

## Fort Campbell Applicant Handout

CBP is implementing a new process for transitioning service members at the Fort Campbell Transition Summit.

To apply you will need to follow the below instructions precisely:

- Get a Statement of Service from your chain of command (or DD 214 or other veteran's preference documents).
- Prepare your resume according to the resume guide
- E-mail **all** of the documents to: [CBPHiringFLS@CBP.DHS.Gov](mailto:CBPHiringFLS@CBP.DHS.Gov) **or** fax all of the documents to 952-516-5940.
- In the body of the e-mail (comment on fax) please answer the following questions:
  - What position are you applying for? (CBPO, BPA, both)
  - Have you taken the entrance exam for either position? If yes, please indicate which test (by position) and the date (MM/DD/YYYY) you took it.
    - \*Entrance Exam scores are valid for 6 months, you may not retake the exam sooner than 6 months; if you decide to retake the entrance exam after 6 months, the most recent score will be used.
  - If you are applying for the Border Patrol position, please indicate if you will take the Spanish Language Test or the Alternative Language Assessment test? (Please see study guide)
  - If you are requesting a reasonable accommodation for the testing process, we invite you to apply to the open announcements linked below.

Your application packet must be received by ~~30 October~~ <sup>13 November HTR</sup> 2015 to participate in this expedited hiring process. If you are not approaching your ETS date you can still apply. If you are selected, you will be placed on a ready list and contacted when your ETS date is approaching.

If your application is not received by ~~30 October~~ <sup>13 November HTR</sup>, you must apply through USAJobs:

CBPO -<https://www.usajobs.gov/GetJob/ViewDetails/417922100>

BPA -<https://www.usajobs.gov/GetJob/ViewDetails/415223700>

We will return to Fort Campbell, KY to conduct the Entrance Exam the week of ~~7~~ <sup>16 HTR</sup> November. Please prepare by following this link to the study guide.

<http://www.cbp.gov/careers/join-cbp/which-career/apply/study-guides>

We will return to Fort Campbell in December or January to conduct interviews and polygraph examinations.

**Applicants should be prepared to respond to questions regarding their background and conditions of employment during the pre-employment process.**

Background information investigated may include, but not limited to:

- Willingness to take a polygraph and if they have taken a polygraph and failed
- Willingness to complete a full background investigation
- Convictions of domestic violence (NOT expunged, set aside, pardoned or dismissed are disqualifying)
- Felony convictions
- Ability to possess a firearm
- Illegal drug usage
- Immigration issues (Illegally entering the US, married to/living with illegal alien)
- Convictions of identity theft/fraud
- Debt delinquency (credit cards/mortgage/student loans/taxes etc.)

Conditions of employment that applicants must meet:

- Qualify and maintain proficiency with firearms
- Exposure to people who may carry infectious diseases
- Enforcing all Federal laws and regulations
- Willingness to place individuals under arrest and testify under oath where required
- Use deadly force
- Working in a variety of weather and environmental conditions
- Travel for training, conferences, special operations
- Performing activities that may cause strenuous exertion
- Comply with grooming standards
- Willingness to work 24 hours a day/7 days a week (religious accommodations are handled after entering on duty)

CBPOs must attend and successfully complete an intense 89 day (plus 40 days of Spanish) training program in Glynco, GA approximately 30 days after entering on duty.

BPAs must attend and successfully complete an intense 66 day (plus 40 days of Spanish) training program in Artesia, NM approximately 3 days after entering on duty.