Men’s hair must not be longer than the bottom of the collar, without adornment such as buns, ponytails, or braids

If you need an exception from these standards due to your religion or disability, you may request an accommodation prior to beginning the BFTC.

All Special Agent training progressively increases in terms of intensity, rigor, knowledge, time, physical demands, and practical application of training. The FBI does not recommend family members move to areas near the Academy since trainees must be able to focus fully on training during the entire time assigned to the FBI Academy. The FBI will only cover relocation costs from an applicant’s processing field office to their first office assignment (exceptions apply). NATs may be dismissed for failing academic or practical tests, demonstrating lack of suitability, or inappropriate conduct.
Curriculum

Trainees’ time at the FBI Academy will include lessons in a variety of areas, from firearms training to defensive tactics, defensive driving, evidence and intelligence collection and analysis, interviewing and negotiation techniques, and much more.

Learning at the Academy is divided into two main segments:

**Weeks 1-12: Academic Training**

The first 12 weeks of training includes a highly integrated learning environment where NATs and NIATs learn the threat-based, intelligence-driven, and operationally-focused approach the FBI takes to all investigations. This includes developing threat-based assessments, collecting intelligence and conducting investigations, and planning operations throughout a variety of collaborative exercises. Candidates are expected to own their learning, and work together to apply this learning to their future careers.

At the end of week 12, NATs attend the graduation of their NIAT classmates.

**Weeks 13-20: Tactical Training**

Weeks 13-20 are NAT-only training designed to hone tactical skills and precision. This training is physically demanding and intellectually challenging; and will include lessons in firearms, defensive tactics, defensive driving, and more.

**NAT graduation takes place in week 21.**
Academy Tips

Packing and Arrival

Candidates should pack for the appropriate length of time for which they will stay at the Academy. The first four days include the FBI’s Onboarding New Employees (ONE) orientation program, before NATs and NIATs begin the BFTC. Please ensure you follow the dress code below.

- For the ONE program and some field trips, wear business attire
- For night and weekend dress, wear casual attire (no tank tops or flip flops are allowed on Academy grounds)
- During work hours (0800-1700), wear uniforms provided by the Academy
- Bring workout gear as appropriate, women should ensure they include workout tops as they are not allowed to have bare midriffs while exercising

Prohibited Items

Candidates may not bring any of the following items to the Academy:

- Personal weapons
- Knives longer than 3 inches
- Thumb drives
- Personal computers or laptops unless cleared by Security

Candidates are able to bring their personal vehicles; however, parking at the Academy is limited.

Scheduling and Leave

Most of the training takes place Monday through Friday, 0800-1700; however, there are requirements to attend instruction outside of these hours. Trainees are required to reside on campus for the entire first 3 weeks of training with a midnight curfew. Beginning the third weekend, trainees may travel off campus with a curfew still remaining at midnight from Sunday through Thursday. In addition, trainees may leave the campus during the weekends as long as they return by midnight on Sunday.

Trainees may request leave or time off for extreme circumstances, though this is subject to approval and will be reviewed against the class schedule and any other mitigating factors.

For additional questions related to the FBI Academy or BFTC, contact your applicant coordinator.
Suitability.

Just because a NAT or NIAT passes the coursework does not necessarily mean he or she will graduate. Candidates should view the BFTC as a 21-week interview in which they are continually assessed for their fitness to join the FBI. Candidates are assessed on six dimensions of suitability, including:

- Judgment
- Conscientiousness
- Integrity
- Emotional Maturity
- Initiative
- Cooperation
Placement.

New Agent Trainees (NATs) are asked to rank Field Office Assignments in order of preference, one to fifty-six.

NATs receive their First Office Assignments to one of the FBI’s 56 field offices throughout the U.S. and territories including Hawaii, Alaska and Puerto Rico during the 4th week of the BFTC, based upon the staffing needs of the FBI. Roughly one-third of NATs are assigned to their first choice of field office and roughly two-thirds are assigned to an office in their top five choices. However, these numbers can change overnight if the needs of the Bureau shift. Some new special agents do receive their 56th choice.

All FBI Special Agents are subject to transfer at any time to meet the organizational and program needs of the FBI and accept the possibility of transfer as a condition of their employment.
Chapter 8

Special Agent Salary
Special Agent Salary.

The FBI adheres to the General Schedule (GS) pay scale of the United States Civil Service which is administered by the Office of Personnel Management (OPM).

New Agent Trainees (NATs) at the FBI Academy start as a GL-10, Step 1, under the General Schedule (GS) Pay Plan, to include locality pay for the Washington, D.C. area, plus availability pay (AVP), which is 25% of the basic pay (base plus locality), provided certain requirements are met.

- Since new FBI Special Agents are under the Federal Law Enforcement Officer (LEO) pay grade, they will earn salaries at the GL-10 [General Schedule plan code for LEOs] pay grade.
- Once an employee is promoted to the next grade level, Special Agents will convert over to the GS pay grade because the GL-10 is the highest pay grade under that pay plan code.

Upon graduation from the BFTC and assignment to their first field offices, new SAs will be paid at the GL-10 pay level, to include the locality pay that applies to their first offices of assignment, plus AVP which is 25% of the basic pay (base plus locality), provided certain requirements are met.

Applicants with prior civilian government service (including FBI professional staff) may be eligible to receive higher steps that are commensurate with their highest previous pay, but they will not enter at higher grades.

To determine potential maximum salaries, locality, and availability pay, please refer to OPM’s website at http://www.opm.gov/oca/10tables/index.asp
Chapter 9

Frequently Asked Questions
Frequently Asked Questions.

1. Can I choose which office processes my application?

No. Your application must be processed by the FBI office covering your residence and/or place of employment. Exceptions are only made for applicants who do not reside in the U.S.A. Because applicants must pay for all travel to and from their processing field office (PFO), which is required multiple times during the Special Agent hiring process, applicants living outside the U.S.A. should select the most convenient PFO.

2. How do I contact my local applicant coordinator or recruiter?

You can contact your applicant coordinator or recruiter by emailing FieldOfficeApplicants@fbi.gov (i.e. NewYorkApplicants@fbi.gov).

If you do not know where your local field office is located, visit www.FBIJobs.gov/contact-up/field-offices for a complete list of field offices and their areas of responsibility.

3. Is there a waiver regarding the maximum age limit of 37?

Generally, no. The maximum entrance age for Special Agents is 37 in order to complete 20 years of service by the mandatory retirement age of 57. New Agents must report to the Basic Field Training Course by the last day of the month in which their 37th birthday occurs. However, age waivers may be granted to preference-eligible veterans who are otherwise qualified.

4. Do I have to know how to shoot a firearm to apply to be an FBI Special Agent?

No, it is not necessary to have prior experience with a firearm. All Special Agent trainees will receive extensive training in the use and maintenance of firearms and related equipment.

5. What are the employment benefits?

As an FBI employee, Special Agents are also entitled to a variety of benefits, including group health and life insurance programs, vacation and sick pay, and a full retirement plan.

6. What is the FBI’s drug policy?

For a complete list of disqualifying criteria, please see: https://www.fbijobs.gov/working-at-the-FBI/eligibility.
7. Do certain degrees provide a more desirable educational background for the Special Agent position?

The FBI seeks applicants with a broad range of backgrounds to support our diverse and complex caseload. The FBI does not recommend particular courses, schools or degrees (although your college or university must be U.S. Department of Education accredited). Study a field you enjoy and thereafter, obtain experiences that will demonstrate your ability to master the FBI core competencies, specifically:

1. Leadership
2. Interpersonal Ability
3. Collaboration
4. Organizing and Planning
5. Problem Solving/Judgment
6. Flexibility/Adaptability
7. Initiative
8. Communication

8. What is a typical day like for a Special Agent of the FBI?

There is no such thing as a typical day for an FBI Special Agent. Every day is different. One day you could be testifying in federal court and the next you could be executing a search warrant and gathering evidence. One day you could be meeting with a source to gather intelligence on illegal activities, the next you could be making an arrest. Another day you could be back in the office meeting with your squad and catching up on paperwork. FBI Special Agents are always on call to protect their country. Although the work is challenging, Special Agents still have the opportunity to spend quality time with their families.

9. Will having uncorrected vision or laser surgery disqualify me from applying for the Special Agent position?

Special Agent candidates need to have at least 20/20 vision in one eye and not worse than 20/40 vision in the other eye. If an individual has a satisfactory history of soft contact lens wear for more than one year and is able to meet correction to 20/20 in one eye and no worse than 20/40 in the other eye, safety concerns are considered mitigated and applicant processing may continue.

If an applicant has had laser eye corrective surgery, a six-month waiting period is required prior to beginning New Agents’ Training at the FBI Academy. The applicant must also provide evidence of complete healing by an ophthalmology clinical evaluation. Policy for color vision allows continuation of applicant processing if those who fail initial color vision screening are able to successfully complete the Farnsworth D-15 color vision test.
10. What kind of training do FBI Special Agents receive?

All Special Agents begin the first 21 weeks of their career at the FBI Academy in Quantico, Virginia, where they participate in intensive training. During their time at the FBI Academy, trainees live on-campus, participate in a variety of training activities, and study a wide variety of academic subjects. The FBI Academy curriculum also includes intensive training in physical fitness, defensive tactics, practical application exercises, and the use of firearms.

Over the course of an Agent's career, the FBI provides additional training opportunities to keep him/her updated on the latest developments in the respective specialty fields.

11. What are the opportunities for promotions and pay increases?

As they gain more experience, Special Agents can qualify for promotion to a variety of managerial and executive positions. Special Agents enter as GL-10 employees on the law enforcement government pay scale and can advance to the GS-13 grade level in field, non-supervisory assignments. Promotions to supervisory, management, and executive positions are available in grades GS-14 and GS-15 as well as in the FBI Senior Executive Service. For more information on the government pay scale, visit the Office of Personnel Management's "Salaries" page.

12. How are Special Agents assigned to offices and how often are Special Agents rotated in their assignments?

Newly appointed Special Agents are assigned to one of the FBI's 56 field offices or one of their respective resident agencies based on the Bureau's current staffing and/or critical specialty needs. New Agents are given the opportunity to rank their desired locations. While consideration is given to these preferences, first office assignment is based upon the staffing needs of the FBI. All Special Agents are subject to transfer at any time to meet the organizational and program needs of the FBI. Special Agents accept the possibility of transfer as a condition of their employment.

13. Do I need to have a law enforcement or military background to apply to become an FBI Special Agent?

No! Because of the breadth and scope of the FBI's mission, the FBI seeks candidates with a wide variety of backgrounds, not just law enforcement or military experience. The FBI seeks Special Agents with degrees/expertise in physical sciences, computer science, engineering, architecture, law, accounting, and other disciplines that require logical analysis and critical thinking. We are also actively seeking Special Agents who are fluent in critical foreign languages as well as those with experience in intelligence and counterterrorism work.
14. How will having a family affect my career as an FBI Special Agent?

The FBI has several programs designed to help employees meet both their family and career goals. In addition to our normal annual and sick leave benefits, the federal Family and Medical Leave Act permits employees to take up to twelve weeks of leave without pay for medical exigencies, including the birth or adoption of a child.

15. I want to be an FBI "Profiler." Where do I begin the application process?

The FBI does not have a job called "Profiler." Supervisory Special Agents assigned to the National Center for the Analysis of Violent Crime (NCAVC) at Quantico, Virginia, perform the tasks commonly associated with "profiling." Despite popular depictions, these FBI Special Agents do not get "vibes" or experience "psychic flashes" while walking around fresh crime scenes. In reality, it is an exciting world of investigation and research; a world of inductive and deductive reasoning, crime-solving experience, and knowledge of criminal behavior, facts, and statistical probabilities.

*For additional questions contact your local field office Applicant Coordinator.*