

United States
Department Of Justice
Federal Bureau of Prisons



Correctional Excellence.
Respect.
Integrity.

General Information Resource Guide

The Federal Bureau of Prisons is a component of the United States Department of Justice, and is responsible for managing and operating all federal correctional facilities throughout the United States. The Federal Bureau of Prisons has almost 120 locations nationwide grouped into six geographic regions, Mid-Atlantic, Northeast, Southeast, North Central, South Central and Western. The Bureau is responsible for the custody and care of approximately 219,000 Federal offenders. Approximately 81 percent of these inmates are confined in Bureau-operated facilities, while the balance is confined in secure privately managed or community-based facilities and local jails.

The Bureau protects public safety by ensuring that Federal offenders serve their sentences of imprisonment in facilities that are safe, humane, cost-efficient, and appropriately secure. The Bureau helps reduce the potential for future criminal activity by encouraging inmates to participate in a range of programs that have been proven to reduce recidivism. Approximately 38,000 BOP employees ensure the security of Federal prisons; provide inmates with needed programs and services, and model mainstream values.

Initial Eligibility Requirements - You must be a U.S. citizen.

Occasionally, waivers are available for hard-to-fill positions when no qualified U.S. citizens are available.

The Attorney General has determined that the initial appointment of employees into Federal Bureau of Prisons law enforcement positions must be **prior to their 37th birthday**, with the following exceptions: Physician Assistant; Medical Officer; Dental Officer; Registered Nurse; Nurse Practitioner; and Chaplains of some faith traditions. Psychologists may be waived up to their 40th birthday. In addition, veterans are encouraged to check with the DoD Career Transition office to identify whether he/she may be eligible for "Veteran's Preference." Veterans that meet requirements for "Veteran's Preference" can be hired at any age.

Work Schedule - Since institutions must operate around the clock, employees rotate posts, shifts and days off. The Bureau of Prisons hires qualified individuals as **correctional workers**, regardless of the position to which and individual is hired (i.e., Secretary, Nurse, Plumber, Teacher, Doctor, Dentist, etc.). As correctional workers, staff may be called to work at any time in emergency situations.

Salary - Salaries are based on the position and location of the job for which you are selected. The Law Enforcement Special Salary Rate and Locality Pay scale may vary from the General Schedule and Locality pay scale. Salaries for positions such as Electrician, Mechanic, and Plumber, are found on the Federal Wage System (FWS) pay scale. View current Federal Government pay rates and locality pay from the U.S. Office of Personnel Management website at www.opm.gov. Those assigned to evening duty (i.e., 4:00 p.m. - 12:00 a.m.) or morning watch (i.e., 12:00 a.m. - 8:00 a.m.) is paid a percentage of their basic hourly rate above regular pay for all work Sunday. Contact the Human Resource Management office at the institution to which you are applying for further clarification.

Employment Interview - Qualified applicants must complete an employment panel interview prior to final selection. Normally, interviews are held within the general area (about 250 miles round trip) where the applicant resides. Applicants pay travel expenses to and from the interview site and to their first employment location.

Physical Requirements - All applicants must meet the physical requirements for the positions for which they are being considered. This examination will be made without cost to the applicant, usually by a Federal medical officer, and will include a urinalysis test for drug detection.

Background Investigation - Employment with the Federal Bureau of Prisons is subject to satisfactory completion of a background investigation to determine suitability for employment as law enforcement official. Its scope includes law enforcement and criminal record checks, credit checks, inquiries with previous employers and personal references. Suitability determinations are based upon an individual's character or conduct that may affect how the agency accomplishes its duties or responsibilities.

Probationary Period - Each new permanent employee, who receives a career or career conditional appointment, serves a one-year probationary period immediately following his or her appointment. This period is utilized by the Bureau of Prisons to determine the qualifications of the employee for continued employment. During this time, the supervisor monitors and provides guidance to the employee. For continued employment, the supervisor evaluates the performance and conduct of the employee. This is also the time to judge whether the job is compatible with your skills and aspirations.

Vacation, Sick Leave, and Holidays - Annual leave is earned on the basis of years of Federal service, including creditable military service. Full-time employees with 15 years or more of creditable service accrue 26 days of annual leave a year; those with more than three but less than 15 years earn 20 days; and those with less than three years earn 13 days. All full-time employees earn 13 sick days a year. While requests for particular leave dates are satisfied as much as possible, it is occasionally necessary to schedule vacations to meet the needs of the organization and spread absences throughout the year. Occasional absences for short periods will be granted if possible. There are ten (10) paid Federal Government holidays during the calendar year.

Training - All persons appointed to the Federal Bureau of Prisons must successfully complete in-service training as a condition of employment, including 200 hours of formal training within the first year of employment. This includes orientation to the physical plant, familiarization with policies and procedures, and techniques for supervising and communicating with inmates in their daily activities. Orientation training includes:

- A. 80 hours of Institution Familiarization at the facility.
- B. 120 hours of specialized training at our residential training center located at Glynco, GA, normally within the first 60 days after appointment and scheduled by Human Resource Management. This training includes four components: Firearms, Self-Defense, Written Academic Test on policies and procedures, and Physical Abilities Test (PAT).
 - 1. **Firearms** consist of successful qualification with the 9mm Semiautomatic Pistol, m-16 Rifle/Carbine and 12 Gauge Shotgun.
 - 2. **The Physical Abilities Test** consists of:
 - a. Dummy Drag - drag a 75 pound dummy 3 minutes continuously for a minimum of 694 feet.
 - b. Climb and grasp - climb rungs of a ladder and retrieve an item - ideal requirement 7 seconds.
 - c. Obstacle Course - ideal requirement 58 seconds.
 - d. Run and Cuff - run one-fourth mile and apply handcuffs ideal requirement 2 minutes 35 seconds.
 - e. Stair Climb - participant, with a 20 pound weight belt, will climb up and down 108 steps - ideal requirement 45 seconds.

Promotion Potential - All employees are required and expected to demonstrate fully their suitability for prison work, in the position to which they are initially appointed. Before they are considered for promotion or advancement into other lines of work, an acceptable performance evaluation is required. While it may be the practice of the Federal Bureau of Prisons to fill vacancies internally, if at all possible, no position assurance of advancement can be given to employees. The length of the waiting period for such advancement cannot be estimated. Each employee is in competition with others similarly qualified. Selections are made from the persons considered the best qualified based on their knowledge, skills, and abilities.

Transfers - There are opportunities to transfer to various locations across the United States, to include Hawaii and Puerto Rico. Generally, employees are expected to complete, at a minimum, a 12 month trial period before applications for transfer will be considered.

Retirement - At age 50, an employee who has completed 20 years of service in a position covered by hazardous duty law enforcement retirement provisions (this includes any full-time job working within a prison) is eligible to retire. Employees with 25 years of law enforcement service may retire under the Federal Employees Retirement System (FERS) at any age. Visit the official website for information about the Federal Employees Retirement System (FERS).

Life and Health Insurance - A variety of health insurance plans are available to Federal employees, with the Government paying 28 to 40 percent, depending on the health plan. Basic life insurance is automatic and effective on the first workday the employee is in pay and duty status, unless the employee chooses to waive life insurance coverage. The government pays one-third of the cost for Basic life insurance. Basic life insurance is the employee's salary, rounded to the next higher \$1,000, plus \$2,000. The employee pays 15.5 cents per \$1,000. Optional life insurance is available for purchase. Visit the official website for more information on life insurance and health insurance.

Thrift Savings Plan - The Thrift Savings Plan (TSP) is a retirement

savings and investment plan for Federal employees. The purpose of the TSP is to provide retirement income. The TSP offers Federal civilian employees the same type of savings and tax benefits that many private corporations offer their employees under their 401(k) plans.

Occupations in the Federal Bureau of Prisons –

Accountant (GS-5/7/9)
 Accounting Technician (GS-5/6/7)
 Air Conditioning Equipment Mechanic (HVAC) (WS-7/8)
 Automotive Worker Supervisor (WS-8)
 Carpenter and Electrician (WS-8)
 Chaplain (GS-12/13)
 Clinical and Counseling Psychologist (GS-11/12/13) and
 Pre Doctoral Psychology Internships
 Computer Specialist (GS-9/11/12)
 Contract Specialist (GS-5/7/9)
 Correctional Officer (GS-5/6/7)
 Correctional/Drug Treatment Specialist (GS-5/7/9/11)
 Dentist (GS-13)
 Cook Supervisor (WS-8)
 Human Resource Specialist (GS-5/7/9)
 Maintenance Worker Supervisor (WS-8)
 Medical Officer (GS-15)
 Nurse Practitioner (GS-11)
 Physician Assistant (GS-9/11)
 Plumber Supervisor (WS-8)
 Recreation Specialist (GS-5/7/9)
 Registered Nurse (GS-5/7/9)
 Safety Specialist (GS-5/7/9)
 Secretary (GS-5/6)
 Teacher (GS-7/9/11)
 Utility Systems Repairer-Operator Supervisor (WS-9)
 Warehouse Supervisor (WS-3)

Remember, 100% of vacant federal positions are listed at www.USAJOBS.gov. Visit the website to set up your federal resume account and sign up for the free job notification e-mail alerts so you'll always know what vacancies are open!

For more information about employment opportunities, visit www.bop.gov/careers

Take a minute or two to watch videos about each type of position duties at www.bop.gov/jobs

Find out about Public Health Service positions at www.usphs.gov

Still can't find what you are looking for? Contact Cathi Litcher at clitcher@bop.gov or e-mail Talent.Team@yahoo.com



The Federal Bureau of Prisons
 Is an Equal Opportunity Employer
 Updated 2/1/13