

UNITED STATES SECRET SERVICE



# BECOME A UNIFORMED DIVISION OFFICER





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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 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





# ORGANIZATIONAL OVERVIEW

## AGENCY LEADERSHIP



James M. Murray  
DIRECTOR



Faron K. Paramore  
DEPUTY DIRECTOR



George D. Mulligan  
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



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



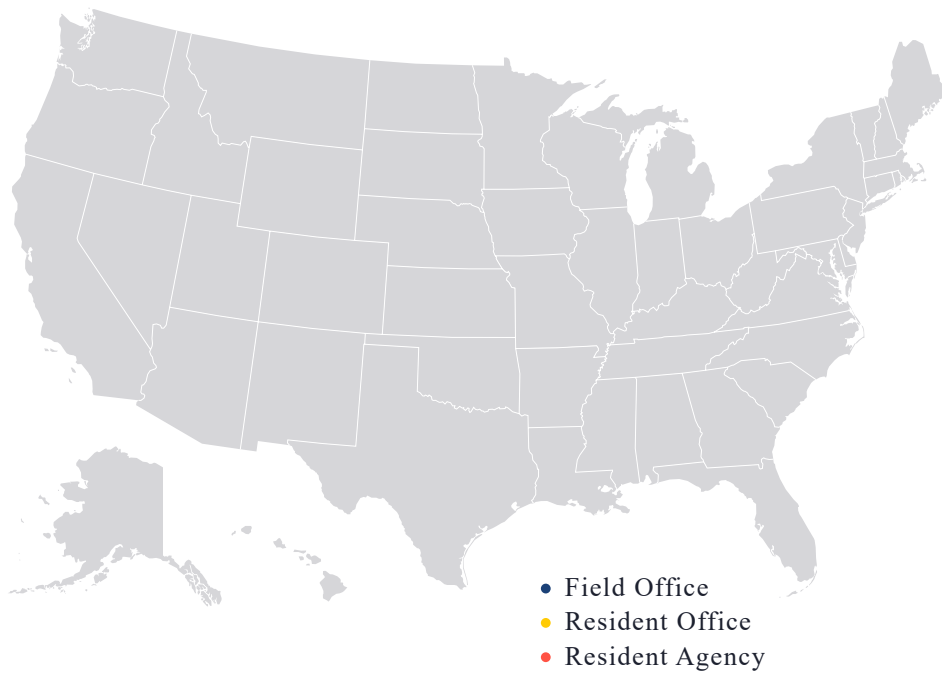
OFFICE OF INTEGRITY



OFFICE OF EQUITY AND  
EMPLOYEE SUPPORT  
SERVICES

# ABOUT OUR WORKFORCE

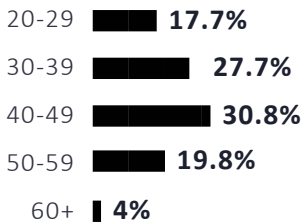
## OUR DOMESTIC FIELD OFFICES



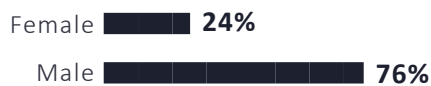
## A PROFILE OF OUR CURRENT WORKFORCE

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.

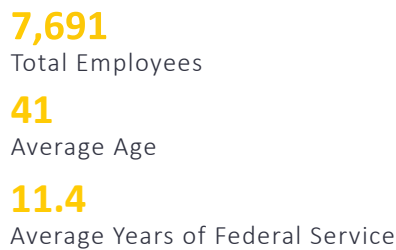
### AGE



### GENDER



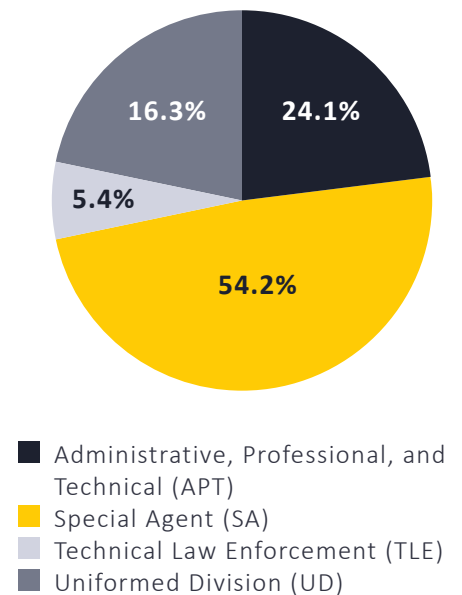
### BY THE NUMBERS



### VETERAN STATUS



### JOB TYPE





## 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, visit [SecretService.gov](https://www.secretservice.gov).

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*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.*

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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), sex (including pregnancy, transgender status, and sexual orientation), 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 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 (IWT) 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 considered any change in the work environment (or in the way things are usually done) to help a person with a disability 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.



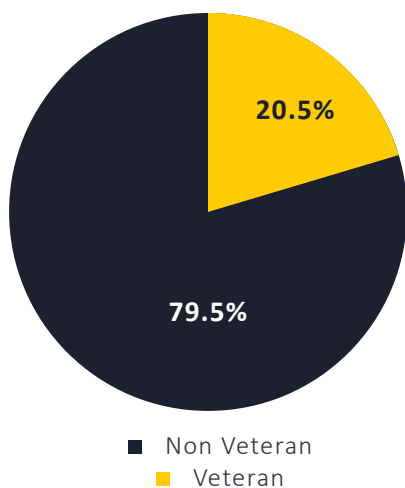


## COMMITTED TO OUR VETERANS

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.

### PERCENTAGE OF VETERANS IN THE SECRET SERVICE



*The Secret Service goal is to increase the veteran workforce to 25%. Data as of August, 2021.*

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. A veteran who is released under honorable conditions shortly before completing a three-year tour is eligible as well. 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@Secret.Service.dhs.gov](mailto:employ.veterans@Secret.Service.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 you in confidence, we mean it.

### 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.*



# UNIFORMED DIVISION OVERVIEW



# UNIFORMED DIVISION OVERVIEW

The Uniformed Division’s mission is to protect facilities and venues secured for U.S. Secret Service protectees. Throughout its history, the Uniformed Division has accomplished this mission through a tradition of honor, integrity, and a commitment to excellence. The Uniformed Division is mandated by law to provide physical security for the White House Complex and the Vice President’s Residence at the Naval Observatory. It also provides security and police services for the foreign diplomatic missions and Treasury Department building, both located in Washington, D.C.

## ORGANIZATIONAL OVERVIEW

### UNIFORMED DIVISION LEADERSHIP



Thomas J. Sullivan  
CHIEF



Alfonso M. Dyson  
ASSISTANT CHIEF

### UNIFORMED DIVISION

#### Rowley Training Center



Catrina Bonus  
ROWLEY TRAINING CENTER DEPUTY CHIEF

#### White House Branch



Richard Macauley  
WHITE HOUSE BRANCH DEPUTY CHIEF

#### Naval Observatory Branch



Terrance Bon  
NAVAL OBSERVATORY BRANCH DEPUTY CHIEF

#### Foreign Missions Branch



Michael Buck  
FOREIGN MISSIONS BRANCH DEPUTY CHIEF

#### Special Operations Branch



Daniel Chearney  
SPECIAL OPERATIONS BRANCH DEPUTY CHIEF

*Honor, Integrity, and a Commitment to Excellence*

## WHITE HOUSE BRANCH

The men and women of the Uniformed Division assigned to the White House Branch perform many functions that thrust them into public light. On a daily basis, these officers process thousands of staff members, members of the press, appointments, and other workers, into the White House Complex. This task is performed with the utmost professionalism and at a constant high level of security.

Officers assigned to the White House Complex provide protection through the effective use of fixed posts, foot beats, bicycle patrols and police cruisers. The police and protection functions of White House Branch Officers are complemented by specialty sections / units whose personnel are trained in areas unique and critical to the Secret Service mission. Collectively, these individuals are known as “technicians” and because of their specific knowledge / abilities they are entitled to bonus pay commensurate with their position. Technicians assigned to the Counter



Sniper Unit, Canine Unit, and the Emergency Response Team assist in fortifying the White House Complex by utilizing their expertise in and around the area. Additionally, the Uniformed Division Special Operation Section partners with White House staff by providing tours of the White House Mansion and in coordinating special events such as Presidential Receptions, Inaugural Events, and the Annual Easter Egg Roll. The White House Vehicle Inspection Team and the Counter Surveillance Unit also help augment the Uniformed Division’s goal of providing a safe and protected environment.

The men and women of the Uniformed Division personnel take great pride in providing a safe and secure environment for the President of the United States, his immediate family, the Vice President, their staff members, and the myriad of other White House employees who work here each day. In addition to these responsibilities, personnel assigned to the White House Branch perform similar functions at the Treasury Building, the New Executive Office Building, the Eisenhower Executive Office Building, and other locations which may contain presidential offices.

### FROM THE FIELD

“My mentor asked me if I’d ever thought about joining the Secret Service. There wasn’t much information out there at the time. My mentor had worked with the Secret Service Special Operations teams in the past and it was through him that I came to understand the reputation they had and what the Secret Service life was like. It was very appealing to me. So, from that point on, I was pretty much a moth to a flame. I put my application in and two years later, I got the call and got picked up for the Uniformed Division.”

”

*I came to understand the reputation they had and what the Secret Service life was like. It was very appealing to me.*



## NAVAL OBSERVATORY BRANCH

Originally founded in 1830 as the Depot of Charts and Instruments, the United States Naval Observatory is one of the oldest scientific agencies in the country. In 1893, the Depot moved to its current location in northwest Washington, DC where it expanded to include both a main observatory building as well as a residence for the Superintendent. This new site included a Superintendent's residence, in addition to the main observatory building. In 1974, Congress repurposed the 19<sup>th</sup> century house at Number One Observatory Circle as a home for the Vice President and assigned the Uniformed Division protective responsibilities for the residence. This action transformed the Vice President's Residence Detail, formerly part of the Foreign Mission Branch (FMB), into a stand alone branch known as the Naval Observatory Branch. Its mission became an integrated component of the Vice Presidential Protective



Detail (VPPD) and continues to maintain this status today. Uniformed Division members assigned to the Naval Observatory Branch serve as operational members of VPPD. As such, they protect the Vice President and the Vice President's immediate family at the Vice President's official residence.

The Naval Observatory Branch is operationally similar to the White House Branch, also utilizing a trained bicycle patrol unit to assist with carrying out its mandated protective responsibilities.

### FROM THE FIELD

"If you're on this team, you will be put in positions where you are making monumental decisions that have diplomatic consequences at times; making calls based on your knowledge and experience. That's why we build slowly to that before we cut somebody loose into that environment: there can be enormous consequences to your decisions."

”

*If you're on this team, you will be put in positions where you are making monumental decisions that have diplomatic consequences at times...*

## FOREIGN MISSIONS BRANCH

The mission of Secret Service White House Police expanded in 1970 to include protection of the foreign diplomatic community and their diplomatic locations in the Washington, D.C., metropolitan area, as well as other locations within the United States and its territories as directed by the President. This change was in response to complaints by D.C.-based foreign diplomatic personnel who were being increasingly targeted by criminals. Congress realized that the Washington Metropolitan Police Department did not have the resources to address the growing problem and passed legislation expanding the Secret Service mission. Commensurate with this added responsibility, the White House Police changed its name to the Executive Protective Service. In 1977, the name United States Secret Service Uniformed Division name was adopted.

Today, Uniformed Division personnel assigned to protect the foreign diplomatic community and their locations in Washington D.C. are known as the Foreign Missions Branch (FMB).



FMB officers perform their important duties by patrolling Washington D.C.'s embassy district in marked police vehicles, motorcycles, bicycles, and on foot. They respond to complaints and calls for assistance primarily from foreign

embassy personnel, but also from the general public. Additionally, FMB officers maintain safety during demonstrations at diplomatic locations, operate fixed protective posts, and consult with diplomatic officials regarding the security of their embassies, chanceries, and personnel.

### FROM THE FIELD

”

*The mission is so important here. You don't get this mission anywhere else.*



## SPECIAL OPERATIONS BRANCH

The Special Operations Branch, formerly known as Special Programs Branch, became operational August 7, 2005 and was initially part of the Presidential Protective Division.

Uniformed Division members assigned to the Special Operations Branch now serve as operational members under the direction of the Office of Protective Operations.

The Special Operations Branch is composed of five Uniformed Division Units: the Counter Sniper Team, Emergency Response Team (which includes the Specialized Rifle Unit), Canine Explosive Detection Unit, Airspace Security Branch, and Hazardous Agent Mitigation Medical Emergency Response (HAMMER).

Members assigned to the Special Operations Branch provide support for the Presidential Protective Division, Vice Presidential Protective Division, Dignitary Protective Division, and National Special Security Events (NSSE).



### FROM THE FIELD

“The Uniformed Division closely resembled the military culture that I was accustomed to. So, in my research I found out that they had a ranking style that was similar to the military; and I saw it as an opportunity to keep my family in one location. I traveled while I was in the military; I had an overseas assignment. I had deployed to Saudi Arabia, but the prospect of keeping my family in one place really intrigued me. I felt that I could continue to serve my country by joining the agency, while at the same time satisfying my family responsibilities. I also looked at the numerous opportunities that the Uniformed Division offered; the prospect of moving up through the ranks was something that intrigued me. So, at the end of the day, I felt that it was just the best fit for me and my family.”

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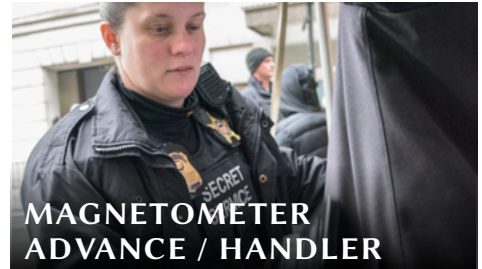
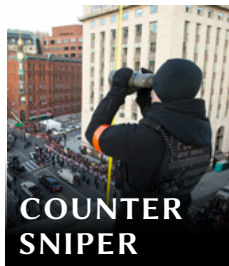
*I also looked at the numerous opportunities that the Uniformed Division offered; the prospect of moving up through the ranks was something that intrigued me.*

# CAREER OPPORTUNITIES

RANK STRUCTURE:



OPPORTUNITIES INCLUDE BUT ARE NOT LIMITED TO:





## SPECIALIZED UNITS

The primary mission of the Uniformed Division is to secure the White House Complex, which requires a variety of advanced skills. Upon completion of their training, officers may be selected to participate in one of several specialized units. Officers and Sergeants assigned to certain specialty units are entitled to receive Technician pay, an additional 6%, based on the training and skills required for those assignments. Additionally, UD personnel receiving technician pay are given the title of Officer-Technician or Sergeant-Technician. Specialized units include:

### CANINE (K-9) UNIT

- Performs security sweeps and responds to bomb threats and suspicious packages.

### EMERGENCY RESPONSE TEAM

- Provides a coordinated tactical response for the White House and other protected facilities. Inclusive of this assignment is a tactical K-9 element.

### COUNTER SNIPER TEAM

- Utilizes observation, sighting equipment, and high-performance weapons to provide a secure environment for protectees.

### MOTORCADE SUPPORT UNIT

- Officers provide motorcycle tactical support for official movements of motorcades.

### CRIME SCENE SEARCH UNIT

- Photographs, collects, and processes physical and latent evidence.

### OFFICE OF TRAINING

- Serves as firearms, classroom, fitness, control tactics, and/or protective driving instructors to new recruits, as well as provides in-service training.

### SPECIAL OPERATIONS SECTION

- Handles special duties and functions at the White House Complex, including conducting tours.

### FROM THE FIELD

“Our job is facility protection, and the agents’ job is personal protection, and of course, investigation of crimes. But in the Uniformed Division, our job is facility protection, and access control, those type of things, and policing, and we do the job to the best of our ability.”

”  
*We do the job to the best of our ability.*

### OUTREACH BRANCH

- Coordinates the recruitment of Special Agents, Uniformed Division Officers, Technical Law Enforcement and Administrative, Professional, and Technical personnel.





## TRAINING

Each new Uniformed Division Officer recruit receives world-class training from seasoned experts. With disciplines ranging from Criminal Law to Emergency Medicine, our trainers ensure that each recruit is prepared to successfully fulfill the Uniformed Division's mission of protection and policing upon completion of the intensive 29-week training course.

New recruits undergo an intensive two-part training program. First, recruits must successfully complete the 12-week Uniformed Police Training Program (UPTP) at the Federal Law Enforcement Training Center (FLETC) in Glynco, Georgia or Artesia, New Mexico. Each recruit then receives 17 weeks of specialized instruction at our training facility near Washington, D.C.

The 29 weeks of training cover subjects including:

- Access control
- Police procedures
- Criminal law
- Firearms training
- Emergency medicine
- Control tactics
- Arrest procedures
- Driver training
- Search and seizure
- Police and community relations
- Physical fitness

Academy training is supplemented by on-the-job training. Officers attend advanced in-service training programs throughout their careers.



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*Our trainers ensure that each recruit is prepared for success.*

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## PHYSICAL FITNESS ASSESSMENT

The Secret Service requires a careerlong commitment to physical fitness and nutrition. Secret Service law enforcement personnel are entrusted to perform critical protective and policing assignments throughout their career. An employee’s level of physical fitness directly contributes to their ability to succeed in a myriad of protective and policing 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 Uniformed Division personnel and weapon-carrying employees are required to participate in a quarterly fitness assessment for the duration of their career.

### FROM THE FIELD

“We are a family. We operate basically being a brotherhood. Being a family, you’re going to look to your left and your right. And you’re going to want to do more for that person, because you’re not just here to collect a check. So we’re a tight-knit group. And we put our pride on that, too. So that’s the type of individual I’m looking for. Unselfish, family-oriented, you know, brotherhood. Male, female, it doesn’t matter. We’re just looking for candidates who want to come through, work hard and get the job done. Because when it hits the fan, we want to make sure we can look to the left and the right and not worry.”

”

*We’re just looking for candidates who want to come through, work hard and get the job done.*



All trainees must undertake several Secret Service Physical Fitness Assessments to evaluate if they possess the requisite levels of strength and fitness needed to perform the duties of Secret Service law enforcement personnel. These assessments measure 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.

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:

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 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 programs during training. It is incumbent upon applicants to prepare themselves and report for training in a high state of physical readiness.

The importance of proper nutrition cannot be overstated. Applicants are recommended to seek guidance from qualified professionals 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 an initial 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 Student Review Board (SRB) for possible dismissal from training.

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

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# 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.

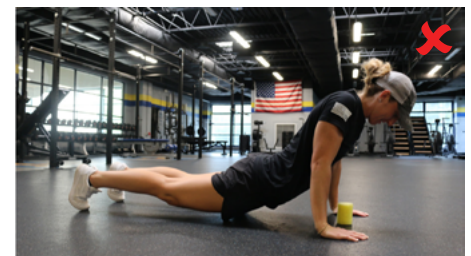
Rest is allowed in the up position and/or pike position (buttocks up in the air, with the feet and hands still on the surface). The trainee must return to the proper start position before resuming the exercise.

## 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.

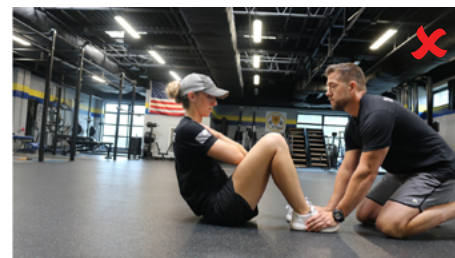
## ACTION:

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

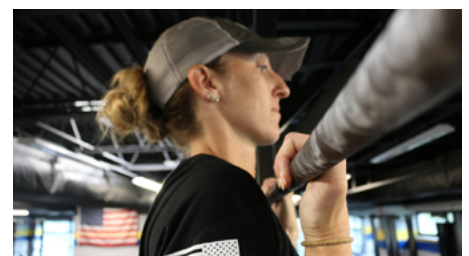
The chin-up starting position is hands gripping the bar with palms facing trainee and hands approximately shoulder-width apart. Trainee must come to a complete hang with arms fully extended.

## 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

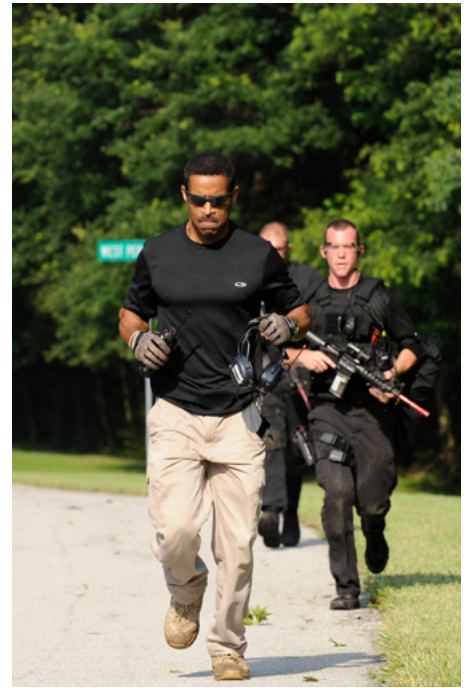
## UNTIMED CHIN UP RATINGS FOR WOMEN

		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

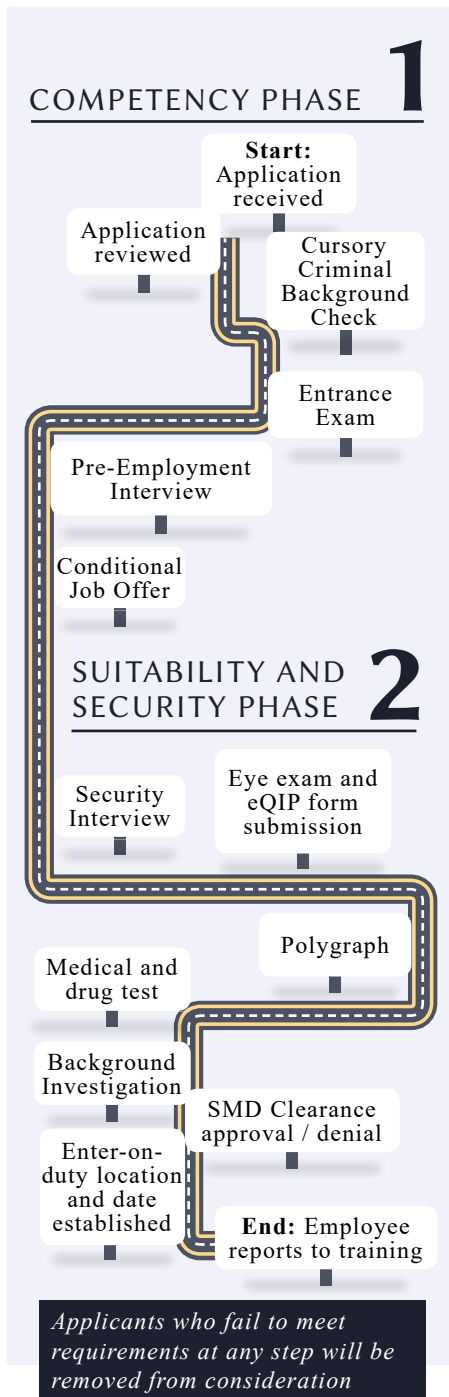
		AGE RANGE			
		20-29	30-39	40-49	50+
4	Excellent	12:50	13:42	14:30	15:56
3	Good	12:51-14:24	13:43-15:08	14:31-15:57	15:57-16:58
2	Fair	14:25-15:26	15:09-15:57	15:58-16:58	16:59-17:54
1	Poor	15:27-16:33	15:58-17:14	16:59-18:00	17:55-18:49
0	Very Poor	16:34	17:15	18:01	18:50



# APPLICATION PROCESS



# APPLICATION ROADMAP



The Uniformed Division Application Process is a mentally and physically challenging process designed to identify the most capable applications. Those who make it through the process become part of an elite team that keeps our country safe. The timeframe for completion of 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 Uniformed Division positions with the Secret Service electronically by submitting an application online via USAJOBS.

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 Uniformed Division Officer 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 to get a Top-Secret security clearance to become a Uniformed Division Officer. 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.*

# UNIFORMED DIVISION ENTRANCE EXAM (UDEE)

The UDEE was developed to assess the range of skills and abilities required for successful performance in the Uniformed Division (UD) Officer position. It is a computer-based exam consisting of multiple choice questions. The entire testing time, including breaks, will not exceed 3 hours 45 minutes. The UDEE is made up of six separately timed tests outlined below. A comprehensive Preparation Guide for the Uniformed Division Entrance Exam (UDEE) can be found at [SecretService.gov/Careers](https://www.secretservice.gov/Careers).

## SECTION 1: CRITICAL THINKING TEST

This section contains five passages, each of which describes a set of facts. Each passage is followed by a set of possible conclusions based on the set of facts presented in the passage. Applicants read the passage and then decide whether each conclusion is true, false, or if there is insufficient information to determine whether the conclusion is true or false (indeterminable). Section 1 contains 23 questions. Applicants will have 30 minutes to complete this section.

## SECTION 2: SITUATIONAL JUDGMENT TEST

This section contains 15 scenarios. Each scenario consists of a short video presenting a situation that a UD Officer might encounter. Applicants are then presented with various actions that can be taken to respond to the situation presented and are asked to rate the effectiveness of each action. Section 2 contains 82 questions. Applicants will have 34 minutes to complete this section.

## SECTION 3: MEMORY SKILLS TEST

This section contains 12 questions asking about details from the situations presented in Section 2. Applicants will be asked to recall various aspects of the situations, with some questions asking about specific situations and other questions asking participants to remember more general details that apply across multiple situations. Applicants will have 8 minutes to complete this section.

## SECTION 4: FIGURAL REASONING TEST

Each question in this section contains a series of four figures, and applicants are asked to determine the fifth figure in the series by selecting one of five possible options. The four figures shown follow a specific pattern, and to answer each question correctly applicants should identify the pattern and choose the option that follows that pattern. Section 4 contains 14 questions. Applicants will have 32 minutes to complete this section.

## SECTION 5: OFFICER WRITING TEST

In this section, applicants are presented with sentences or paragraphs that may or may not need correcting, and applicants are asked to choose the option that improves the sentence or paragraph. This section contains three item types and a total of 30 questions. Applicants will have 35 minutes to complete this section.

## SECTION 6: WORK STYLE INVENTORY

In this section, applicants are presented with descriptive statements and are asked to indicate the extent to which they agree that each statement describes them. Section 6 contains 139 questions. Applicants will have 25 minutes to complete this section.



## APPLICANT PHYSICAL ABILITIES TEST (APAT)

In an effort to enhance selection and screening procedures for entry-level Uniformed Division Officer applicants, the HR Research and Assessment Division (HRR) is working in conjunction with a professional consultant to develop and validate a pre-employment physical fitness test. This test will 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 1 to 8. Applicants must meet a minimum level for all components and achieve a minimum cumulative score of 20 points to pass. The standards are the same regardless of age, gender, or position.

### 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 required 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 required 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.



### 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 will take 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 United States Secret Service is not currently requiring the APAT examination, however, applicants are encouraged to meet the physical fitness standards to best prepare for FLETC training. The APAT examination could be reinstated and implemented at any time.

# QUALIFICATIONS

To be considered for the position of Uniformed Division Officer, applicants must meet the following requirements:

## BE A U.S. CITIZEN

## BE AT LEAST 20 YEARS OF AGE

Be at least 20 years of age at the time of application, and younger than 37 upon receipt of a conditional offer of employment, unless you have previous service in a Federal Civilian Law Enforcement position covered by special law enforcement or firefighter retirement provisions, including early or mandatory retirement. Applicants with Veterans' Preference must be at least 20 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 or 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 Uniformed Division Officer applicants. Applicants will be considered eligible for the Uniformed Division Officer 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, 1000, and 2000 Hz ranges. Applicants must be able to hear the whispered voice at 15 feet with each ear without the use of a hearing aid.

## 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, if/when the APAT is reinstated.

## QUALIFY FOR TOP SECRET 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.

## 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

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.

## LE 01 QUALIFICATION

You qualify for the LE 01 grade level (see starting salary [here](#)) if you meet the following requirements:

- Possess, at a minimum, a high school diploma or certificate of equivalency.
- Be the age of 20 at the time of application. Must be 21 years of age at the time of appointment.



## 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 Personal Security Interview locking in their response regarding 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 Secret Service, the applicant should meet the following criteria regarding how recently marijuana was last used or purchased:

AGE OF LAST USE OR PURCHASE	DATE OF APPLICATION FOR EMPLOYMENT
24 and younger	At least 1 year since the last use or purchase.
25	At least 2 years since the last use or purchase.
26	At least 3 years since the last use or purchase.
27	At least 4 years since the last use or purchase.
28 and older	At least 5 years since the last use or purchase.

*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.*





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.

### **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, but are not limited to, 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:

- A. If the applicant used the prescription drug in its intended purpose but without a proper prescription, it is not considered misuse relative to this policy.
- B. If the applicant used a prescription drug or over-the-counter drug for other than its intended purpose, it is considered misuse. To be eligible for employment with the Secret Service, the applicant should meet the following criteria regarding how recently prescription drugs were last misused:

<b>AGE OF LAST USE OR PURCHASE</b>	<b>DATE OF APPLICATION FOR EMPLOYMENT</b>
24 and younger	At least 1 year since the last misuse or purchase.
25	At least 2 years since the last misuse or purchase.
26	At least 3 years since the last misuse or purchase.
27	At least 4 years since the last misuse or purchase.
28 and older	At least 5 years since the last misuse or purchase.

C. If an applicant has prolonged use of a prescription drug without a proper prescription, regardless of whether it was used for its intended purpose, or has prolonged misuse of a prescription drug or over-the-counter drug, to be eligible for employment with the Secret Service, the date of application for employment should be at least five 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 Secret Service. 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 Secret Service, 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 Secret Service.

## 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 regardless of 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.



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

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## BENEFITS



Just as our Uniformed Division Officers 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 family oriented health benefit solutions, the U.S. Secret Service offers extensive assistance to its valued employees.

### UNIFORMED DIVISION OFFICER BENEFITS INCLUDE:

- Competitive starting salary
- Overtime is compensated at the rate of time and one half, or through compensatory time off
- Uniforms and equipment are furnished at no cost to officers
- Employees are eligible for low cost life insurance
- Employees and their immediate families are eligible for 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 military or federal government service, as authorized
- Eligibility for participation in flexible spending account
- Paid parental leave

For additional information about benefits, visit

[SecretService.gov/Careers](https://www.secretservice.gov/Careers)

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*Exceptional Individuals Deserve Benefits Worthy of Their Service.*

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