UNITED STATES SECRET SERVICE

BECOME A SECRET SERVICE SPECIAL AGENT

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ABOUT THE U.S. SECRET SERVICE

OUR GUIDING PRINCIPLES

VISION

Our vision is to uphold the tradition of excellence in our protective and investigative missions through a dedicated, highly-trained, and diverse workforce that promotes professionalism, and employs advanced technologies in support of our programs and activities.

MISSION

We protect our nation's highest elected leaders, visiting foreign heads of state, and National Special Security Events (NSSE); and safeguard the U.S. financial infrastructure and payment systems.

WHAT WE DO

INVESTIGATIONS We protect the integrity of our nation's currency, and investigate crimes against the United States financial system committed by criminals around the world and in cyberspace.

PROTECTION We ensure the safety of the President, the Vice President, their families, the White House, the Vice President's residence, visiting foreign heads of state, former United States Presidents and their spouses, and events of national significance.

TRAINING We continuously develop and implement a broad range of basic and advanced training programs on a continuous basis and initiate long-range developmental training programs for all employees.

MISSION SUPPORT Our Administrative, Professional, and Technical experts (APT) support our integrated mission of investigating financial crimes and protecting our nation's leaders.

OUR CORE VALUES

DUTY

LOYALTY **JUSTICE**

HONESTY **COURAGE**

ORGANIZATIONAL OVERVIEW

AGENCY LEADERSHIP

Kimberly Cheatle
DIRECTOR

Ronald L. Rowe Jr.
DEPUTY DIRECTOR

Cynthia L. Sjoberg-Radway
CHIEF OPERATING OFFICER

PROTECTIVE OPERATIONS

OFFICE OF PROTECTIVE OPERATIONS

OFFICE OF STRATEGIC INTELLIGENCE AND INFORMATION

OFFICE OF TECHNICAL DEVELOPMENT AND MISSION SUPPORT

INVESTIGATIVE OPERATIONS

OFFICE OF INVESTIGATIONS

TRAINING

OFFICE OF TRAINING

MISSION SUPPORT

OFFICE OF INTERGOVERNMENTAL AND LEGISLATIVE AFFAIRS

OFFICE OF HUMAN RESOURCES

OFFICE OF PROFESSIONAL RESPONSIBILITY

OFFICE OF THE CHIEF COUNSEL

OFFICE OF THE CHIEF FINANCIAL OFFICER

OFFICE OF STRATEGIC PLANNING AND POLICY

OFFICE OF THE CHIEF INFORMATION OFFICER

OFFICE OF ENTERPRISE READINESS

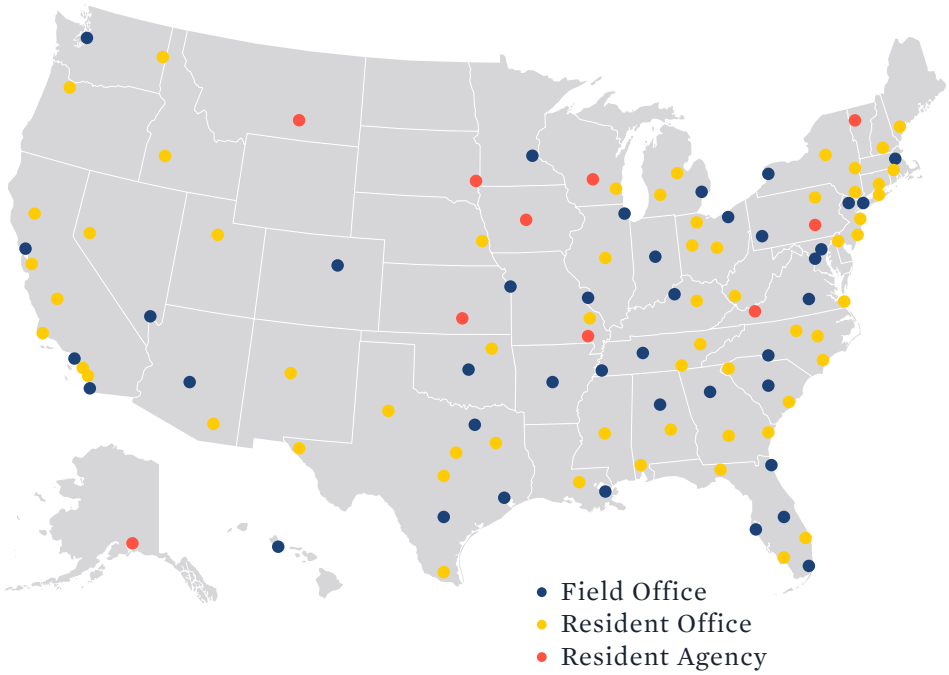
OFFICE OF COMMUNICATION AND MEDIA RELATIONS

OFFICE OF INTEGRITY

OFFICE OF EQUITY AND EMPLOYEE SUPPORT SERVICES

ABOUT OUR WORKFORCE

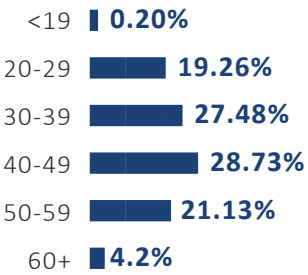
OUR DOMESTIC FIELD OFFICES



A PROFILE OF OUR CURRENT WORKFORCE

The Secret Service attracts and retains professionals of all backgrounds and experiences, while also providing an inclusive environment to excel and succeed in their chosen field. This creates a strong and agile workforce, allowing each individual to realize their full potential.

AGE



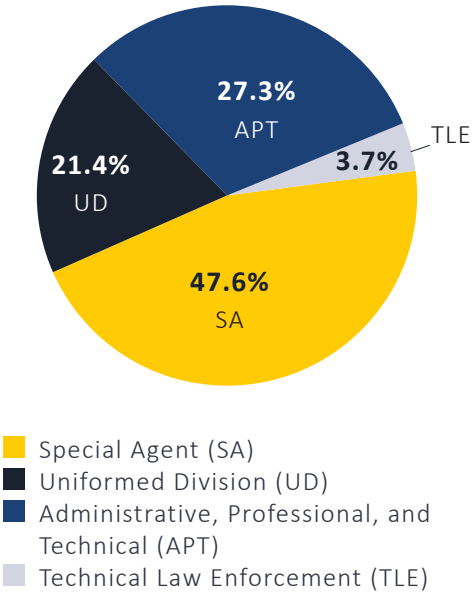
BY THE NUMBERS

7,857
Total Employees

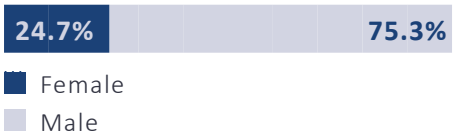
41
Average Age

11.8
Average Years of Federal Service

JOB TYPE



GENDER



VETERAN STATUS

COMMITTED TO DIVERSITY

The Secret Service is fully committed to the tenets of equal employment opportunity (EEO) and inclusive diversity. Our nation derives strength from the diversity of its people and by encouraging equal opportunity for all. The Secret Service promotes organizational accountability for diversity and inclusion, emphasizes the importance of collaborative teams, and proactively supports fairness and equality for all.

Diversity is about more than race and gender. It means understanding that each individual is unique. Even though diversity acknowledges our differences and commonalities, inclusion creates a sense of belonging where everyone is valued and respected for their contributions to our mission-critical objectives.

Maintaining a diverse and inclusive workplace has a positive impact on all employees and supports their aspiration to have rich and rewarding careers. This overarching goal provides a platform for employees and applicants to have a full and fair opportunity to compete for professional development and other career-enhancing programs. This continued agency priority is critical to our success. This is why we are a premiere federal law enforcement agency with a longstanding history of excellence -- driven by integrity, honor, and dedication.

For additional information regarding reasonable accommodation, personal assistance services, No FEAR Act, and our Affirmative Action Plan, SecretService.gov.

Embracing a diverse and inclusive workforce enables the Secret Service to be more responsive and better prepared to address the evolving security threats facing our nation's leaders, financial systems, and critical infrastructure.

The Secret Service recognizes that inclusive diversity is the key that unlocks the potential for excellence throughout the organization. Our greatest strength lies in our ability to promote a culture where all employees are acknowledged for their unparalleled contributions to our protective and investigative mission.

COMMITTED TO DIVERSITY: OFFICE OF EQUAL OPPORTUNITY

WHAT IS EQUAL EMPLOYMENT OPPORTUNITY?

Equal Employment Opportunity (EEO) is a fundamental right of all employees and applicants for employment to compete on a fair and level playing field for career advancement and other professional development opportunities—without regard to race, color, religion, national origin, gender, age (40 or older), disability (physical or mental), gender identity, protected genetic information, or parental status.

THE MISSION OF THE OFFICE OF EQUITY AND EMPLOYEE SUPPORT SERVICES

The Secret Service Office of Equity and Employee Support Services (EES), specifically the Equity, Diversity and Inclusion Program (EDI), provides its employees and customers with structured guidance and leadership in order to maximize the goal of maintaining a comprehensive, proactive, model EEO program that ensures organizational accountability for diversity and inclusion, integrates mission-focused objectives, and promotes fairness and equality for all.

WHAT WE WANT TO ACHIEVE

- We are striving to be the gold standard by creating a platform for positive organizational change where fairness, equality, diversity and inclusion are put into practice by all Secret Service employees through "Every Action - Every Day."
- Maximize use of hiring authorities for recruitment and hiring of Individuals with Disabilities (IWD), Individuals with Targeted Disabilities (IWTD) and Disabled Veterans (DV) to promote inclusive diversity efforts.

COMMITMENT TO HIRING INDIVIDUALS WITH DISABILITIES

Individuals with disabilities are important members of the diverse culture that makes up our workforce. The Secret Service is committed to improving employment opportunities for all individuals including Disabled Veterans, Individuals with Disabilities, and Individuals with Targeted Disabilities. We fully support Presidential Executive Order 13548 which ensures that individuals with disabilities are represented throughout our agency, as applicants with disabilities represent an important pool of potential qualified candidates.

RECRUITMENT OUTREACH

The Secret Service maintains partnerships with colleges, universities, and various recruitment organizations working directly with individuals with disabilities to increase awareness of career opportunities. Our recruitment specialists understand federal hiring regulations specific to individuals with disabilities and work to ensure that resumes of qualified Schedule A candidates are received and reviewed.

REASONABLE ACCOMMODATIONS

The Secret Service offers reasonable accommodations to applicants for employment and employees with disabilities who may require an accommodation. Under the Reasonable Accommodation Program, an accommodation is a modification or adjustment to the work environment or application process that enables a person with a disability to apply for a job, perform the duties of a job, or enjoy the benefits and privileges of employment.

For reasonable accommodation assistance during the application phase applicants are encouraged to contact the agency's Selective Placement Coordinator at 202-406-6420.

COMMITTED TO OUR VETERANS

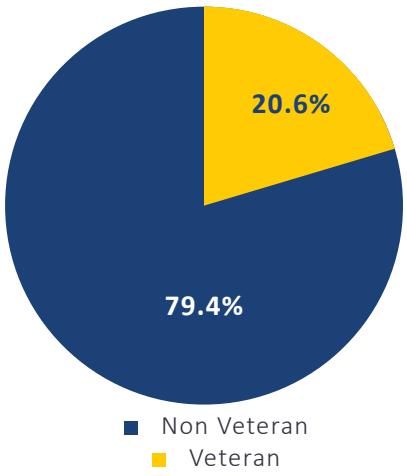
The Secret Service is a strong advocate for, and maintains a firm commitment to, employing U.S. veterans. These admired and respected men and women uphold many of the same values that are a critical part of our agency's core values and overall culture. There is a powerful reason why veterans are admired, respected and sought out to fill important roles in their communities.

Leadership is instilled in their core set of values, as well as traits such as loyalty, dependability, enthusiasm, initiative, integrity, and judgment. These are the characteristics the Secret Service looks for in a qualified candidate, and we stand dedicated to finding and hiring individuals that not only exhibit such traits but consistently apply them in all that they do.

To be eligible for a Veterans Employment Opportunity Act (VEOA) appointment, a veteran must be honorably separated and either be preference eligible or have substantially completed three or more years of active service. For additional information visit FedsHireVets or Veterans Guide for HR Professionals on OPM.gov. Veterans with specific questions regarding Secret Service employment opportunities may email employ.veterans@SecretService.dhs.gov.

Veterans lead the Secret Service at all levels. From entry level positions to the Director of the Secret Service, veterans impact every aspect of our agency's work. So, when we say we trust in your leadership abilities, we mean it.

PERCENTAGE OF VETERANS IN THE SECRET SERVICE



The Secret Service goal is to increase the veteran workforce to 25%.

FROM THE FIELD

"I come from three generations of U.S. Army on my father's side of the family. I feel as though I am able to serve my country in a different way than my ancestors did. I only knew about the Secret Service through movies and TV shows, and I was interested in learning more. I am glad I did, because I have been learning nonstop since I stepped foot at our training facility five years ago."

I have been learning nonstop since I stepped foot at our training facility five years ago.

The Secret Service hires only the best. We seek applicants whose technical abilities match their exceptional character. Defend America with us. You were born to safeguard the fruit of democracy.

SPECIAL AGENT TALENT & ACHIEVEMENT RECRUITMENT (STAR)

BE A STAR

The United States Secret Service is actively recruiting recent college graduates to participate in the Special Agent Talent & Achievement Recruitment, or STAR, program.

Ideal applications for the STAR program will likely have:

- A four-year or advanced degree from an accredited college or university
- Superior academic achievement (S.A.A.)*
- A desire to serve as a special agent with an elite law enforcement agency

Show us you have the talent and background we need, and we'll show you the rewards that come with being a special agent in the U.S. Secret Service.

**Based on class standing, grade-point average (3.0 GPA or higher), or honor society membership.*

OPPORTUNITY DETAILS AND BENEFITS

- Starting salary ranging from $53,510 - $58,933 (GL-7), depending on initial field office assignment, with full promotion potential to earn $129, 472 - $142,595 (GS-13).
- Tuition reimbursement for qualifying student loans up to $60,000. Additionally, candidates recruited for permanent appointments are eligible for up to $10,000 per year for tuition assistance toward the cost of academic degree training when the program contributes to a training need, resolves a staffing problem or accomplishes a strategic goal.
- Witness history while traveling the world and protecting elected leaders, kings and queens while serving your country with distinction and pride.
- Investigate cyber and financial crimes in one of the following major metropolitan areas: Atlanta, GA, Chicago, IL, New York, NY, Houston, TX, Los Angeles, CA or Washington, DC. The U.S. Secret Service has been protecting the national financial infrastructure since the agency's creation in 1865 and continues to play a vital role in our collective global security.
- Recruitment bonus for foreign language proficiency
- Low-cost federal health benefits and life insurance plans

Show us you have the talent and background we need, and we'll show you the rewards that come with being a special agent in the U.S. Secret Service.

SPECIAL AGENT OVERVIEW

SPECIAL AGENT OVERVIEW

As a Special Agent, you will work alongside men and women of the highest caliber, performing critical protective and investigative assignments. During their careers, Special Agents will be assigned to multiple duty stations throughout the United States and abroad with responsibilities that include:

- Protecting a range of persons from Presidents to visiting foreign heads of state.
- Conducting criminal investigations pertaining to financial obligations of the United States.
- Planning and implementing security designs for National Special Security Events (NSSEs).

This is no ordinary job, and our Special Agents are no ordinary individuals. Show us you have the talent and background we need, and we'll show you the rewards that come with being a Special Agent in the Secret Service. We invite you to become part of our elite team. Explore a career that will take you to new heights while you serve your country with honor, distinction, and pride.

FY 2022 ACCOMPLISHMENTS

$214M
Illicit assets forfeited

187
Arrests for counterfeiting

$41.5M
Counterfeit currency seized

937
Cyber financial crime arrests

$2.6B
Loss prevented by cyber financial crime investigations

$106M
Forfeited assets returned to victims

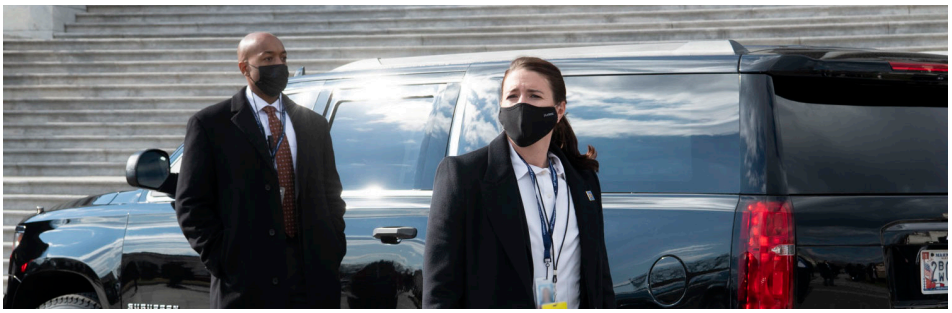
35
Protectees

4,867
Protectee visits
1,756 foreign

2
National Special Security Events secured

5,570
Protective Intelligence investigations

250
Events hosted by the National Threat Assessment Center (NTAC)



CAREER JOURNEY

After training, a Special Agent typically progresses through three phases during their Secret Service career.

TRAINING

During the first year of employment, Special Agent trainees receive seven months of formal classroom, fitness, firearms, and simulation training.

FIELD OFFICE ASSIGNMENT

All Special Agents entering the Secret Service are assigned to a field office(s) prior to being reassigned to a permanent protection assignment.

PROTECTIVE ASSIGNMENT

Special Agents assigned to a protective assignment serve in one or more of the following offices: Presidential Protective Detail (PPD), Vice Presidential Protective Detail (VPD), Protective Intelligence and Assessment Division (PID), Counter Assault Team (CAT), Hazardous Agent Mitigation Medical Emergency Response (HAMMER) or Counter Surveillance Division (CSD).

POST-PROTECTIVE FIELD OFFICE / HEADQUARTERS ASSIGNMENT

Special Agents will have multiple availability-based options including a Headquarters assignment such as the Legal or Criminal Investigation Division, or numerous other capacities such as the Technical Security Division (TSD), James J. Rowley Training Center (JJRTC), Cyber Investigations, or return to a Field Office. Based on operational needs, Special Agents may have the option to opt-in to their current protective assignment on a yearly basis or reassignment to an another Protective assignment.

FROM THE FIELD

"Training helps you develop into a person who can respond to anything. Being able to protect our nation's leaders is something I wouldn't be able to find anywhere else."

"Being able to protect our nation's leaders is something I wouldn't be able to find anywhere else.

FLETC | 13 WEEKS

New Special Agent trainees begin months of intensive training with a week long Special Agent Introductory Training Course (SAITC) at James J. Rowley Training Center (JJRTC). During this course, a preliminary fitness assessment is administered and serves as the on-board baseline for the student's physical fitness level.

Following SAITC, trainees attend the Criminal Investigator Training Program (CITP) at the Federal Law Enforcement Training Center (FLETC).

During CITP, students will receive training in a variety of law enforcement disciplines ranging from criminal investigations to firearms training. The instruction is presented in a hybrid of formats inclusive of classroom instruction and hands on practical exercises.

Approximately four weeks prior to graduation from the FLETC, students will undertake a second fitness assessment. Students must score a minimum of six points and at least one point in three of the four core fitness elements.

If a trainee does not meet the Secret Service's physical fitness standard, their assessment scores may be presented to the Student Review Board (SRB), which evaluates whether the trainee should be dismissed from training.

Our Special Agents receive world-class training from seasoned professionals dedicated to mission success and personal development.

JJRTC | 18 WEEKS

Successful completion of CITP at FLETC is followed by an 18-week accredited Special Agent Training Course (SATC) at JJRTC. This training focuses on the specific investigative and protective responsibilities of the Secret Service. Trainees receive basic knowledge and advanced training in combating counterfeiting, access device fraud and other financial criminal activity; as well as protective intelligence investigations, cybersecurity, physical protection techniques, protective advances and emergency medicine. Core curriculum includes marksmanship, control tactics, water survival skills and physical fitness.

Special Agents build upon these skills with training throughout their careers including regular firearms requalification and emergency medicine refresher courses.

Additionally, trainees participate in unique crisis training simulations that present trainees with a variety of real-world situations. Trainees have the opportunity to acquire advanced training in the area of criminal investigations and are encouraged to attend training sessions sponsored by other law enforcement agencies.

In addition to protection and investigations, all Secret Service personnel receive instruction in ethics, diversity, interpersonal awareness, practical leadership and introduction to supervision.

WHAT IS ACCREDITATION?

Accreditation is a process which certifies of competency, authority, or credibility. Accreditation ensures that all Secret Service training programs provided at the training facility maintain the highest level of learning.

For the Secret Service, accreditation means that its training facility and programs have clearly defined and appropriate objectives and maintain conditions where these objectives can reasonably be achieved. The real value of accreditation lies in the consultative and educational process that precedes the certificate. It also encourages improvement through continuous review.

PHYSICAL FITNESS ASSESSMENT

The Secret Service requires a career-long commitment to physical fitness and nutrition. Secret Service law enforcement personnel are entrusted to perform critical protective and investigative assignments throughout their career. An employee's level of physical fitness directly contributes to their ability to succeed in a myriad of protective and investigative duties.

Prior to applying, applicants are strongly encouraged to conduct a self-assessment to ensure they can meet or exceed the minimum fitness requirements outlined below. It is incumbent upon applicants to ensure they are physically prepared prior to beginning training. Failure to successfully pass Secret Service physical fitness requirements during training will result in possible dismissal.

Applicants are responsible for their own physical fitness. Applicants who fail to properly prepare for training may jeopardize their ability to successfully graduate from training. It is recommended that applicants seek professional assistance from certified physical training and nutrition professionals to properly prepare for the rigors of training. After training, Secret Service Agents and weapon-carrying employees are required to participate in a quarterly fitness assessment for the duration of their career.

FROM THE FIELD

"After leaving college athletics, I have missed being a part of a team more than anything. Seeing the Secret Service in the movies and on TV shows, I wanted to be a part of the operation that goes into protecting our nation's leaders. Being a part of the Secret Service team has brought me back to the completion and attention to detail I loved when playing college baseball."

"Being a part of the Secret Service team has brought me back to the completion and attention to detail I loved.

All trainees must undertake the Secret Service Physical Fitness Assessment at various points during training to evaluate if they possess the requisite levels of strength and fitness needed to perform the duties of Secret Service law enforcement personnel. This assessment measures strength, endurance, and aerobic capacity in accordance with Secret Service policy.

The four core elements of the Secret Service Physical Fitness Assessment include:

- Maximum push-ups in one minute
- Maximum sit-ups in one minute
- Maximum chin-ups, no time limit
- Timed 1.5 mile run

During training, Secret Service trainees participate in Physical Fitness Assessments where they are required to achieve a minimum point score. The minimum point score increases as trainees progress through their training.

Students should strive for an excellent rating in all elements of the fitness assessments. This may require the initiative to participate in physical training beyond the scheduled class times. Although Secret Service training staff provide guidance in fitness and nutrition, students are ultimately responsible for achieving optimum fitness levels.

The Physical Fitness Assessment is scored using a point system, which is scaled to reflect the fitness category level achieved by each student based on their age and gender. The point system applies to the four core elements of the Secret Service Physical Fitness Assessment.

- Excellent = 4 points
- Good = 3 points
- Fair = 2 points
- Poor = 1 point
- Very Poor = 0 points
- Maximum possible = 16 points

TRAINING PREPARATION:

In order to prepare for Secret Service training, it may be beneficial for applicants to seek assistance from certified physical fitness training and nutrition professionals.

It is recommended that applicants take a broad-based approach to physical fitness and nutrition in order to ensure they are successful in passing all of the physical fitness assessment requirements during training.

Physical training preparation must be well balanced to include workout programs designed to improve:

- Muscular strength
- Muscular endurance
- Anaerobic power
- Aerobic power

Students will be exposed to a multitude of different physical fitness requirements during training. It is incumbent on applicants to prepare themselves and report for training in a high state of physical readiness.

The importance of proper nutrition cannot be understated. Applicants are recommended to seek guidance from qualified professionals in order to ensure their nutritional needs are satisfied and properly managed for a lifestyle focused on fitness.

SEQUENCE AND PROGRESSION OF PHYSICAL FITNESS ASSESSMENTS:

At the commencement of training, students undertake a Preliminary Fitness Assessment. This test is administered during their first week of training to identify an on-board baseline for the student's physical fitness level.

FLETC FITNESS ASSESSMENT
Approximately four weeks prior to graduation from the Federal Law Enforcement Training Center (FLETC), students undertake a second Fitness Assessment. Students must score a minimum of six points and at least one point in three of the four core fitness elements.

JJRTC BEGINNING FITNESS ASSESSMENT
Upon arrival at the James J. Rowley Training Center (JJRTC) for the Special Agent Training Course (SATC), students undertake the JJRTC Beginning Fitness Assessment. Students must score a minimum of seven points and at least one point in three of the four core fitness elements.

MIDTERM FITNESS ASSESSMENT
Students will receive a Midterm Fitness Assessment at JJRTC. Students must score a minimum of nine points with at least one point in three of the four core fitness elements.

FINAL FITNESS ASSESSMENT
Finally, students will receive a Final Fitness Assessment at JJRTC and must score a minimum of 10 points, with at least one point in all of the core fitness elements.

If a student does not meet the Secret Service physical fitness standards outlined above during training, their assessment scores will be presented to the SRB for possible dismissal from training.

It is recommended that applicants take a broad-based approach to physical fitness and nutrition to ensure they are successful.

PROPER PROTOCOLS FOR EXERCISE | PUSH UPS

The push-up starting position is in the front leaning rest position in which only the feet and hands are in contact with the testing surface with the body in a straight line from head to heels. Arms are fully extended. Hands must be approximately shoulder width apart and feet must be 8-12 inches apart.

ACTION:

To complete a push-up, bend elbows and lower torso until elbows are flexed to approximately a 90 degree angle, and the trainee's torso physically touches the grader's fist or foam block (foam block is approximately 4 inches in height).

The trainee will then return to the start position. The body must move in a straight line for the entire movement. One push-up is counted when the participant returns to the start position.

IMPROPER ACTIONS:

- Failing to keep body straight or lowering only the upper body.
- Failing to return to the start position with arms fully extended.
- Failing to lower the body enough to get arms to 90 degrees, or touching grader's / fitness coordinator's fist or foam block.
- Moving hands or feet from the correct starting position.

The common improper actions above will result in the repetition not counting for the Exercise Fitness Assessment. The test will be terminated if any part of the body except the hands or feet come in contact with the testing surface, or a hand or foot is lifted from the testing surface.

Rest is allowed in the up position and/or pike position (buttocks up in the air, with the feet and hands still on the surface). The trainee must return to the proper start position before resuming the exercise.

1 MINUTE PUSH UP RATINGS FOR MEN

		AGE RANGE			
		20-29	30-39	40-49	50+
4	Excellent	55	50	42	39
3	Good	50-54	41-49	41-35	29-38
2	Fair	46-49	36-40	28-34	21-28
1	Poor	38-45	30-35	22-27	16-20
0	Very Poor	37	29	21	15

1 MINUTE PUSH UP RATINGS FOR WOMEN

		AGE RANGE			
		20-29	30-39	40-49	50+
4	Excellent	40	30	23	23
3	Good	30-39	25-29	19-22	19-22
2	Fair	26-29	20-24	12-18	12-18
1	Poor	20-25	13-19	8-11	8-11
0	Very Poor	19	12	7	7

PROPER PROTOCOLS FOR EXERCISE | SIT UPS

The sit-up starting position is with the trainee's back and feet flat on the ground, knees flexed approximately at a 45 degree angle, and feet 12- 18 inches from the buttocks. Arms are crossed over the chest with hands placed on opposite shoulders near the collarbone. Hands must maintain contact with shoulders at all times. Feet can be held down by another person in any manner the trainee prefers.

ACTION:

To complete a sit-up, the trainee should raise upper body/torso until elbows touch the thighs 2-3 inches below the knee while keeping the buttocks in contact with the ground and hands in contact with the shoulders. One sit-up is counted when trainee returns to the start position.

IMPROPER ACTIONS:

- Hands come off shoulders.
- Grabbing shirt and pulling for assistance.
- Buttocks does not remain in contact with the ground.
- Elbows fail to touch thighs 2-3 inches below the knee.
- Failing to return to the start position (mid-back touching the testing surface).
- Rest is allowed in the up or down position.

1 MINUTE SIT UP RATINGS FOR MEN

		AGE RANGE			
		20-29	30-39	40-49	50+
4	Excellent	47	43	39	35
3	Good	42-46	39-42	34-38	28-34
2	Fair	38-41	35-38	29-33	24-27
1	Poor	33-37	30-34	24-28	19-23
0	Very Poor	32	29	23	18

1 MINUTE SIT UP RATINGS FOR WOMEN

		AGE RANGE			
		20-29	30-39	40-49	50+
4	Excellent	44	35	29	24
3	Good	38-43	29-34	24-28	20-23
2	Fair	32-37	25-28	20-23	14-19
1	Poor	27-31	20-24	14-19	10-13
0	Very Poor	26	19	13	9

PROPER PROTOCOLS FOR EXERCISE | CHIN UPS

The chin-up starting position is hands gripping the bar with palms facing trainee and hands approximately shoulder-width apart. Trainee must come to a complete hang with arms fully extended.

ACTION:

On the command of "begin," lift the body up until the chin goes above the bar, then lower the body until the arms are fully extended, returning to the start position. A chin-up is counted each time the chin clears the bar and the trainee has returned to the start position.

IMPROPER ACTIONS:

- Failure to begin in a complete hang with arms fully extended.
- Chin does not go over the bar.
- Knees are lifted above the waist or there is excessive kicking with the legs.
- Arms are not returned to a fully extended position after each chin-up.
- Rest is allowed in the down position with arms fully extended. Chalk may be used on the hands but gloves are not permitted.

UNTIMED CHIN UP RATINGS FOR MEN

		AGE RANGE			
		20-29	30-39	40-49	50+
4	Excellent	11	10	8	5
3	Good	9-10	8-9	6-7	3-4
2	Fair	7-8	6-7	4-5	2
1	Poor	5-6	3-5	2-3	1
0	Very Poor	4	2	1	0

UNTIMED CHIN UP RATINGS FOR WOMEN

		AGE RANGE			
		20-29	30-39	40-49	50+
4	Excellent	4	4	4	4
3	Good	3	3	3	3
2	Fair	2	2	2	2
1	Poor	1	1	1	1
0	Very Poor	0	0	0	0

PROPER PROTOCOLS FOR EXERCISE | 1.5 MILE RUN

It is recommended that the 1.5 mile run be conducted on a flat surface. Treadmills will not be used for the assessment during basic training. Watches and the pacing of others are authorized during the Exercise Fitness Assessment.

1.5 MILE RUN RATINGS FOR MEN

		AGE RANGE			
		20-29	30-39	40-49	50+
4	Excellent	10:16	10:47	11:44	12:51
3	Good	10:17-11:41	10:48-12:20	11:45-13:14	12:52-14:24
2	Fair	11:42-12:51	12:21-13:36	13:15-14:29	14:25-15:26
1	Poor	12:52-14:13	13:37-14:52	14:30-15:41	15:27-16:43
0	Very Poor	14:14	14:53	15:42	16:44

1.5 MILE RUN RATINGS FOR WOMEN

		AGE RANGE			
		20-29	30-39	40-49	50+
4	Excellent	12:50	13:42	14:30	15:56
3	Good	12:51-14:24	13:43-15:08	14:31-15:57	15:57-16:58
2	Fair	14:25-15:26	15:09-15:57	15:58-16:58	16:59-17:54
1	Poor	15:27-16:33	15:58-17:14	16:59-18:00	17:55-18:49
0	Very Poor	16:34	17:15	18:01	18:50

PHASE ONE | FIELD OFFICE ASSIGNMENT

All Special Agents begin their career in Phase 1. During this assignment, Special Agents are assigned to a field office(s) prior to being reassigned to a permanent protective assignment.* Time in Phase 1 can fluctuate based on the operational tempo of the Service. However, Special Agents with certain skill sets may be assigned to Phase 2 after three years.

FROM THE FIELD

"When selecting the Secret Service I was intrigued by the integrated mission. As a Secret Service Agent, I serve as a criminal investigator and I also have the opportunity to provide protection to our nation's leaders"

I was intrigued by the integrated mission.

Choosing the right career is an important decision. United States Secret Service positions demand integrity, a great work ethic, and teamwork.

**Special Agents under a specialized commitment (e.g., Electronic Crimes Special Agent Program [ECSAP]; Polygraph) are not eligible for assignment to a permanent Protective Division until their assignments are completed; however, they may be eligible for reassignment to another investigative assignment to fulfill their commitment.*

PHASE TWO | PROTECTIVE ASSIGNMENT

A Special Agent begins Phase 2 once they are reassigned to a permanent protective division. These assignments are located in the Washington, D.C. metropolitan area. Special Agents assigned to protection will serve in one or more of the following divisions:

OFFICE OF PROTECTIVE OPERATIONS

- Presidential Protective Division (PPD)
- Vice Presidential Protective Division (VPD)
- Special Operations Division (SOD)
  - Counter Assault Team (CAT)
  - Hazardous Agent Mitigation Medical Emergency Response (HAMMER)
  - Air Space Security Branch
- Counter Surveillance Division (CSD)
- Critical Systems Protection (CSP)
- Technical Security Division (TSD)

OFFICE OF STRATEGIC INTELLIGENCE AND INFORMATION

- Protective Intelligence and Assessment Division (PID)

FROM THE FIELD

I usually get disbelief when I tell someone that I work for the Secret Service. Disbelief because I'm a black female and that's not what people imagine when they think of a Secret Service Agent."

I'm a black female and that's not what people imagine when they think of a Secret Service Agent.

PHASE THREE | POST-PROTECTION FIELD OFFICE, PROTECTIVE, OR HEADQUARTERS ASSIGNMENT

A Special Agent begins Phase 3 once they have been reassigned from their Protective (Phase 2) assignment, or have been chosen and approved for an available opt-in on a permanent protective assignment.

During Phase 3, Special Agents have several availability-based assignment/reassignment options:

- Opt-in via yearly election to their current protective assignment (based on availability and operational needs) for an additional year;
- Reassignment to a permanent protective assignment other than their current protective assignment in PPD, VPD, CAT, PID, or a Former President's Division;
- Reassignment to a Washington, D.C.-based assignment such as: CSD, Criminal Investigative Division (CID), CSP, HAMMER, TSD, JJRTC, Communication and Media Relations, Legal, etc.
- Reassignment to a field office.*

In Phase 3, Special Agents have the opportunity for specialization, training, and development in an area of their interest. Possible fields of specialization include: the Electronic Crimes Special Agent Program, Polygraph, Legal, Training, Congressional and Public Affairs, and Logistics Management.

Phase 3 Special Agents also have the opportunity for unique assignments such as foreign field office locations, as well as rotational assignments outside the Secret Service, including the Department of Homeland Security, the United States Attorney's Office (Special Agent Attorney Advisors only), and Congressional staff positions.

Special Agents who are transitioning from a Phase 2 Washington, D.C. assignment will have priority eligibility for Phase 3 headquarters, field, and protective assignments.

FROM THE FIELD

"I am blessed to have memories such as flying on a Chinook in Iraq for a surprise visit to the troops. Or sitting next to the Vice President on a helicopter in Washington, D.C. thinking, wow, this girl from New Jersey is in charge of ensuring the Vice President arrives home safely."

"...wow, this girl from New Jersey is in charge of ensuring the Vice President arrives home safely.

**Except that Special Agents assigned after September 1, 2015, to a non-Washington, D.C.-based Protective assignment (e.g., Former President's Division), and who have never been permanently assigned to the Washington, D.C. area, will not have the immediate option of returning to a field office assignment other than the Washington, D.C. or Baltimore Field Offices.*

SPECIALIZED PROGRAMS

Under the oversight of the Office of Protective Operations (OPO), SOD provides appropriate tactical and other protective support to all Secret Service protective details, and works closely with investigative divisions, field offices, and other entities to establish a secure environment for designated protectees.

CAT

CAT's mission is to reinforce the shift against an organized attack. Agents are required to serve a minimum amount of time in service, as determined by current operational tempo, before being considered for the CAT program.

Agents applying for non-supervisory positions in the CAT program who have previously completed a permanent protective assignment (i.e. PPD, VPD, Former President's Detail, PID, etc.) and meet the minimum fitness standards are also encouraged to apply.

HAMMER

HAMMER's mission is to provide hazardous agent mitigation, emergency medical intervention, and extrication capabilities to the protective mission. Agents are required to serve a minimum amount of time in service, as determined by current operational tempo, before being considered for the HAMMER program.

Special Agents applying for non-supervisory positions in the HAMMER program who have previously completed a permanent protective assignment (i.e. PPD, VPD, Former President's Detail, PID, etc.) and meet the minimum fitness standards are also encouraged to apply.

CYBER

Our goal is to protect the nation's financial infrastructure and maintain a safe environment for the American people to conduct financial transactions. Our mission is to investigate complex cyber-enabled financial crimes.

Cyber Fraud Task Forces (CFTF), the focal point of our cyber investigative efforts, are a partnership between the Secret Service, other law enforcement agencies, prosecutors, private industry, and academia.

The Global Investigative Operations Center (GIOC) conducts analysis of non-traditional data sources and works with our CFTFs on combating transnational organized criminal organizations.

Our network intrusion responders are at the front lines of large scale network intrusions and malware attacks.

POLYGRAPH

Our polygraph experts use state-of-the art technologies and techniques to assess the truthfulness of statements of individuals obtained during investigations. Our experts provide accurate and reliable polygraph examinations in all types of criminal investigations, including financial crimes, protective intelligence and investigations related to the National Center for Missing and Exploited Children (NCMEC) mission.

APPLICATION PROCESS

APPLICATION ROADMAP

The Special Agent Application Process is a mentally and physically challenging process designed to identify the most capable applicants. Those who make it through the process become part of an elite team that keeps our country safe. The timeframe for completing a background investigation varies depending on the history of the applicant. Typically, a full background investigation takes approximately six to nine months to complete. During this time, a wide range of information is verified. This includes employment history, police records, credit history, school transcripts, neighborhood references, and military records. We encourage applicants to apply for Special Agent positions with the Secret Service electronically by submitting an application online via USAJOBS. Positions may have unique application procedures. Applicants are encouraged to view current vacancy announcements and follow the specific application procedures outlined in the job opportunity announcement. The diagram to the left illustrates the road map for applicants who apply to the Special Agent position.

Applicants who are unable to submit their application electronically should contact the Talent and Employee Acquisition Management Division at (202) 406-5271. Hearing impaired applicants may call TTY (202) 406-5390 for assistance. Applicants must contact the Talent and Employee Acquisition Management Division prior to the closing date of the specific job opportunity announcement to receive assistance.

**Candidates who receive a conditional offer will need to complete a background investigation for a Top-Secret clearance 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, and verification of educational achievements. The average background investigation takes approximately six months, but can take up to 18 months or more, depending on where an applicant has lived, worked and traveled.*

ENTRANCE EXAM

The Special Agent Entrance Exam (SAEE) was developed to assess the range of skills and abilities required for successful performance in the Special Agent position. It is a computer-based exam, consisting of multiple-choice questions. A comprehensive Preparation Guide for the SAEE can be found at SecretService.gov/Careers The SAEE is comprised of five separately timed sections.

SECTION 1: LOGIC-BASED REASONING

This section contains 12 passages, each of which describes a set of facts. Each passage is followed by one to four test questions that are conclusions based on the set of facts presented in the passage. Applicants read the passage and decide whether each conclusion is true, false, or there is insufficient information to decide. Section 1 contains 30 questions. Applicants have 40 minutes to complete this section.

SECTION 2: EXPERIENCE INVENTORY, PART 1

This section contains statements that describe situations that applicants may or may not have encountered before. They must choose the response option that best describes the frequency with which they have been involved in the situation. Section 2 contains 64 questions. Applicants have 20 minutes to complete this section.

SECTION 3: LANGUAGE USAGE

This section contains two types of documents (i.e. memoranda and summary reports). Errors have been incorporated into these documents and applicants are asked to identify errors in grammar, syntax, punctuation, usage, and/or structure. Section 3 contains 25 questions. Applicants have 40 minutes to complete this section.

SECTION 4: EXPERIENCE INVENTORY, PART 2

FROM THE FIELD

"The process from start to finish is intense but very rewarding. When I applied, I did not know a thing about the agency. I was nervous and scared that I was going to do or say something that would get me removed from the process. If I could go back and tell a younger me, or someone starting out, I would say, 'Just be yourself.' If you are even considering the Secret Service, there has to be something within you that can help our agency grow in a positive direction."

Just be yourself.

FROM THE FIELD

"There really is no particular day or daily routine, every week, every day has the potential to be vastly different from the other. One day I could be working a shift at the White House assigned to the President, another I could be leaving to work a domestic advance for the Vice President or I could be loading up in a Car-Plane (C-17 military plane) to travel internationally to support the First Lady on a trip."

Every week, every day has the potential to be vastly different

This section contains statements that describe different situations and opinions. Applicants must choose the response option that best reflects the extent to which their past supervisors and/or teachers would agree that the statement describes them. Section 4 contains 96 questions. Applicants have 30 minutes to complete this section.

SECTION 5: DETAIL OBSERVATION

In this section, applicants are presented with a series of photographs. These photographs depict images that may be seen when working in the Special Agent job. For example, a photograph may depict a rope line or a city street during a surveillance operation. After viewing the photographs, applicants answer a series of questions unrelated to the photographs.

Then, applicants answer a series of questions about what appeared in the photographs, but they are not permitted to view the photographs while answering these questions. This section contains 3 photographs and 3 sets of accompanying questions and takes approximately 40 minutes to complete.

APPLICANT PHYSICAL ABILITIES TEST (APAT)

The APAT is a pre-employment physical fitness test developed to evaluate an applicant's ability to perform the physical tasks required on the job by measuring muscular and dynamic strength, endurance, flexibility, aerobic capacity and other factors related to physical aptitude. The APAT is scored on a point-based system. Each test component is scored on a scale from 0 to 8 points. An applicant must achieve a minimum cumulative score of 20 points with no zeros to pass the APAT. APAT standards are not specific to age and/or gender identity.

PUSH UPS

The purpose of this test is to evaluate upper body muscular strength and endurance. Applicants are required to complete as many push-ups as possible in one minute. Only one trial will be given and scores are based on how many correctly performed push-ups are completed. Minimum requirement is greater than 14 push-ups.

SIT UPS

The purpose of this test is to evaluate abdominal strength. Applicants are required to do as many sit-ups as possible in one minute. Only one trial will be given and scores are based on how many correctly performed sit-ups are completed. Minimum requirement is greater than 22 sit-ups.

1.5 MILE RUN

The purpose of this test is to assess cardiovascular endurance. This test can be administered either indoors or outdoors on a marked hard and flat surface with minimal sharp turns. Applicants are permitted to walk or stop during the run. The total time required to complete the distance is recorded. Minimum required time is less than 19:41.

Point Value	Push-Ups	Sit-Ups	Illinois Agility Run	1.5 Mile Run
0	14 or less	22 or less	23.89 or higher	19:41 or higher
1	15-16	23-28	23.88-22.18	19:40-16:53
2	17-19	29-30	22.17-21.66	16:52-16:09
3	20-22	31-33	21.65-21.13	16:08-15:26
4	23-26	34-36	21.12-20.60	15:25-14:43
5	27-29	37-41	20.59-20.23	14:42-14:12
6	30-37	42-45	20.22-19.44	14:11-13:07
7	38-43	46-49	19.43-18.65	13:06-12:02
8	44 or more	50 or more	18.64 or lower	12:01 or lower

ILLINOIS AGILITY RUN

The purpose of the Illinois Agility Run is to evaluate an applicant's anaerobic power and ability to quickly change directions. This component takes place either indoors or outdoors and requires applicants to complete a short distance run with changes in direction as fast as possible. Two trials for this component are given, but only the best trial will be scored. Minimum required time is less than 23.89 seconds.

NOTE
The APAT and physical fitness test administered during training are independent assessments. Applicants are encouraged to familiarize themselves with the components and scoring of both physical fitness tests to best prepare themselves for success.

QUALIFICATIONS

To be considered for the position of Special Agent, applicants must meet the following requirements:

BE A U.S. CITIZEN

BE AT LEAST 21 YEARS OF AGE

Be at least 21 years of age at the time of application, and younger than 37 upon receipt of a conditional offer of employment, to continue in the application process. Applicants with Veterans' Preference must be at least 21 years of age at time of application and younger than 40 upon receipt of a conditional offer of employment to continue in the application process.

POSSESS A CURRENT VALID DRIVER'S LICENSE

POSSESS VISUAL ACUITY

Possess uncorrected visual acuity of no worse than 20/100 binocular and possess corrected visual acuity of 20/20 or better in each eye. Lasik, ALK, RK, and PRK corrective eye surgeries are acceptable eye surgeries for Special Agent applicants. Applicants will be considered eligible for the Special Agent position provided specific visual tests are passed. The following are waiting periods for visual tests: Lasik-2 months after surgery, PRK-6 months after surgery, and ALK and RK-one year after surgery.

PASS A HEARING EXAM

Hearing loss, as measured by an audiometer, must not exceed 25 decibels (A.S.A. or equivalent I.S.O.) in either ear in the 500, 1,000, and 2,000 Hz ranges.

HAVE NO VISIBLE BODY MARKINGS

The Secret Service prohibits employees from having visible body markings (including but not limited to tattoos, body art, and branding) on the head, face, neck, hand, and fingers (any area below the wrist bone). Exception: a single conservative and unobtrusive tattoo in the form of a ring (e.g., wedding band) is authorized on one finger. If you have visible body markings, you will be required to medically remove such visible body markings at your own expense prior to entering on duty with the Secret Service.

BE IN EXCELLENT HEALTH AND PHYSICAL CONDITION

You must pass an Applicant Physical Abilities Test.

QUALIFY FOR TOP SECRET SECURITY CLEARANCE

You must undergo a complete background investigation, including driving record check, drug screening, medical and polygraph examinations.

ABIDE BY OUR DRUG POLICY

Additional information about the Secret Service Drug Policy can be found in the Our Drug Policy section of this packet.

SIGN A MOBILITY AGREEMENT

Stating your willingness to accept assignments anywhere within the United States and overseas.

SELECTIVE SERVICE REGISTRATION

Certify that you have registered with the Selective Service System or are exempt from having to do so (if you are a male applicant born after December 31, 1959).

APPOINTMENT LIMITS

You must be appointed to this position under an excepted appointment which is limited to 3 years and 120 days. Upon completion of this period, you will either be converted to career status or separated based on the expiration of the appointment.

CARRY AND USE A FIREARM

Maintaining firearm proficiency is mandatory. You will be ineligible to occupy this position if at any time you have been convicted of a misdemeanor crime of domestic violence, unless you received a pardon or your conviction was expunged or set aside.

MEDICAL EXAMINATION

A majority of United States Secret Service (USSS) positions require preemployment medical examinations. The program's purpose is to assess USSS applicants' abilities to perform the essential functions of the job, to address operational health issues for USSS positions with a medical requirement and to comply with federal mandates.

TIPS TO EXPEDITE THE MEDICAL REVIEW PROCESS

You may receive a personal phone call from the USSS Medical Officer to review your medical history questionnaire prior to your physical exam to see if additional medical documentation is needed. The requested documentation and the items listed below will be essential. Obtaining this information sooner will help improve the efficiency of the medical review process. You may provide medical information from your personal physician(s). However, the USSS Medical Officer will make the final determination if medical standards are met based on knowledge of the demands of the position and each applicant's medical documentation.

1 PAST HOSPITALIZATIONS

You will be required to provide a progress report from the medical provider who treated you or a copy of your hospital treatment records for all hospitalizations within the past five years. These records must detail your diagnosis, treatment and progress.

2 MAJOR LIFETIME MEDICAL EVENTS OR CHRONIC MEDICAL CONDITIONS

To ensure you're able to perform the essential functions of the job (with or without reasonable accommodation) if hired, you must provide a copy of pertinent medical records if you've had major medical events or been diagnosed with chronic medical conditions (e.g., seizures, head injuries, cancers, other significant diseases, etc. If you have a history of mental health conditions or counseling, please provide the documentation related to these conditions.

3 SURGICAL PROCEDURES

You must provide the following medical documentation if you have undergone any surgical procedures in the last three years:

- Surgery details, including diagnosis, procedure and procedure date
- Last progress note
- Note from the treating provider indicating that the condition has been resolved, you have been released from care and you have no current restrictions

4 IMMUNIZATIONS / VACCINATIONS

USSS law enforcement applicants must provide proof of vaccinations or be able to receive certain vaccinations (including live vaccines).

If applicable, you must provide your VA Rating Decision Letter. This large packet, also known as a narrative, explains the medical evidence used to obtain a VA disability rating (even if 0%). You must also include any VA decision denying a disability rating.

Note: A VA disability rating itself is not considered when making a final medical clearance determination.

OUR DRUG POLICY

The Secret Service is committed to a drug-free workplace. Therefore, the unlawful use of drugs by Secret Service employees is not tolerated. Furthermore, applicants for employment with the Secret Service who currently use illegal drugs will be found unsuitable for employment. The Secret Service does not condone any prior unlawful drug activity by applicants, but it recognizes that some otherwise qualified applicants may have used or otherwise interacted with illegal drugs at some point in their past. Consequently, when adjudicating an applicant for a security clearance, any prior illegal drug activity along with various considerations associated with that activity will be weighed in that adjudication process.

MISREPRESENTATION OF DRUG ACTIVITY

An applicant for employment with the Secret Service shall not deliberately misrepresent his/her history of drug activity in connection with the application for Secret Service employment. If deliberate misrepresentation is found, the applicant will be ineligible for employment. (Applicants will sign a statement at the Personnel Security Interview attesting to their history of drug activity. Any changes requested by the applicant to this response after signing this statement may result in the applicant being ineligible for employment with the Secret Service for three years.)

DRUG HISTORY CONSIDERATIONS

MARIJUANA

An applicant who has used or purchased marijuana during his/her lifetime may still be eligible for employment with the Secret Service. Marijuana includes but is not limited to cannabis, hashish, hash oil, medical cannabis and tetrahydrocannabinol (THC) in both synthetic and natural forms.

To be eligible for employment with the USSS, regardless of the age of the applicant when they last used or purchased marijuana (except as set forth below), the date of application for employment with the USSS should be at least one (1) year since the last use or purchase.

An applicant who has sold, distributed, or cultivated marijuana may still be eligible for employment with the Secret Service. Eligibility may be considered in instances when the applicant sold, cultivated, or distributed marijuana not for income or profit, including for personal use or recreational use. Personal use includes use with friends and relatives (including immediate family members). Recreational use is defined as the sale, cultivation, or distribution, other than for personal use, not intended for income or profit. The amounts sold, cultivated, or distributed will be considered.

To be eligible for employment with the Secret Service, the date of application for employment should be at least 10 years since the applicant last sold, cultivated, or distributed marijuana for personal or recreational use.

If the applicant had instances of sale, cultivation, or distribution of marijuana beyond what is described above, the applicant is ineligible for employment with the Secret Service.

Use or purchase of marijuana includes 1) use or purchase for medicinal purposes or 2) use or purchase in jurisdictions (e.g., states or countries) where use or purchase is decriminalized.

PRESCRIPTION DRUGS AND OVER-THE-COUNTER DRUGS

An applicant who has misused prescription drugs or over-the-counter drugs during his/her lifetime may still be eligible for employment with the Secret Service. Prescription drugs include codeine, Oxycodone/Oxycontin, morphine, Ritalin, diazepam/Valium, hydrocodone, Xanax, and Adderall.

To be eligible for employment with the Secret Service, the applicant should meet the following criteria regarding how recently prescription drugs or over-the-counter drugs were last misused:

If an applicant had prolonged use of a prescription drug without a proper prescription, regardless of whether it was used for its intended purpose, or had prolonged misuse of a prescription drug or over-the- counter drug, to be eligible for employment with the USSS, the date of application for employment should be at least three (3) years since the last prolonged use without a proper prescription or misuse.

An applicant who has illegally sold or distributed over-the-counter or prescription drugs may still be eligible for employment with the USSS. Eligibility may be considered in instances when the applicant illegally sold or distributed over-the-counter or prescription drugs recreationally and not for income or profit.

In addition, the amounts sold or distributed will be considered. In such instances, to be eligible for employment with the USSS, the application for employment should be at least 10 years since the last occasion of sale or distribution.

If the applicant had instances of sale or distribution of over-the-counter or prescription drugs beyond what is described above, the applicant is ineligible for employment with the USSS.

USE OF DRUGS WHILE IN A PUBLIC TRUST POSITION

A Public Trust position, as defined by 5 CFR § 731.106, is a position designated as having a high or moderate risk level as determined by the position's potential for adverse impact to the efficiency or integrity of the Service. Such positions may involve policy making, major program responsibility, public safety and health, law enforcement duties, fiduciary responsibilities, or other duties demanding a significant degree of public trust, and positions involving access to or operation or control of financial records, with a significant risk for causing damage or realizing personal gain.

An applicant who, while in a Public Trust position, used or purchased marijuana, steroids, or, used, for other than its intended purpose, a prescription drug or over-the-counter drug, may still be eligible for employment with the Secret Service. However, to be eligible for employment with the Secret Service, the date of application should be at least 10 years since the last use or purchase of these drugs while the applicant was in a public trust position, regardless of whether the use occurred while the applicant was on or off duty.

The frequency of use and the circumstances must also be considered. If, while in a public trust position, an applicant used or purchased MDMA, cocaine, other hard drugs, or had prolonged use of a prescription drug without a proper prescription, regardless of whether it was used for its intended purpose, or had prolonged misuse of a prescription drug or over-the-counter drug, the applicant is disqualified from employment with the Secret Service. This ineligibility applies whether the illegal use occurred while the applicant was on or off duty at the time of use.

USE OF DRUGS WHILE HOLDING A SECURITY CLEARANCE

An applicant who, while holding a security clearance, used or purchased marijuana, steroids, or, used, for other than its intended purpose, a prescription drug or over-the-counter drug, may still be eligible for employment with the Secret Service. However, the following general restrictions apply:

If the applicant was working in a public trust position, to be eligible for employment with the Secret Service, the date of application for employment, should be at least 10 years since the last use or purchase of these drugs while the applicant was holding a security clearance in a public trust position, regardless of whether the use occurred while the applicant was on or off duty.

If the applicant was not working in a position of public trust, the time frame to be eligible for employment with the Secret Service depends on the drug used or purchased and adheres to the time frame requirements outlined previously in this policy.

The frequency of use and the circumstances must also be considered. If, while holding a security clearance, an applicant used or purchased MDMA, cocaine, other hard drugs or had prolonged use of a prescription drug without a proper prescription, regardless of whether it was used for its intended purpose, or had prolonged misuse of a prescription drug or over-the-counter drug, the applicant is disqualified from employment with the Secret Service. This ineligibility applies whether the illegal use, or prolonged misuse, occurred while the applicant was on or off duty at the time of use.

OTHER CONSIDERATIONS

For all of the above, in addition to the extent and type of usage, age at the time of usage, and the passage of time since the last usage, purchase, sale or cultivation, other mitigating factors and circumstances to consider are how the drugs were obtained or sold, under what circumstances the drugs were used, whether the drugs were used for medicinal purposes, whether use of the drug was legal and/or legally obtained in the jurisdiction (e.g., state or country) where the drug was used, and any compelling mitigating circumstances.

The Secret Service is committed to a drug-free workplace. Therefore, the unlawful use of drugs by Secret Service employees is not tolerated.

GRADE LEVEL REQUIREMENTS

QUALIFY FOR THE GL-07 OR THE GL-09 LEVEL

We review your resume and supporting documentation to ensure you meet the minimum qualification requirements.

If you will successfully complete a Master's or equivalent graduate degree (such as an LL.B. or J.D.) or at least two full years of progressively higher level graduate education leading to such a degree in a related field within nine months of your application date you should apply to both the GL-07 and GL-09 grade levels. An official transcript will be required upon completion.

Note: Applicants applying under the STAR Program will only be considered for the GL-07 Level

QUALIFY FOR THE GS-11 LEVEL:

To qualify for the GS-11 level, applicants must possess one of the following:

- Ph.D. or equivalent doctoral degree, three full years of progressively higher level graduate education leading to such a degree, or LL.M., if related;
- Have at least one year of specialized experience equivalent to the GL-9 level which is defined as experience in, or related to, planning and conducting complex criminal investigations to determine violations of federal laws and regulations; collecting and assembling facts, bringing the investigation to a logical conclusion; gathering, analyzing, and evaluating evidence; conducting interviews and interrogations; makes arrests; conducting searches and seizures; taking responsibility for own actions and those of team members to ensure the goals and deadlines for the team are met; and, preparing comprehensive oral and written briefings for personnel inside and outside of the organization;
- A combination of specialized experience, as described above, and related graduate level education, beyond the first full year of doctoral level study.

View starting salary here.

BENEFITS

Just as our Special Agents protect the well-being of others, the Secret Service strives to ensure their employees' well-being by offering benefits commensurate to the immense service they give to the nation and others.

From comprehensive retirement plans to low-cost life insurance, the Secret Service offers extensive assistance to its valued employees.

IN ADDITION TO FEDERAL EMPLOYEE BENEFITS, SPECIAL AGENTS BENEFITS ALSO INCLUDE:

- Law Enforcement Availability Pay (LEAP) that provides an opportunity for Special Agents to receive up to an additional 25 percent of their annual base pay
- Low-cost life insurance
- Individual or family membership in low-cost federal health benefit plans
- Annual leave earned at the rate of 13 to 26 days per year, based on length of employment. Prior federal civilian or military service is credited, as authorized
- Sick leave accumulated at the rate of 13 days per year without limit
- Paid federal holidays
- Comprehensive retirement benefits. Retirement credit is granted for prior federal military or government service, as authorized
- Paid parental leave
- Eligibility for participation in flexible spending account
- Eligibility (if applicable) to participate in the following programs: Child Care Subsidy Benefit; telework; Student Loan Repayment; Tuition Assistance; Public Transportation Incentive
- Recruitment bonus for foreign language proficiencies

For additional information about benefits, click here.

Exceptional individuals deserve benefits worthy of their service.

ARE YOU READY TO SERVE?

APPLY HERE

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AN EQUAL OPPORTUNITY EMPLOYER