

FBI VIRTUAL ACADEMY NEW COURSE REQUEST FORM

Course Name: Counterterrorism (CT) Investigations and Operations

Course Info Classified: No
(Is the title, description of course classified?)

Course Content Classified: Some topics are classified ~~SECRET~~.
(Is the content of the course classified?)

Course Number:

Topic and Subject Prefix:

Course Description: The Counterterrorism (CT) Investigations and Operations course is mandatory training for Special Agents designated to the CT career path and who are in the second phase of their career development—post New Agent Training (NAT) to three years. The CT Investigations and Operations course focuses on CT-specific competencies, investigative methods, and operations to enhance the knowledge and skills acquired during NAT.

The CT Investigations and Operations course is taught at the intermediate level and includes instruction related to Islamic ideology and Arabic culture. The course also includes segments on interviewing and interrogation methods, source development, legal issues relating to CT investigations, advanced physical surveillance techniques, and international and domestic terrorism.

Keywords:

Special Course Requirements: This course is for Special Agents designated to the Counterterrorism career path and in the second phase of their career path—post NAT to three years.

Date Course Available:

Course Provider: Counterterrorism Division

Training Facility Location: FBI Academy
(FBI Academy or specify other location)

The course will be offered to: Special Agents

Classification:

Training Type (Select One): Course

Degree is required to take course: Yes

Section Dates:

Continuing Education Hours:

College Credits:

Class Coordinator: SSA [redacted]

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Training Officer's Name and Phone: UC [redacted]

Additional Information:

Please contact [redacted] at [redacted] if you have any questions.

Revised 06/06/08

FBI VIRTUAL ACADEMY NEW COURSE REQUEST FORM INSTRUCTIONS

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This document is intended to provide guidance in filling out the New Course Request Form. The purpose of the form is to provide a request mechanism for getting training courses added to the Virtual Academy system to request training sessions from. This form should be filled out by course requesters and forwarded to It will then be used to enter the course information into the Virtual Academy. The requester will then be notified my email that the course has been entered and that they can log back into the Virtual Academy system to submit a Training Session Request.

The form is a Word format document and contains macros that make filling out the form easier.

When opening the form the user will be prompted to enable or disable macros, select enable macros to allow the form to function properly. In addition, if the form opens in Design Mode: the user must exit out of Design Mode for the form to work by clicking on

Design Mode toolbar icon . The form is not protected from being modified so it is recommended that the user immediately perform a Save As to a new document. This will keep the original document unmodified and allow the user to always have a blank form to fill out.

Course Name – The course name should be a descriptive name of the new course.

Course Number – Course numbering provides a unique and recognizable number for each course within the course catalog. The course number should be unique for every course within a given subject, e.g. LAW 1000 and SEC 1000 are valid course numbers. While titles and curriculums of a given course will change, the course number remains the same (For example: As LAW 1000 evolves over time to include up to date instructional content, it will still be easily recognized as the basic legal course). If significant change is made to the content and curriculum of a given course, such that it no longer portrays the original intent, a new course number should be given to that course.

The course numbering should provide basic information about the course to the student. Each course will have four digits; the first digit will represent the level of the course. The following three digits are at the discretion of the responsible party. Wherever possible sequential courses should be relatively sequential in numbering. In addition, effort should be taken to leave gaps in the numbers such that new courses can be placed in appropriate locations within the course numbering. For example the first course may be assigned 1010 and another course 1050, which leaves 40 numbers in between the two for future use. The following numbering scheme has been developed and should be followed as much as possible.

Thousands	Description
1000	Basic Courses
2000	Intermediate Courses
3000	Advanced Courses
4000	Specialized Courses
5000	Management Courses

Table 1: Course Numbering

Subject Prefix – The purpose for subjects and prefixes is to provide order to a searchable catalog. Prefixes aid in making courses more easily recognizable and help to distinguish them from other subjects. Although over time this list can expand and change, it should remain relatively small so it

will be manageable. Changes to this list should be made only after careful consideration to goal of keeping a manageable number of subjects within the catalog. The purpose of these subjects is not to track ownership of a course, but rather to provide organization to the course catalog. Ownership can be tracked at another level.

Prefixes can be two to three characters and must be unique within the catalog. The prefix should be selected to represent the subject as much as possible.

Below is the list of the current subjects and prefixes:

Subject	Prefix
Administrative Services	AS
Behavioral Science	BS
Business Administration	BA
Civil Rights	CR
Communication	COM
Counterintelligence	CI
Counterterrorism	CT
Criminal Investigative	CRM
Cyber Crime	CYB
Drug Enforcement	DRG
Firearms Training	FT
General	GEN
Information Technology	IT
Intelligence	ITL
Investigation	INV
Investigative Software and Technology	IST
Laboratory	LAB
Language	LNG
Leadership/Management	LDR
Legal	LAW
Operational Skills	OS
Operational Technology	OT
Organized Crime	OC
Security	SEC
Violent Crime	VC
White Collar Crime	WCC

Table 2: Subjects and Prefixes

Topic – Select a topic from the pull down menu.

Course Description – Should be a good paragraph in length, detailing the content of the course.

Keywords – Words or phrases that are likely to be entered by users who are interested in finding the course in the Virtual Academy.

Special Course Requirements – Pertains to the requirements of the course such as the type of room that is required for the course. In some cases there is only one room that a course can be taught in so it is important to indicate that requirement on the worksheet.

Date that course is first available – This is the first date that the course can potentially be conducted.

Course Provider – The course provider is the division that is sponsoring making the course available.

Training Facility Location – Location where training will take place.

The course will be offered to – This field refers to whom the course will be offered to, the choices are Criminal Justice, FBI or Both. Courses offered to Criminal Justice will only show up on the Unclassified/Internet Virtual Academy and courses offered to FBI will show up on the Classified/Intranet Virtual Academy.

Degree is required to take course – Some courses are graduate level courses and require the attendee to have a four-year degree.

Classification – Select the classification of the courses content.

Training Type – Is the training presented in Seminar or Course format? A Seminar is defined as a training event that is not based on an approved curriculum and is less structured and typically not presented in a traditional classroom setting. A Course is more structured and is based on an approved curriculum and is typically presented in a traditional classroom setting. Courses will remain in the course catalog indefinitely for future requests while Seminars will only exist in the catalog until they occur after which they will be removed.

CEU's – Continuing Education Units

College Credits – How many college credit hours is the course equivalent to?

Cost – If known

Additional Information – Any other pertinent information related to the course.