

Position Description:

**Fraudulent Travel Document  
(FTD)**

Title:

**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 as directed by the lead instructor
3. Assist, as directed, with the drafting of the End of Course Review for submission
4. As directed, assist in the administration of Pre/Post Knowledge Surveys and summarize results utilizing ATA approved format
5. As directed, assist in the administration of Participant Skills Evaluations (when appropriate) and summarize results utilizing ATA approved format
6. As directed, assist in the administration of Course Critique and summarize results utilizing ATA approved format

7. Assist in the day to day operational activities as reflected in the program of instruction
8. Interact professionally outside of normal training hours, as directed by the lead instructor, 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. Familiar with curriculum Design/Development.
5. Instructor certification from a recognized law enforcement local, state, federal or military institution.
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. Possess a basic understanding of common terrorist tactics and trends in international terrorism.
2. Possess a good-working knowledge of criminal law and rules of evidence.
3. Proven abilities as a crime scene technologist and experience with handling evidence at a major crime scene(s).
4. Training with conducting evidence collection at various terrorist crime scenes such as vehicle bombings, suicide bombings, bombings of major modes of public transportation, or other similar major crime scene investigations.

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