



FBI FACILITIES AND LOGISTICS: An Inside Look

From designing future Field Offices to keeping the lights on every day, Facilities and Logistics professionals are the people who make sure the Federal Bureau of Investigation (FBI) runs smoothly. They provide critical support to the operation of all FBI infrastructure and facilities.

Facilities and Logistics professionals maintain the FBI's facility management, acquisition, construction and renovation activities. They provide logistical support through mail services, warehousing/freight services, telecommunications services, printing and graphics services, professional media services, security electronics, IT infrastructure and vehicle management. By taking care of these key day-to-day requirements, these professionals provide critical support for the FBI and its mission.

Depending on the position, domestic or international travel may be required.

A Multiskilled Workforce

The FBI seeks applicants with skills and backgrounds in the following areas:

- » Space management.
 - » Commercial real estate.
 - » Carpentry and locksmithing.
 - » Architecture, interior design and graphic arts.
 - » Engineering: mechanical, electrical and fire protection.
 - » Occupational safety, environmental protection and industrial hygiene.
 - » Construction management, acquisition, management and disposal of real property.
 - » Automotive fleet management, specifically in developing, organizing and carrying out analyses of automotive fleet programs.
 - » Electronics, specifically in evaluating, testing, installing and maintaining security-related electronic equipment.
- » Telecommunications, specifically in the planning, development, acquisition, testing, integration, installation, utilization or modification of telecommunications systems, facilities, services and procedures.



Stewards of the FBI Infrastructure

The following specialized roles ensure the Bureau runs smoothly, while providing critical support to the entire FBI team in fulfilling its mission:



Architect Provide architectural guidance and oversight regarding all planning, budgetary and operational aspects of FBI facilities; review cost estimates for accuracy and fairness; and prepare and review reports for compliance with functional requirements and design criteria.



**Facilities Project Manager/
Facility Operations Specialist** Maintain a comfortable and safe working environment for employees; evaluate repairs, maintenance, re-engineering, connectivity capabilities and electronic security; and develop new procedures to increase facility effectiveness.



Management and Program Analyst Analyze diverse issues relating to program management; plan, schedule and conduct multi-faceted projects; and recommend ways to improve program effectiveness and efficiency.



Engineer (Electrical, Fire Protection and Mechanical) Manage construction contracts in the area of specialty, evaluate work proposals and perform engineering design and investigation efforts to ensure the most-efficient and proper exploitation of resources within a minimum period of time.



Realty Specialist Manage the FBI's buildings and facilities in the areas of real-property inventory, utilization, acquisition and budgets; translate federal regulations and requirements into procurement specifications for leases/contracts; and coordinate real estate transactions with other government agencies and private industries.

All positions have a continuing education requirement of 15 hours annually. The FBI encourages employees to take advantage of all training opportunities applicable to their positions.



Becoming an FBI Employee Takes Dedication

The role of an FBI employee is a demanding yet rewarding job and requires stringent entry qualifications. Those who complete the process become part of an elite team that assists to preserve national security.

Minimum Qualifications You must:

- » Be a U.S. citizen.
- » Be able to obtain a Top-Secret Clearance.
- » Meet all educational requirements.

Automatic Disqualifiers

- » Non-U.S. citizenship.
- » Conviction of a felony.
- » Violation of the FBI Employment Drug Policy.
- » Default on a student loan insured by the U.S. government.

- » Failure of an FBI-administered drug test.
- » Failure to register with the Selective Service System (males only).
- » Knowingly or willfully engaged in acts or activities designed to overthrow the U.S. government by force.
- » Failure to pay court-ordered child support.
- » Failure to file income tax returns.

OUR core VALUES:

Rigorous Obedience to the Constitution

Respect

Compassion

Fairness

Integrity

Accountability

Leadership

Diversity

Applicant Process

If you're inspired by our mission, here's what you need to know about the application process:

STEP 1 INFORM & APPLY

Visit FBIJobs.gov to view careers and open positions.

STEP 2 INTERVIEW & SELECTION

The hiring process varies depending on the job and can take a year or more.

STEP 3 CONDITIONAL JOB OFFER & BACKGROUND INVESTIGATION

Once accepted, you will undergo an intensive background investigation including:

- » Polygraph examination.
- » Drug test.
- » Credit and records checks.
- » Interviews with former and current colleagues, neighbors, friends, etc.

STEP 4 FINAL JOB OFFER & ONBOARDING

Once accepted, all employees attend the FBI Academy in Quantico, VA, for a short new employee introduction course. Employees may remain at Quantico for job-related training.

