

Border Patrol Agent

Instructions for Completing and Submitting Documents

After successfully completing the application process and passing the written examination, applicants must submit a résumé, OF-306 Declaration for Federal Employment, Border Patrol Agent Employment Agreements, veterans' preference documents (if claiming preference), transcripts (if qualifying on education), and Career Transition Assistance Plan/Interagency Career Transition Assistance Program (CTAP/ICTAP) eligibility (if applying as a displaced or separated Federal employee).

For your convenience, a checklist of required and additional documents is provided below along with job aids for completing the documents. We encourage you to review the instructions before completing and submitting your documents.

Uploading/Fax Instructions for Required Documents

You must submit supporting documents within two weeks of receiving your Notice of Results via e-mail. When you have completed your forms, you must upload them through USA Test Manager at <https://usatestmanager.gov>. Use the username and password that you received when you applied online; if you do not know them, please follow the instructions on the USA Test Manager website.

If you are unable to upload your documents, you may fax them directly to USA Test Manager at 478-757-3144. You **MUST** use the fax cover sheet at <https://staffing.opm.gov/pdf/usascover.pdf>. Documents faxed to any other number or sent via U.S. mail will **NOT** be accepted.

Vacancy Identification Number (VIN)

LN776411

(No spaces or dashes)

You **MUST** place the above VIN **LN776411** on the fax cover sheet in order for your documents to be uploaded to your application. You are not required to submit a copy of the checklist; however, failure to submit a required document will remove you from consideration.

DO NOT submit instructions/examples.

Please submit ONLY your signed required agreements, résumé, OF-306 and additional documents as applicable.

Border Patrol Agent Checklist of Documents Required

REQUIRED DOCUMENTS

Upload Agreements 1-5 as "Other"

- _____ 1. Agreement #1 Probationary Period Agreement
- _____ 2. Agreement #2 Conditions of Employment Statement
- _____ 3. Agreement #3 Driver's License Agreement
- _____ 4. Agreement #4 Provisional Clear Agreement
- _____ 5. Agreement #5 Lautenberg Certification
- _____ 6. Resume or application – *Upload as "Resume" See Resume aid for help.*
- _____ 7. OF-306 "Declaration for Federal Employment"
http://www.opm.gov/Forms/pdf_fill/of0306.pdf – *Upload as "OF-306"*

ADDITIONAL DOCUMENTS

Required if claiming veterans' preference, education, or CTAP/ICTAP eligibility

- _____ 8. Veterans' Preference documentation supporting claimed preference
 - 5 point Veterans' Preference DD Form 214 - Member 4 copy
 - 10 point Veterans' Preference DD Form 214 - Member 4 copy, SF-15 "Application for 10 Point Veterans' Preference" and documentation as required on the SF-15. http://www.opm.gov/Forms/pdf_fill/SF15.pdf
 - *Upload DD214 as "DD214"*
 - *Upload SF-15 as "SF-15"*
 - *Upload supporting documentation as "Other Veterans Documentation"*
 - _____ 9. College transcripts if using education to meet the qualifications. Unofficial transcripts acceptable.– *Upload transcripts as "Transcripts"*
 - _____ 10. CTAP/ICTAP Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) Note: *CTAP/ICTAP is Only for Displaced/Separated Federal Employees* – *Upload as "Other"*
-

PROBATIONARY PERIOD AGREEMENT

I understand that, upon entrance on duty to the position of Border Patrol Agent, I will be required to begin a probationary period in accordance with Department of Homeland Security policy and Office of Personnel Management regulations as put forth in Title 5, Code of Federal Regulations, CFR, Part 315 Section 801 (5CFR 315.801).

My right(s) and entitlement(s) for adverse and disciplinary actions will be processed in accordance with the provisions of the 5CFR 315.806.

1.↓

Signature

2.↓

Date

3.↓

Name (please print)

4.↓

SSN (Last 4)

1. Sign Here
2. Write Today's Date Here
3. Write Your First & Last Name Here
4. Write the Last 4 Digits of Your Social Security Number Here

INSTRUCTION SHEET ONLY

Border Patrol Agent Conditions of Employment

New recruits to the Border Patrol Agent (BPA) occupation receive extensive training before beginning official duties. Please review the following conditions of employment with the understanding that you will be trained before assuming duty as a Border Patrol Agent. These statements represent some, but not all, of the essential functions of the Border Patrol Agent occupation.

1. Applicants are required to undergo and successfully pass a pre-employment drug screening test and must submit to random drug testing after employment.
2. Applicants are required to undergo a comprehensive medical examination.
3. As a Border Patrol Agent you may find yourself in a “life-threatening” situation, and you may need to use deadly force (e.g., use your firearm) to protect your life, the lives of fellow officers, or the lives of innocent bystanders.
4. As a Border Patrol Agent you may encounter people (aliens) experiencing extreme poverty and personal hardship, such as separation from family. Agents also may witness drowning’s, vehicle accidents, and other tragedies. Agents are occasionally exposed to aliens who carry infectious diseases.
5. You may need to work alone in remote areas throughout the night or at times when you may have limited communication and may be at a high risk of danger.
6. You may be required to work a schedule that could include changing your days off within the seven calendar days of Sunday through Saturday.
7. As a Border Patrol Agent you will be required to wear a prescribed uniform and conform to established grooming standards.
8. You will be required to become proficient in the Spanish language in order to effectively perform the Border Patrol Agent job.
9. New Border Patrol Agents are required to attend a rigorous five-month (20-week) training program in a location that may be away from your current residence.
10. Some new Border Patrol Agents will be assigned to small, remote locations or areas in which there are people whose cultures are significantly different from their own.
11. Border Patrol Agents are assigned initially to the Southwest border, after which transfers to all future duty stations, as well as promotions, are made on a competitive basis. You must be willing to work at a duty station away from your original home for an indefinite period of time.
12. On occasion, Border Patrol Agents are assigned on very short notice to work on a temporary basis, but for an extended period of time, in locations away from their permanent duty station.

This certifies that I have read the above statements and understand that they are essential requirements of the job.

1. ↓ _____ 2. ↓ _____

Signature

Print Name

3. ↓ _____

Date

1. Sign Here
2. Write Your First & Last Name Here
3. Write Today’s Date Here

Border Patrol Agent Driver's License Agreement

1. ↓
License Number _____

2. ↓
State of Issuance _____

3. ↓
Expiration Date _____

The qualification standards for Border Patrol Agent position require that all candidates must possess a valid driver's license at the time of employment and is subject to verification.

I fully understand that I cannot be appointed to a Border Patrol Agent position unless I possess a valid driver's license. Furthermore, I certify that I am not prohibited from obtaining a valid driver's license in any state within the continental United States.

4. ↓ _____ **Name of Selectee**

5. ↓ _____ **SSN (Last 4)**

6. ↓ _____ **Selectee Signature**

7. ↓ _____ **Date**

1. Write Your Drivers' License Number Here
2. Write the State Your Drivers' License is issued in.
3. Write the Expiration Date of Your Drivers' License Here.
4. Write Your First & Last Name Here
5. Write the last 4 digits of your Social Security Number Here
6. Sign Here
7. Write Today's Date Here

PROVISIONAL CLEAR STATEMENT OF UNDERSTANDING

I understand that I may receive an offer of employment and enter on duty based on the successful completion of pre-employment investigation checks. I also understand that a completed background investigation is required for retention in the Border Patrol Agent position for which I have applied. I understand that if I enter on duty prior to the completion of the background investigation, I will be placed temporarily in a non-sensitive position performing non-sensitive duties.

I further understand that I will be removed from Customs and Border Protection if I do not successfully complete the full background investigation.

1. ↓

Signature

2. ↓

Date

3. ↓

Printed Name (Last, First, MI)

4. ↓

SSN (Last 4)

1. Sign Here

2. Write Today's Date Here

3. Print Your First & Last Name Here

4. Write the last 4 digits of your Social Security Number Here

LAUTENBERG CERTIFICATION INSTRUCTIONS

On September 30, 1996, Title 18, United States Code, Section 922(g) (9), was signed into law. This legislation makes it illegal for anyone who has been convicted of a misdemeanor crime of domestic violence to possess, receive, ship, or transport any firearm or ammunition.

This law applies without exception to any person who has been convicted of a misdemeanor crime of domestic violence within the meaning of this statute. The inability of an individual to lawfully possess a firearm disqualifies that person from any position authorizing firearm privileges.

The position for which you are applying authorizes firearm privileges. Therefore, in order to determine your qualification for your position, you must complete this form. Please carefully review all of the following information before responding to this inquiry.

Qualification Inquiry

You must complete and return the Lautenberg Certification. In completing this form, you are advised that the purpose is to obtain information regarding your qualification to possess or receive firearms and/or ammunition.

THE LAW. The Lautenberg Amendment to Title 18, U.S.C., Section 922(g) provides:

- (g) It shall be unlawful for any person--..
(9) who has been convicted in any court of a misdemeanor crime of domestic violence, to ship or transport in interstate or foreign commerce, or possess in or affecting commerce, any firearm or ammunition; or to receive any firearm or ammunition which has been shipped or transported in interstate or foreign commerce.

As defined in U.S.C. Section 921 (a)(33), a misdemeanor crime of domestic violence

Means an offense that:

- (i) is a misdemeanor under Federal or State law; and
(ii) has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, or guardian or by a person similarly situated to a spouse, parent, or guardian of the victim.

Section 921 (a)(33) further provides:

(B)(i) A person shall not be considered to have been convicted of such an offense for purpose of this chapter, unless-

- (I) the person was represented by counsel in the case, or knowingly and intelligently waived the right to counsel in the case; and
(II) in the case of prosecution for an offense described in this paragraph for which the person was entitled to a jury trial in the jurisdiction in which the case was tried either-
(aa) the case was tried by a jury, or
(bb) the person knowingly and intelligently waived the right to have the case tried by a jury, by guilty plea or otherwise.

(B)(ii) A person shall not be considered to have been convicted of such an offense for purposes of this chapter if the conviction has been expunged or set aside, or is an offense for which the person has been pardoned or has had civil rights restored (if the law of the applicable jurisdiction provides for the loss of civil rights under such an offense) unless the pardon, expungement or restoration of civil rights expressly provides that the person may not ship, transport, possess, or receive firearms.

*** Please read, sign, and return the Lautenberg Certification ***

Border Patrol Agent Résumé

1. A résumé is required for this position.
2. When writing your résumé for the Border Patrol Agent position, please use the Résumé Aid provided in the instructions.
 - If you require further assistance in completing your résumé, refer to:
https://help.usajobs.gov/index.php/How_to_create_your_resume
3. Upload your résumé as “Résumé” in USA Test manager or fax it using the instructions provided on the first page under “Uploading/Faxing Instructions for Required Documents.”
4. For any experience listed, be sure to provide specific dates and hours per week worked per position.

BPA Required Document #6

BORDER PATROL AGENT RÉSUMÉ AID

Documenting Your Qualifications for the

GL-5

There are three (3) ways to qualify for the Border Patrol Agent position at the GL-5 grade level: Experience, Education and/or Combination of Experience and Education.

Please review the qualification requirements below and provide the necessary information on your resume/application. Your grade level will be based on what is shown on your Notice of Results (NOR) listed under “**GRADE**”.

1. EXPERIENCE

You must clearly demonstrate a total of **1 year of full-time** (35 + hours per week) general work experience comparable to the GL-4 grade level in the Federal service; part-time work will be pro-rated. You must provide **detailed** examples of your work experience that addresses the three (3) elements listed below. Make sure to include all of your work experience on your resume even if you don’t feel it addresses the elements below.

Element 1: The ability to take charge, maintain composure and make sound decision in stressful situations. Experience gained in a classroom or as a part of training cannot be used for Element 1.

Element 2: Classroom training and/or on-the-job training.

Element 3: The ability to gather factual information through questioning, observation, and examination of documents or records. This element **MUST** include an example(s) of examining documents and accessing records.

Sample resume format for **EACH** job provided:

Place of Employment			
Job Title:			
From (mm/dd/yy):		To (mm/dd/yy):	
Hours per week:		Salary:	
Duties:	<i>Provide specific examples of your duties, accomplishments and/or related Skills that address the 3 elements listed above.</i>		

OR

2. EDUCATION

You must provide copies of transcripts that show a 4-year course of study (120 semester hours or 180 quarter hours above high school) in any field leading to a bachelor’s degree; from an accredited college/university:

Sample resume format for **EACH** school attended and number of credits received:

College Name(s)	# of Semester Hours Completed	# of Quarter Hours Completed	Degree Earned	Month/Year Awarded

NOTE: Education obtained from a foreign university is not creditable unless evaluated by a member of the National Association of Credential Evaluation Services <http://www.naces.org/> Education must be deemed equivalent to that gained in conventional U.S. education programs.

OR

3. COMBINATION OF EXPERIENCE AND EDUCATION

Please ensure that you have provided detailed information regarding both experience and education on your resume.

To determine the Percentage of Qualifying Experience and/or Education: you must divide the months of qualifying experience by 12. To determine your percentage of qualifying education, divide the number of undergraduate semester hours by 120, or undergraduate quarter-hours by 180. **Add** the experience and education percentages together; they must equal 100% or more to qualify using a combination of education and experience.

Example: An applicant has 10 months of full-time qualifying experience, and 42 semester hours of post high school education.

Experience: 10 months divided by 12 months = 0.83

Education: 42 semester hours divided by 120 semester hours = 0.35

Combine: 0.83 (from experience) + 0.35 (from education) = 1.18 or 118%.

BORDER PATROL AGENT RÉSUMÉ AID

Documenting Your Qualifications for the

GL-7

There are four (4) ways to qualify for the CBP Border Patrol Agent position at the GL-7 grade level: Specialized Experience, Graduate Education, Combination of Specialized Experience and Graduate Education, or Superior Academic Achievement (SAA)

Please review the qualification requirements below and ensure you provide the necessary information. Your grade level will be based on what is shown on your Notice of Results (NOR) listed under “GRADE”.

1. SPECIALIZED EXPERIENCE

You must clearly demonstrate that you have one (1) year of full-time (35 + hours per week) specialized work experience, comparable in level of difficulty and responsibility to grade GL-5 in the Federal service; part-time work will be pro-rated. Specialized experience must be one year of LAW ENFORCEMENT experience or other responsible work experience in a Law Enforcement related field that shows your ability to perform the functions below. On your resume, provide **detailed** examples of your work experience that address **ALL** of the elements listed below. **You must respond to each part of the 4 elements with specific examples of what you have actually done. DO NOT USE JOB DESCRIPTIONS OR TRAINING.** Make sure to include all of your work experience on your resume even if you don't feel it addresses the elements below.

Element 1: The authority to make arrests and exercise sound judgment in the use of firearms.

Element 2: Deal effectively with individuals or groups of people in a courteous, tactful manner in connection with law enforcement matters.

Element 3: Analyze information rapidly and make prompt decisions or take prompt and appropriate law enforcement action in light of applicable laws, court decisions, and sound law enforcement procedures.

Element 4: Develop and maintain contact with a network of informants, include the number of informants, the length of time you used them and the type of information they provided.

Sample resume format for **EACH** job you provide:

Place of Employment			
Job Title:			
From (mm/dd/yy):		To (mm/dd/yy):	
Hours per week:		Salary:	
Duties:	<i>Provide examples of your duties, accomplishments and related Skills that address the 4 elements listed above.</i>		

OR

2. GRADUATE EDUCATION

You must have completed one year of graduate level education beyond a bachelor's degree. One year of graduate education is the number of credit hours determined by your school to represent one year of graduate level course work. If that information is not available 18 semester hours, or 27 quarter hours is considered equivalent to 1 year of graduate level education.

Sample resume format for **EACH** school attended:

College Name(s)	# of Semester Hours Completed	# of Quarter Hours Completed	Degree Earned	Month/Year Awarded

NOTE: Education obtained from a foreign university is not creditable unless evaluated by a member of the National Association of Credential Evaluation Services <http://www.naces.org/> Education must be deemed equivalent to that gained in conventional U.S. education programs.

OR

3. COMBINATION OF SPECIALIZED EXPERIENCE AND GRADUATE EDUCATION

If you do not qualify based on education or experience alone, you may be able to qualify based on a combination of your experience and education. To determine your percentage of qualifying experience, you must divide your total number of qualifying months by 12. To calculate your percentage of graduate education, divide the number of graduate semester hours by 18; or graduate quarter hours by 27. Add your percentages; the total must be at least 100% for you to qualify under the combination of experience and education.

Example: 9 months of specialized experience (9 mos. divided by 12 mos. = .75 or 9 mos. experience)
9 semester hours of graduate education (9 semester hrs. divided by 18 = .50 graduate education) Combine .75 + .50 = 1.25 or 125%

OR

4. SUPERIOR ACADEMIC ACHIEVEMENT (SAA)

The SAA provision is used to determine eligibility for GL-7 for applicants who have completed (or expect to complete within 9 months from the closing date of the announcement) all the requirements for a bachelor's degree from an accredited college. The SAA recognizes students who have achieved superior academic standing as evidenced by one of the three methods below:

- a. **GRADE POINT AVERAGE (GPA):** 3.0 or higher out of a possible 4.0 ("B" or better) as recorded on your official transcript based on 4 years of education; or based on courses completed during the final 2 years of the curriculum; or 3.5 or higher out of a possible 4.0 ("B+" or better) based on the average of the required courses completed in the major field; or the required courses in the major field completed during the final 2 years of the curriculum.
- b. **CLASS STANDING:** The upper third of the graduating class in the college, university, or major subdivision, such as the College of Liberal Arts or the School of Business Administration. Class standing must be documented on your official transcript or in a letter from the registrar's office verifying your class standing. The registrar or a designated representative must sign the letter.
- c. **MEMBERSHIP IN A NATIONAL SCHOLASTIC HONOR SOCIETY:** To verify eligibility go to:
http://www.achsnatl.org/quick_link.asp

For additional information on how to qualify using Superior Academic Achievement (SAA) go to:

http://www.cbp.gov/linkhandler/cgov/careers/apply/using_education/superior_acad_achieve.ctt/jobs_qual_saa.doc

If using education to qualify, you must provide copies of transcripts at the time of application. Official transcripts will be requested from you if/when they are required.

BORDER PATROL AGENT RÉSUMÉ AID

Documenting Your Qualifications for the GL-9

There is one way to qualify for the CBP Border Patrol Agent position at the GL-9 grade level: Specialized Experience that meets the 8 elements listed below.

Please review the qualification requirements below and provide the necessary information. Your grade level will be based on what is shown on your Notice of Results (NOR) listed under “GRADE”.

1. SPECIALIZED EXPERIENCE

You must clearly demonstrate that you have one (1) year of full-time (35 + hours per week) specialized work experience, comparable in level of difficulty and responsibility to grade GL-7 in the Federal service; part-time work will be pro-rated. Specialized experience must be one year of LAW ENFORCEMENT experience or other responsible work experience in a Law Enforcement related field that shows your ability to perform the functions below. On your resume, provide **detailed** examples of your work experience that address **ALL** of the elements listed below. **You must respond to each part of the 8 elements with specific examples of what you have actually done. DO NOT USE JOB DESCRIPTIONS OR TRAINING.** Make sure to include all of your work experience on your resume, even if you don't feel it addresses the elements below.

Element 1: Develop cases and conduct interviews or interrogations, and make apprehensions and arrests, in order to further the process or case development.

Element 2: Prepare cases and appear as a professional witness in court

Element 3: Exercise sound judgment in the use of firearms and conduct training and qualification exercises or courses in the proper care and use of firearms.

Element 4: Deal effectively with individuals or groups of persons in a courteous and tactful manner in their detention and control or interrogation, and work to promote effective community outreach programs and public relations.

Element 5: Analyze and disseminate intelligence information and data rapidly and apply a practical knowledge of the laws, concepts, operational practices and law enforcement methods and techniques in order to independently perform duties typically encountered in law enforcement.

Element 6: Develop and maintain contact with a network of informants, social and political organizations, state and local enforcement agencies, and private citizens, to ensure continuity of enforcement work and to carry out enforcement responsibilities.

Element 7: Use a variety of law enforcement databases and information retrieval systems such as TICS, NCIC, and NEXSUS.

Element 8: Prepare reports and write other documents that deal with the collection, protection and recording of evidence; the presentation of testimony, and the retention of informational materials concerning illegal activities and practices encountered during daily activities.

YOU MUST PROVIDE A DETAILED DESCRIPTION OF YOUR WORK EXPERIENCE FOR ALL ELEMENTS LISTED ABOVE IN ORDER TO QUALIFY AT THE GL-9 LEVEL ON EXPERIENCE. ATTACH ADDITIONAL SHEET(S) OF PAPER IF MORE ROOM IS NEEDED.

Sample resume format for **EACH** job you provide:

Place of Employment			
Job Title:			
From (mm/dd/yy):		To (mm/dd/yy):	
Hours per week:		Salary:	
Duties:	<i>Provide examples of your duties, accomplishments and related Skills that address the 8 elements listed above.</i>		

If you cannot fit a detailed description of your work experience into your resume, you may answer each element on an additional sheet of paper and attach to your resume.

PROBATIONARY PERIOD AGREEMENT

I understand that, upon entrance on duty to the position of Border Patrol Agent, I will be required to begin a probationary period in accordance with Department of Homeland Security policy and Office of Personnel Management regulations as put forth in Title 5, Code of Federal Regulations, CFR, Part 315 Section 801 (5CFR 315.801).

My right(s) and entitlement(s) for adverse and disciplinary actions will be processed in accordance with the provisions of the 5CFR 315.806.

Signature

Date

Name (please print)

SSN (Last 4)

Border Patrol Agent Conditions of Employment

New recruits to the Border Patrol Agent (BPA) occupation receive extensive training before beginning official duties. Please review the following conditions of employment with the understanding that you will be trained before assuming duty as a Border Patrol Agent. These statements represent some, but not all, of the essential functions of the Border Patrol Agent occupation.

1. Applicants are required to undergo and successfully pass a pre-employment drug screening test and must submit to random drug testing after employment.
2. Applicants are required to undergo a comprehensive medical examination.
3. As a Border Patrol Agent you may find yourself in a “life-threatening” situation, and you may need to use deadly force (e.g., use your firearm) to protect your life, the lives of fellow officers, or the lives of innocent bystanders.
4. As a Border Patrol Agent you may encounter people (aliens) experiencing extreme poverty and personal hardship, such as separation from family. Agents also may witness drowning’s, vehicle accidents, and other tragedies. Agents are occasionally exposed to aliens who carry infectious diseases.
5. You may need to work alone in remote areas throughout the night or at times when you may have limited communication and may be at a high risk of danger.
6. You may be required to work a schedule that could include changing your days off within the seven calendar days of Sunday through Saturday.
7. As a Border Patrol Agent you will be required to wear a prescribed uniform and conform to established grooming standards.
8. You will be required to become proficient in the Spanish language in order to effectively perform the Border Patrol Agent job.
9. New Border Patrol Agents are required to attend a rigorous five-month (20-week) training program in a location that may be away from your current residence.
10. Some new Border Patrol Agents will be assigned to small, remote locations or areas in which there are people whose cultures are significantly different from their own.
11. Border Patrol Agents are assigned initially to the Southwest border, after which transfers to all future duty stations, as well as promotions, are made on a competitive basis. You must be willing to work at a duty station away from your original home for an indefinite period of time.
12. On occasion, Border Patrol Agents are assigned on very short notice to work on a temporary basis, but for an extended period of time, in locations away from their permanent duty station.

This certifies that I have read the above statements and understand that they are essential requirements of the job.

Signature

Print Name

Date

Border Patrol Agent Driver's License Agreement

License Number _____

State of Issuance _____

Expiration Date _____

The qualification standards for a Border Patrol Agent position require that all candidates must possess a valid driver's license at the time of employment and is subject to verification.

I fully understand that I cannot be appointed to a Border Patrol Agent position unless I possess a valid driver's license. Furthermore, I certify that I am not prohibited from obtaining a valid driver's license in any state within the continental United States.

Printed Name of Selectee

SSN (Last 4)

Selectee Signature

Date

**PROVISIONAL CLEAR
STATEMENT OF UNDERSTANDING**

I understand that I may receive an offer of employment and enter on duty based on the successful completion of pre-employment investigation checks. I also understand that a completed background investigation is required for retention in the Border Patrol Agent position for which I have applied. I understand that if I enter on duty prior to the completion of the background investigation, I will be placed temporarily in a non-sensitive position performing non-sensitive duties.

I further understand that I will be removed from Customs and Border Protection if I do not successfully complete the full background investigation.

Signature

Date

Printed Name (Last, First, MI)

SSN (Last 4)

Lautenberg Certification

Directions: You must complete both PART I and PART II of this form. You should review the statute and the fact sheet in this packet before completing the inquiry.

Part I. Inquiry.

Have you ever been convicted of a misdemeanor crime of domestic violence within the meaning of the statute?

Initial and date: Yes _____ No _____

If you answered "NO", skip to PART II of this form. If you answered "YES", you should review the information provided in the fact sheet on page 12 before providing the information requested below and completing PART II of the form.

Court/Jurisdiction : _____

Docket/Case Number : _____

Statue/Charge : _____

Date Sentenced : _____

PART II. Certification

I hereby certify that, to the best of my knowledge and belief, all of the information provided by me is true, correct, complete, and made in good faith. I understand that a false statement on any part of this inquiry may be grounds for not hiring me or for firing me after I begin work. False or fraudulent information provided herein is also criminally punishable pursuant to federal law, including 18 U.S.C. 1001.

(Print Name: Last, First MI)

Signature

Date

SSN (Last 4)

Required Document #6 Submit a Résumé

Border Patrol Agent Résumé

1. A résumé is required for this position.
2. When writing your résumé for the Border Patrol Agent position, please use the Résumé Aid provided in the instructions.
 - If you require further assistance in completing your résumé, refer to:
https://help.usajobs.gov/index.php/How_to_create_your_resume
3. Upload your Résumé as “Résumé” in USA Test manager or fax it using the instructions provided on the first page under “Uploading/Faxing Instructions for Required Documents.”
4. For any experience listed, be sure to provide specific dates and hours worked per week per position.

Required Document #7 Submit an OF-306

For a fillable copy of the OF-306 go to: http://www.opm.gov/Forms/pdf_fill/of0306.pdf

Declaration for Federal Employment

Form Approved
OMB No. 3206-0182

Instructions

The information collected on this form is used to determine your acceptability for Federal and Federal contract employment and your enrollment status in the Government's Life Insurance program. You may be asked to complete this form at any time during the hiring process. Follow instructions that the agency provides. If you are selected, before you are appointed you will be asked to update your responses on this form and on other materials submitted during the application process and then to recertify that your answers are true.

All your answers must be truthful and complete. A false statement on any part of this declaration or attached forms or sheets may be grounds for not hiring you, or for firing you after you begin work. Also, you may be punished by a fine or imprisonment (U.S. Code, title 18, section 1001).

Either type your responses on this form or print clearly in dark ink. If you need additional space, attach letter-size sheets (8.5" X 11"). Include your name, Social Security Number, and item number on each sheet. We recommend that you keep a photocopy of your completed form for your records.

Privacy Act Statement

The Office of Personnel Management is authorized to request this information under sections 1302, 3301, 3304, 3328, and 8716 of title 5, U. S. Code. Section 1104 of title 5 allows the Office of Personnel Management to delegate personnel management functions to other Federal agencies. If necessary, and usually in conjunction with another form or forms, this form may be used in conducting an investigation to determine your suitability or your ability to hold a security clearance, and it may be disclosed to authorized officials making similar, subsequent determinations.

Your Social Security Number (SSN) is needed to keep our records accurate, because other people may have the same name and birth date. Public Law 104-134 (April 26, 1996) asks Federal agencies to use this number to help identify individuals in agency records. Giving us your SSN or any other information is voluntary. However, if you do not give us your SSN or any other information requested, we cannot process your application. Incomplete addresses and ZIP Codes may also slow processing.

ROUTINE USES: Any disclosure of this record or information in this record is in accordance with routine uses found in System Notice OPM/GOVT-1, General Personnel Records. This system allows disclosure of information to: training facilities; organizations deciding claims for retirement, insurance, unemployment, or health benefits; officials in litigation or administrative proceedings where the Government is a party; law enforcement agencies concerning a violation of law or regulation; Federal agencies for statistical reports and studies; officials of labor organizations recognized by law in connection with representation of employees; Federal agencies or other sources requesting information for Federal agencies in connection with hiring or retaining, security clearance, security or suitability investigations, classifying jobs, contracting, or issuing licenses, grants, or other benefits; public and private organizations, including news media, which grant or publicize employee recognitions and awards; the Merit Systems Protection Board, the Office of Special Counsel, the Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives and Records Administration, and Congressional offices in connection with their official functions; prospective non-Federal employers concerning tenure of employment, civil service status, length of service, and the date and nature of action for separation as shown on the SF 50 (or authorized exception) of a specifically identified individual; requesting organizations or individuals concerning the home address and other relevant information on those who might have contracted an illness or been exposed to a health hazard; authorized Federal and non-Federal agencies for use in computer matching; spouses or dependent children asking whether the employee has changed from a self-and-family to a self-only health benefits enrollment; individuals working on a contract, service, grant, cooperative agreement, or job for the Federal government; non-agency members of an agency's performance or other panel; and agency-appointed representatives of employees concerning information issued to the employees about fitness-for-duty or agency-filed disability retirement procedures.

Public Burden Statement

Public burden reporting for this collection of information is estimated to vary from 5 to 30 minutes with an average of 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to the U.S. Office of Personnel Management, Reports and Forms Manager (3206-0182), Washington, DC 20415-7900. The OMB number, 3206-0182, is valid. OPM may not collect this information, and you are not required to respond, unless this number is displayed.

Declaration for Federal Employment

Form Approved
OMB No. 3208-0182

GENERAL INFORMATION

1. FULL NAME (First, middle, last) ◆	2. SOCIAL SECURITY NUMBER ◆
3. PLACE OF BIRTH (Include city and state or country) ◆	4. DATE OF BIRTH (MM/DD/YYYY) ◆
5. OTHER NAMES EVER USED (For example, maiden name, nickname, etc) ◆ ◆	6. PHONE NUMBERS (Include area codes) Day ◆ Night ◆

Selective Service Registration

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.

- 7a. Are you a male born after December 31, 1959? YES NO *If "NO" skip 7b and 7c. If "YES" go to 7b.*
 7b. Have you registered with the Selective Service System? YES NO *If "NO" go to 7c.*
 7c. If "NO," describe your reason(s) in item #16.

Military Service

8. Have you ever served in the United States military? YES *Provide information below* NO
If you answered "YES," list the branch, dates, and type of discharge for all active duty.
If your only active duty was training in the Reserves or National Guard, answer "NO."

Branch	From MMDDYYYY	To MMDDYYYY	Type of Discharge

Background Information

For all questions, provide all additional requested information under item 16 or on attached sheets. The circumstances of each event you list will be considered. However, in most cases you can still be considered for Federal jobs.

For questions 9, 10, and 11, your answers should include convictions resulting from a plea of *nolo contendere* (no contest), but omit (1) traffic fines of \$300 or less, (2) any violation of law committed before your 16th birthday, (3) any violation of law committed before your 18th birthday if finally decided in juvenile court or under a Youth Offender law, (4) any conviction set aside under the Federal Youth Corrections Act or similar state law, and (5) any conviction for which the record was expunged under Federal or state law.

9. During the last 10 years, have you been convicted, been imprisoned, been on probation, or been on parole? (Includes felonies, firearms or explosives violations, misdemeanors, and all other offenses.) <i>If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
10. Have you been convicted by a military court-martial in the past 10 years? <i>(If no military service, answer "NO.") If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the military authority or court involved.</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
11. Are you now under charges for any violation of law? <i>If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
12. During the last 5 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management or any other Federal agency? <i>If "YES," use item 16 to provide the date, an explanation of the problem, reason for leaving, and the employer's name and address.</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
13. Are you delinquent on any Federal debt? (Includes delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans such as student and home mortgage loans.) <i>If "YES," use item 16 to provide the type, length, and amount of the delinquency or default, and steps that you are taking to correct the error or repay the debt.</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Declaration for Federal Employment

Form Approved
OMB No. 3206-0182

Additional Questions

14. Do any of your relatives work for the agency or government organization to which you are submitting this form? (Include: father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, and half sister.) If "YES," use item 16 to provide the relative's name, relationship, and the department, agency, or branch of the Armed Forces for which your relative works.
- YES NO
15. Do you receive, or have you ever applied for, retirement pay, pension, or other retired pay based on military, Federal civilian, or District of Columbia Government service?
- YES NO

Continuation Space / Agency Optional Questions

16. Provide details requested in items 7 through 15 and 18c in the space below or on attached sheets. Be sure to identify attached sheets with your name, Social Security Number, and item number, and to include ZIP Codes in all addresses. If any questions are printed below, please answer as instructed (these questions are specific to your position and your agency is authorized to ask them).

Certifications / Additional Questions

APPLICANT: If you are applying for a position and have not yet been selected, carefully review your answers on this form and any attached sheets. When this form and all attached materials are accurate, read item 17, and complete 17a.

APPOINTEE: If you are being appointed, carefully review your answers on this form and any attached sheets, including any other application materials that your agency has attached to this form. If any information requires correction to be accurate as of the date you are signing, make changes on this form or the attachments and/or provide updated information on additional sheets, initialing and dating all changes and additions. When this form and all attached materials are accurate, read item 17, complete 17b, read 18, and answer 18a, 18b, and 18c as appropriate.

17. I certify that, to the best of my knowledge and belief, all of the information on and attached to this Declaration for Federal Employment, including any attached application materials, is true, correct, complete, and made in good faith. I understand that a false or fraudulent answer to any question or item on any part of this declaration or its attachments may be grounds for not hiring me, or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated for purposes of determining eligibility for Federal employment as allowed by law or Presidential order. I consent to the release of information about my ability and fitness for Federal employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel specialists, and other authorized employees or representatives of the Federal Government. I understand that for financial or lending institutions, medical institutions, hospitals, health care professionals, and some other sources of information, a separate specific release may be needed, and I may be contacted for such a release at a later date.

- 17a. Applicant's Signature: _____ Date _____
(Sign in ink)
- 17b. Appointee's Signature: _____ Date _____
(Sign in ink)

Appointing Officer: Enter Date of Appointment or Conversion MM / DD / YYYY

18. **Appointee (Only respond if you have been employed by the Federal Government before):** Your elections of life insurance during previous Federal employment may affect your eligibility for life insurance during your new appointment. These questions are asked to help your personnel office make a correct determination.

18a. When did you leave your last Federal job? DATE: _____
MM / DD / YYYY

18b. When you worked for the Federal Government the last time, did you waive Basic Life Insurance or any type of optional life insurance?

YES NO Do Not Know

18c. If you answered "YES" to item 18b, did you later cancel the waiver(s)? If your answer to item 18c is "NO," use item 16 to identify the type(s) of insurance for which waivers were not canceled.

YES NO Do Not Know