

Position Description:

**Fraudulent Travel Documents  
(FTD)**

Title:

**Lead Instructor**

Course Description

The Fraudulent Travel Document Course addresses the objectives, goals, equipment, and resources to; ensure that partner nations have the training and resources to properly examine and detect fraudulent travel documents; establish a chain of custody and properly secure/protect evidence for criminal prosecutions; and facilitate law enforcement information exchanges. International travel documents include US and foreign passports, immigrant and non-immigrant visas, birth certificates, local, state, federal/national identification documents, and related supporting documents.

Description of Duties:

Responsible for conducting classroom instruction, presentations and exercises in accordance with the guidelines and directives set forth by the Department of State Diplomatic Security Antiterrorism Assistance Program (ATA).

Responsible for ensuring only current ATA approved training materials (lesson plans, participant handouts, videos, case studies, etc.) are used in the delivery of ATA courses.

Responsible for returning all ATA training materials, including course CDs and ensuring that all ATA downloaded materials are deleted at the end of the course presentation by all instructors involved in the delivery of ATA courses.

Additional Duties and Responsibilities:

1. Liaise with DS/ATA Training Coordinator on all aspects of training and accept and follow any specific instruction provided by that DS/ATA Coordinator
2. Coordinate classroom preparation
3. Draft End of Course Review for submission utilizing ATA approved reporting format
4. Administer Pre/Post Knowledge Surveys and summarize results utilizing ATA approved format
5. Administer Course Participant Skills Evaluations (when appropriate) and summarize results utilizing ATA approved format
6. Administer Course Critique and summarize results utilizing ATA approved format
7. Responsible for the day to day operational activities as

reflected in the program of instruction

8. Responsible for validating, justifying and reporting any deviations from the program of instruction.
9. Supervises and assigns daily activities for staff instructors.
10. Interact professionally outside of normal training hours with course participants and training venue officials when appropriate and approved by ATA

General  
Qualifications:

1. Bachelors Degree or equivalent work experience in the field. Five years work subject matter related experience may be substituted for one year education.
2. In situations where there is a combination of formal education and experience, this would be evaluated on a case-by-case basis.
3. In situations where the subject matter is considered cutting edge procedures or technologies, evaluations of candidates will also be considered on a case-by-case basis.
4. Instructor certification from a recognized local, state or federal law enforcement institution.
5. Familiar with curriculum Design/Development.
6. Experience in training of foreign nationals.

Mandatory  
Qualifications:

1. Graduate of any local, state, or federal law enforcement academy.
2. Ten (10) years of experience in crime scene investigations to include the collection, preservation and processing of evidence.
3. Demonstrated operational management and administrative experience in the subject matter.
4. Graduate of an advanced criminology course(s) from any local, state, or federal law enforcement agency.
5. Possess a minimum of five years management experience in dealing with fraudulent document crimes or other like incidents.
6. Minimum of five years of teaching experience instructing FTD related courses in an adult education program, college, police agency/police training program, or military institution.

Preferred  
Qualifications:

1. Understanding common terrorist tactics and emerging trends in international terrorism.
2. Possess a comprehensive knowledge of criminal law and rules of evidence.
3. Proven abilities as a crime scene technologist and experience handling major crime scene(s). Expert courtroom testimony knowledgeable in current methodologies of evidence collection, evidence preservation, and analysis.
4. Advanced training with conducting evidence collection at various FTD crime scenes.
5. Experience with international student training in the

subject matter field.

Other Office/Skills  
Mandatory:

1. Familiarity with Microsoft Office applications to include but not limited to:
  - a. MS Word
  - b. MS PowerPoint
  - c. MS Outlook

Other Office/Skills  
Preferred:

1. Familiarity with Microsoft Office applications to include but not limited to:
  - a. MS Excel