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Description of document: List of Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) Position Description for ATF Historian 2022

Requested date: 27-September-2023

Release date: 25-March-2024

Posted date: 12-August-2024

Source of document: FOIA Request  
Bureau of Alcohol, Tobacco, Firearms and Explosives  
Information Privacy and Governance (IPG) Division,  
Room 4E.301  
99 New York Avenue, NE  
Washington, DC 20226  
[ATF Online FOIA Portal \(SecureRelease™\)](#)

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03/25/2024 REFER TO: 2023-01729

This responds to your Freedom of Information Act (FOIA)/Privacy Act request dated 9/27/2023, and received by the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) on the same date, in which you requested records concerning A copy of the job/position description of the ATF historian, list of unpublished papers/articles, ATF collection of antique, historical and curio firearms.. Your request was assigned ATF tracking number 2023-01729. Please refer to this number in any future correspondence.

In response to your request, we processed a total of 3 pages of responsive material, and we are releasing them in full. Please be advised we considered the foreseeable harm standard when reviewing records and applying FOIA exemptions.

For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirements of the FOIA. See 5 U.S.C. § 552(c). This response is limited to those records that are subject to the requirements of the FOIA. This is a standard notification that is given to all our requesters and should not be taken as an indication that excluded records do, or do not, exist.

You may contact our FOIA Public Liaison Lynette Carter, 202-648-7390, for any further assistance and to discuss any aspect of your request. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, Room 2510, 8601 Adelphi Road, College Park, Maryland 20740-6001, e-mail at [ogis@nara.gov](mailto:ogis@nara.gov); telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

If you are not satisfied with my response to this request, you may administratively appeal by writing to the Director, Office of Information Policy (OIP), United States Department of Justice, 441 G Street, NW, 6th Floor, Washington, D.C. 20530, or you may submit an appeal through OIP's FOIA STAR portal by creating an account following the instructions on OIP's website: <https://doj-foia.entellitrak.com/etk-doj-foia-prod/login.request.do>. Your appeal must be postmarked or electronically transmitted within 90 days of the date of my response to your request. If you submit your appeal by mail, both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal."

Please use the following link to navigate to your documents. This link will be available for 365 days.

To retrieve the records associated with this request use this link [Released Documents for Request 2023-01729](https://www.securerelease.us/request-details/7DD75265-0EF0-48AC-90B7-6FBA0F5AD0DB/2) or enter <https://www.securerelease.us/request-details/7DD75265-0EF0-48AC-90B7-6FBA0F5AD0DB/2> in your browser's address bar.

Please login or create a new user account using the email address associated with your records request.

Sincerely,

Elizabeth Wood  
Acting Chief  
Information and Privacy Governance Division

## Position Description

**Official Title**

Historian

**Organizational Title****PD #**

023020

**Date Classified**

11/17/2022

**As of**

11/17/2022

**Pay Plan**

GS

**Series**

0170

**Grade**

13

**Target Grade**

13

**Manager Level**

8-All Other Positions

**Bargaining Unit Code**

8888

**FLSA**

Exempt

**LEO Position****Medical Check Required**

No

**Position Sensitivity**

3N-Critical Sensitive

**Cyber Code**

Primary: 000 1st: 000 2nd: 000

**Sub-Agency/POI Combinations**

TF - 4152

**Career Ladder PD(s)****Major Duties**

PD 23-020

Historian GS-0170-13

Office of Public and Governmental Affairs (PGA)

Executive Secretariat Division

**I. Introduction**

The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) is a national law enforcement organization that provides criminal investigative, counterintelligence, law enforcement and physical, information and personnel security to the Department of Justice (DOJ) in the Continental, Non-Continental United States, and U.S. territories as well as cyberspace. ATF protects our communities from violent criminals, criminal organizations, the illegal use and trafficking of firearms, the illegal use and storage of explosives, acts of arson and bombings, acts of terrorism, and the illegal diversion of alcohol and tobacco products. We partner with communities, industries, law enforcement, and public safety agencies to safeguard the public we serve through information sharing, training, research, and use of technology. Every day Special Agents, civilian professionals, and Industry Operations Investigative personnel carry out the work of the ATF on behalf of the DOJ from headquarters and field offices to individual locations around the nation to prevent terrorism, protect secrets, reduce crime, and ensure compliant operations of businesses within the alcohol, tobacco, and firearms industries.

The position described herein is that of Historian. This position supports the mission of the Office of Public and Governmental Affairs (PGA). The mission of PGA is to execute communications strategies to: (1) Enhance the public's understanding of ATF's diverse mission; (2) Enable the public to more effectively interact and conduct business with ATF, and (3) Inform Congress, the media, customers and stakeholders of key ATF programs and activities. The incumbent serves as the expert authority on questions of ATF history and historical methodology for all of ATF serving within PGA's Executive Secretariate Division.

**II. Major Duties and Responsibilities****1. Historical Research and Publication (50%)**

Serves as ATF's Historian conducting independent research and prepares authoritative oral and written information concerning ATF and its history in America. Obtains historical data from libraries, archives, and artifacts. Determines the authenticity and significance of historical data. Prepares , and executes detailed research plans and produces written historical products specifically related to ATF. Determines scope of research and nature of material to be prepared and conducts the necessary research. Employs historical methodology and mature judgment to select the most appropriate information, which is obtained from sources such as ATF files, records maintained by the Office of Science and Technology (OST), records maintained in

outside archives and libraries, personal institutional and historical knowledge, personal discussions, and interviews with individuals of historic importance or with subject-matter experts. Plans and executes oral histories with former high-level ATF and other high level Government officials using requisite knowledge of oral history techniques, equipment, and the relevant 'legal, ethical, and archival principles providing counsel and or information:

?Analyzes research material which may be in a variety of communication formats, and which may be voluminous, sensitive, and complex in nature. Digests and synthesizes material to provide an authoritative and accurate response in the most appropriate form, providing documentation, as necessary.

?Provides presentations or lectures on ATF history and how it relates to American history and Government. Audiences include ATF executives, ATF employees; foreign law enforcement officers, historians, or other scholars; and the public, including school groups.

?Consults ATF Senior Leadership and subject matter experts to keep abreast of developments as necessary in to incorporate the most current and accurate information into work products. Reads journals, newsletters, and similar written material to keep abreast of research trends, changing interpretations, and current use of ATF records.

#### Program Management (25%):

Develop operational and administrative tools for historical or archival information and recommends and implements the policy and procedures for ATF research projects that record the policies, programs, and operations of ATF.

Plans and executes historical research projects serving immediate or long-term Bureau needs. Establishes historical facts, determines their interrelationships as part of a complex whole and presents the results in a concise, logically organized narrative, characterized by clarity, balance, and consistency with the evidence. Develops research projects based upon observation and knowledge of those issues of most interest to ATF at any given point in time.

Develops oral presentations and written narratives for ATF executives and employees use, conducted at headquarters and/or field offices. Prepare video presentations for ATF Intranet.

Oversees and carries out all phases of history projects based on the intended audience, deadline, required length of the finished product, and the standards of the historical profession. Provides outreach to assist with the establishment of historical displays outside of ATF buildings.

#### 3. Internal and External Liaison (25%):

?Functions as ATF liaison at Law Enforcement history and archives conferences, as well as in meetings with authors, journalists, other government agencies, the public, and ATF employees who are conducting research on the ATF, its history, the criminal justice system in general, or other topics that may require the use of ATF records.

?Serves as the point of contact for ATF history for federal agencies, commissions, and professional organizations.

?Advises ATF and other federal agencies and organizations concerning exhibits involving ATF history.

### III. Position Evaluation

Nature of Assignments: As the historian, the position is responsible for planning and developing an Agency wide historical program that provides ATF history documentation which influences public awareness of the role in ATF and its history in America. The position also serves as the History expert in PGA which is relied upon to provide the historical perspective on branch events. Analyzes historical events considered to effect on combined joint operations.

This type of work is similar to that covered at the GS-13 level where the assignments cover a broad range of subjects requiring a substantial number of considerations in the development of the branch history.

Numerous planning problems are encountered as the history is developed and documented. Changes in emphasis, analysis of the information, and planning the final product so that it is beneficial to ATF presents a variety of challenges to the incumbent and influence the complexity of the assignment. The purpose and intent of the history and the influence over future activity determines the methods used by the historian to ensure that the importance of varied historical events and facts are clearly shown in the final product.

The historian is viewed as an expert in the specific area assigned. The Agency relies on historical information

to influence decision on doctrinal development and past scenarios in order to plan for the future. Past events and problems encountered, as systems or major programs develop, form the basis for future direction. This type of work is described at the GS-13 level.

Level of Responsibility: The incumbent is expected to plan work independently, determining perimeters and direction of studies. As an expert in the branch history, the incumbent is expected to provide guidance to historians in other organizations or agencies who may have historical information relative to the area studies. This includes recommendations on acquisition, preservation, and restoration of historical collections. This level is described at the GS-13 level and in the classification standard. The GS-12 level is exceeded. At this GS-12 level, assignments are made in terms of subject areas to be covered and objectives to be achieved. Although the subject area to be covered is defined in terms of the Agency, the incumbent at the GS-13 level has wide latitude for development of the historical documentation. The historian is expected to determine the objectives of the historical documentation in a manner which is useful to the user. This provides much greater flexibility in performing assignments and planning the Agency wide historical program. Level of responsibility is evaluated at the GS-13 level.

#### IV. Other Significant Facts:

?The incumbent must be able to obtain and maintain a Top-Secret Security Clearance.

?The incumbent must pass drug screening and is subject to random drug test.

?The incumbent may have to travel in Temporary Duty (TDY) travel status up to 25%.