

**FBI CITIZENS ACADEMY**

**GUIDELINES FOR NOMINATIONS**

The next FBI Citizens Academy class in Omaha will be held on six consecutive Tuesday evenings beginning October 4, 2016 and ending November 8, 2016, with one Saturday class (date not yet determined). We anticipate class size to include 26 participants.

Nominations for the 2016 class may be submitted by FBI Citizens Academy graduates, past and/or present FBI employees, or any individual wishing to self-nominate themselves. Individuals nominated must be in good standing in the community.

**Candidates must meet the following criteria:**

* A recognized business, religious, or community leader
* Live and/or work within the Omaha Division's jurisdiction
* Minimum age 18 years
* No prior felony or serious misdemeanor convictions
* No misdemeanor or felony arrests within one year of application
* Must consent to a criminal records check
* Agree to attend all sessions with no more than two (2) excused absences

To nominate a candidate, please complete the attached **Nomination Form** and provide a **narrative** stating the reasons for nominating the candidate. The candidate is to complete and submit the application form and Privacy Act Statement & Consent. If you plan to nominate more than one candidate, please make copies of these forms.

Selection of the final candidates for the 2016 class is based upon several factors including interest and availability.

At the conclusion of the program, graduates will be liaisons between the Omaha FBI and the community and are expected to assist in improving relationships between law enforcement agencies and the community by sharing the insights and information they gain through the Citizens Academy program. Graduates, while not in any way official spokesperson for the FBI, may be called upon to share their understanding of the role of federal law enforcement.

Graduates are also encouraged to become members of the Omaha Chapter of the Citizens Academy Alumni Association (CAAA). The CAAA’s mission is to actively support the Community Outreach efforts of the Omaha Field Office.

**FBI OMAHA**

**CITIZENS ACADEMY NOMINATION FORM**

The following individual has been identified as a potential candidate for participation in the spring 2016 FBI Citizens Academy class held in Omaha, Nebraska.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: (H) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (C) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (W)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominated by: FBI Employee □ CA Alumni □

If nominated by FBI employee or CA alumni, please state:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature and duration of relationship (professional/personal): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NARRATIVE**

Please **attached** a statement, **not to exceed two (2) paragraphs**, describing the reasons you believe the nominated individual is a good candidate for the FBI Citizens Academy. If the individual is nominated by an FBI employee or CA alumni member, the nominating individual must provide the applicant with this document. If the applicant self-nominates, he/she is responsible to complete this document.

Please be sure to include involvements and/or memberships in any civic, religious, business, and/or community organizations which highlight the individual’s contributions to our community.

**DEADLINE FOR COMPLETED FORMS:**

**Completed application packet must be returned to the FBI Omaha by August 19, 2016. Forms may be mailed to FBI, 4411 South 121st Court, Omaha, NE 68137; scanned and emailed to Sandra.breault@ic.fbi.gov, or faxed to 402-530-1590.**