

<u>Part I Minimum staff</u>			You enter the Number
level			
1	0	MPs	Program gives you the number
level			
2	0	MPs	Totals
level	<i>Case</i>		
3	<i>specific</i>		Pers rated by Equation
0	Total for		
0	Part I		Do Not Touch
<u>Part II Patrol shift workload standards</u>			
0	Average calls for service/ 8 hr shift		
0	Number of required patrols/ 8 hr shift		
<u>Part III Performance based patrol zone standard</u>			
Number of Patrol zones req by:			
0	Other: Please explain if more than 0		
0	Response Time (Based on Geographic Separation and Populated Areas)		
0	Sensitivity/Classification		
0	Total number of Patrol zones		
0	Highest value from Parts I-III		
0.00			
0	Total number of Marines based on Parts I-III		
<u>Part IV Additional Posts</u>			
0	Watch Commander		
0	Desk Sergeant		
0	Patrol Supervisor		
0	Total Additional Posts		
<u>Part VII Investigative case workload assesment</u>			
0	Number of Tier 1 cases/year		
0	Number of Tier 2 cases/year		
0	Number of Tier 3 cases/year		
0	Total number of cases/year		
0	Total number of case points/year		
0	Number of Additional Investigators required		
2	Investigator Minimum		
2	Total number of Investigators		

Part VIII Other posts/positions outside post validation

Headquarters

1	Provost Marshal
0	Deputy Provost Marshal
1	Provost Sergeant
2	

Operations

1	Operations Officer
1	Operations Chief
0	Blotters Clerk
0	
1	Accident Investigations Chief
1	Accident Investigator
0	Number of Tier 1 cases/year
0	Number of Tier 2 cases/year
0	Number of Tier 3 cases/year
0	Total number of cases/year
0	Total number of case points/year
0	Additional AIs
2	Total number of AIs
0	Accident Reconstructionist
7	Special Reaction Team (allow 7, except 15 at Camp Pen, CLNC, OKI)
0	Military Working Dogs/Handlers
1	Training Chief
0	Additional Training personnel
1	Total number of Training Marines
11	Total number of Operations Marines w/o Training

Summary and Final Counts

0	Total of Part I-V
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0	Total of Part VII
	Total of Part
2	VIII
2	Command Element
11	Total in Operations
15	Total Number of MPs Required

Figure 3-8.--Validation Metric

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## Section 3600 - Assessments and Inspector General Checklists

3601. Purpose. This section provides guidelines for assessments and the use of IG inspection checklists.

3602. Policy

1. DOD utilizes different types of assessments. Assessments are typically done by a command to address various aspects of the antiterrorism (AT) and security programs. While these assessments are conducted by/for the installation, the PM/PC and PMO/MCPD have critical roles.

a. Criticality assessments are conducted to identify, classify, and prioritize mission-essential assets, resources, and personnel critical to mission success. Criticality assessments shall also be conducted for non-mission essential assets such as high-population facilities, mass gathering activities, and any other facility, equipment, service or resource deemed important by the commander warranting protective measures to ensure continued efficient operation, protection from disruption, degradation, or destruction, and timely restoration. Installations shall conduct criticality assessments annually.

b. Vulnerability assessments (VA) address the consequences of terrorist attacks in terms of the ability of units, installations, commands, or activities to accomplish their assignments successfully, even if terrorists have inflicted casualties or destroyed or damaged DOD assets.

(1) These shall be conducted by installations annually.

(2) Each installation will also receive a higher headquarters (Service component or higher) vulnerability assessment (HHA) once every three years. This requirement will typically be satisfied utilizing geographic combatant command (COCOM) allocated quotas (COCOM-funded) for Joint Staff Integrated Vulnerability Assessments (JSIVA) or Marine Corps Integrated Vulnerability Assessments (MCIVA). The HHA or JSIVA also satisfy the annual installation requirement.

c. Additionally, program assessments are used to assess entire programs. Installations shall conduct these program assessments annually. Installations will undergo an external AT program review at least once every 3 years. The ultimate outcome of triennial AT program reviews is the identification of AT program deficiencies and vulnerabilities that may be

exploited by terrorists. Triennial AT program reviews may be conducted as an HHA or JSIVA.

## 2. IG Inspection Checklists

a. The Automated Inspection Reporting System (AIRS) contains the inspection checklists that are updated by the HQMC/MCCDC functional area sponsor and maintained by the Inspector General of the Marine Corps (IGMC). These checklists contain those areas, at a minimum, that should be inspected in any one functional area. Although not all encompassing, checklists are intended to provide commands with the basic guidelines necessary to perform day-to-day administration and operation.

b. Inspectors from the IGMC and command inspectors shall use AIRS inspection checklists when conducting inspections. A commanding general (CG) may add items to an inspection checklist, based on applicable Marine Corps directives, if the additional items provide a more complete picture of the status of the inspected unit.

c. A copy of the completed inspection checklist will be provided to the commander of the inspected unit and will form the basis for any required corrective action and/or refinement to successful programs. Inspectors will address findings and discrepancies by providing appropriate comments and suggestions to correct shortcomings. Copies of inspection checklists used by command inspectors for the CGIP will not be forwarded to HQMC but will be maintained on file by the inspector.

d. Current AIRS inspection checklists are available through the Marine Corps home page, IGMC web site and the installation Inspector's Office. The following general instructions apply:

(1) AIRS may be accessed and downloaded via the IGMC website.

(2) Text updates to the checklists are incorporated into the database by the 15th of each month.

(3) The IGMC will announce when a new version (significant program change) of AIRS has been released and placed on the IG website.

e. Recommended additions and/or deletions to the inspection checklists should be staffed and coordinated with CMC (PS) for inclusion in the AIRS database.

f. In order to prepare for both CG and IGMC inspections and to ensure minimum requirements are routinely met, inspection checklists should be obtained and followed. The following functional area inspection checklists pertain to PMOs/MCPDs.

(1) 450: PMO Operations (includes a general category, patrol operations, military working dog operations, CID, administration/ police records, lost and found, flight line security, training, crime prevention/physical security, vehicle registration, military police investigators/evidence, and impound lots).

(2) 470: Physical Security.

(3) 480: Antiterrorism.

(4) 950: Detention Spaces.

### 3603. Procedures

#### 1. PMs/CPs shall:

a. Work with the installation staff directorate, typically the G-3/S-3, to prepare for and participate in assessments.

b. Ensure IG inspection checklists (subparagraph 3602.2 above) are obtained, actions taken and programs are in place to address requirements in the checklists. One method of validating preparation is to establish binders with supporting documents for each functional area checklist. After inspections, take action to correct any findings or deficiencies and report actions as directed in the inspection.

#### 2. Operations Officer, Support Services Officer, and CID Chief/Officer shall:

a. Prepare for and participate in assessments as directed by the PM/PC.

b. Obtain IG inspection checklists (subparagraph 3602.2 above). Take actions and implement/maintain programs to address requirements in the checklists. One method to assist in preparation is to establish binders with supporting documents for each functional area checklist. After inspections, take action to correct any findings or deficiencies and report actions as directed in the inspection.

Chapter 4

Personnel Matters

Section 4000 - Assignment Eligibility (Military Police)

4001. Purpose. This section identifies the standards for assignment of Marines to the MP military occupational specialty (MOS) and to explain the continuous eligibility program.

4002. Policy

1. Personnel assigned the primary MP MOS (5800, 5811, 5821) must meet the requirements set forth in reference (q). Waivers may be granted by CMC (PS) on a case-by-case basis based on individual circumstances.
2. The PM/PC may determine that individuals assigned to PMO are not capable of satisfactorily executing the responsibilities associated with law enforcement duties based upon the individual's performance and/or conduct. In those instances, and when the individual possesses the capability to effectively serve the Marine Corps in another capacity, the PM/PC will, in accordance with reference (r), make a recommendation to the installation commander for voiding/reclassifying a Marine's primary MOS.
3. Any Marine MP (5800, 5811, 5821) convicted by a court-martial or civilian court, or awarded non-judicial punishment (NJP) for any offense involving domestic assault, moral turpitude, or possession, use or transfer of dangerous drugs or marijuana; or identified on a urinalysis screening test as a drug or marijuana user, will have their PMOS and AMOS voided and CMC (PS) will be notified of the incident. All such actions will be entered into the Marine Corps Total Force System (MCTFS) at HQMC and will appear on the concerned unit's diary feedback report (DFR). See section 4500 for Lautenberg considerations.
4. See sections 4100 and 4300 for information concerning requirements for 5821, and secondary MP MOS 5812, 5813, 5814, 5816, and 5819.

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## Section 4100 - Assignment Eligibility (Criminal Investigators)

4101. Purpose. This section identifies the standards for assignment to criminal investigations occupational specialties.

4102. Policy

1. Marines assigned criminal investigations occupational specialties must meet the requirements set forth in para 3133.8 of reference (q). Waivers may be granted by CMC (PS) based on individual case circumstances.

2. Military criminal investigators refer to active duty or reserve Marine Corps Officers assigned MOS 5805 and enlisted Marines assigned primary MOS 5821, who have successfully completed a one year probationary period as an apprentice investigator, have completed in residence the U. S. Army Apprentice Special Agent's Course (ASAC), Ft Leonard Wood, MO, and who are issued credentials by the Commandant of the Marine Corps. The investigation of crime is the primary function of criminal investigators assigned to the PMO/MCPD. All criminal investigators (MOS 5805/5821), with the exception of those assigned to the Naval Criminal Investigative Service (NCIS), will be assigned to the installation PMO/MCPD. Operating force commands may recall criminal investigators for limited periods of time for deployments; marksmanship qualification, physical fitness testing, training exercises and other CMC mandated training per reference (x).

3. Marines may be assigned to the CID, PMO/MCPD, for the purpose of determining aptitude, motivation and potential for criminal investigative duties for a one year probationary period prior to assignment to ASAC. During this probationary period, Marines are referred to as "apprentice investigators". Apprentice investigators are normally assigned in an on-the-job training status under the direct supervision of an experienced criminal investigator. Selection of Marines for apprenticeship will be limited to those who have demonstrated motivation toward investigative duties and who meet the criteria set forth in the current edition of para 3133.8 of reference (q).

4103. Procedures

1. Criminal investigators often enjoy a wide degree of latitude in their exercise of initiative, ingenuity, and authority. The selection and screening of personnel for these duties must be performed with extraordinary scrutiny and closely monitored to

ensure only Marines of the highest caliber and ability are assigned.

2. Prior to assignment to the CID as an apprentice investigator, all Marines, per reference (z), must request and be accepted for a lateral move into the 5800 MOS. The applicant must be interviewed and recommended for a lateral move by a screening board comprised of the CID Officer and/or Chief Investigator. A NCIC criminal history, a Defense Clearance and Investigations Index (DCII), a local law enforcement records, family advocacy, SRB, financial records through a credit report, and medical records checks must be conducted. In addition, a CID Agent Applicant Report of Investigation (ROI) will be initiated to ensure proper documentation of the agent applicant screening package, background checks, and criminal history inquiries are conducted regarding each applicant. The screening questionnaire for CID candidates, figure 4-1, shall be used.

3. Marines who have demonstrated motivation toward investigative duties and who meet the following minimum criteria should be considered for assignment as apprentice investigators:

- a. U.S. citizenship (native born or naturalized).
- b. No record of mental or emotional disorders, including pathological personality disorders as diagnosed by a physician.
- c. Suitable character, integrity, maturity, and stability as established by past performance and personnel records.
- d. Minimum age of 21 years.
- e. Minimum grade of sergeant.
- f. At least one of the following: minimum six months as a 58XX Marine; minimum one year law enforcement experience as a civilian police officer; minimum one year law enforcement experience in another Service; extensive experience in accounting, logistics, or computers; or a MOS that can be substituted for criminal investigation experience.
- g. Satisfactory demonstration of all performance objectives prescribed by para 3133.8 of reference (q).
- h. Standard score of 110 or higher in the aptitude area (general technical (GT) or skill technical (ST)).

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i. Normal color vision. If color blind, applicant must furnish a medical certificate from a U.S. medical authority certifying that he or she can distinguish between green, red, and amber colors.

4. Apprentice investigators, upon attainment of the following criteria, should be recommended to CMC (PS) for assignment to the ASAC:

a. Successfully completed a one-year probationary period as an apprentice investigator.

b. A positive evaluation by the installation PM/PC regarding the individual's investigative abilities.

c. Meet the requirements for assignment to the ASAC.

d. Must have been the subject of a favorably completed Single Scope Background Investigation (SSBI) and granted a top-secret clearance or have been granted an interim top-secret clearance based on the initiation of the SSBI. Also, the individual must demonstrate suitable character, integrity, reputation, sobriety, discretion, and stability, as established by a completed SSBI and by any other information developed during application processing.

e. No record of unsatisfactory credit.

f. No convictions by a civil court for other than minor traffic violations. More than three moving traffic violations within a 3 year period or a series of parking violations that tend to show a disregard for established laws will not be considered minor (explanation of circumstances is encouraged).

g. No convictions by a general, special, or summary courts-martial.

h. Minimum age of 21 years.

i. The applicant must attain a passing score on the Marine Corps Physical Fitness Test (PFT). Individual must meet the height and weight standards prescribed in (s).

j. Minimum of two years military service, including 12 months of continuous service immediately preceding the date of the application, and not more than 10 years of military service at the time of assignment to the U. S. Army Apprentice Special Agents' Course (ASAC).

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k. No record of having received a less than honorable discharge from any military service.

l. No record of lost time under (c).

m. Maximum grade of staff sergeant.

n. At least 36 months of remaining service obligation upon completion of the ASAC. Marines who do not meet the service remaining obligation requirement can qualify by extending their enlistment or by reenlisting prior to attendance to ASAC.

o. Should not be on a current term of enlistment in which an enlistment bonus, a variable reenlistment bonus, or a selective reenlistment bonus has been received. If the applicant has received a bonus, he or she should include a written statement agreeing to the recouping of the unearned portion of the bonus effective on the date of receipt of a primary military occupational specialty (PMOS) 5821. This statement should be attached to the application for acceptance into the CID. Before an applicant who is an enlisted bonus recipient can be accepted, approval by CMC (MMEA) is required.

p. Meet obligated service requirements as set forth in reference (z).

q. Should a significant waiver be required, the decision will be made by the CMC (PS). Requests for waivers will be considered using the whole person concept.

r. Qualified Marine Corps personnel who have successfully completed a one-year probationary period as an apprentice investigator, have been granted a Top Secret clearance and have successfully completed the ASAC will be assigned MOS 5821 by the CMC (MMEA) and are accredited as Marine Corps Criminal Investigators by the CMC (PS). The CMC (PS) will issue credentials identifying the bearer as an accredited criminal investigator and is granted authorization and approval to conduct criminal investigations. The official recognition of the bearer's authority and jurisdiction are the issued credentials, which identify the bearer as an accredited criminal investigator.

s. Only warrant officers who have successfully completed the ASAC in residence may be assigned primary MOS 5805 and issued credentials. Unrestricted officers and limited duty officers who have successfully completed the ASAC in residence may request assignment of additional MOS 5805 from the CMC

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(MMOA-3). Officers assigned additional MOS 5805 and selected to perform duties in billet MOS 5805 will be issued credentials by CMC (PS).

5. Termination. No member of the U. S. Marine Corps has an inherent right to be a criminal investigator or to be a member of the CID. At the sole discretion of the CMC (PS), any individual who is considered substandard in performance or conduct, deficient in character, or otherwise unsuited for the CID program will not be accepted or retained. Punishment for misconduct resulting from trial by court-martial or under the provisions of Article 15 of reference (c) and the subsequent use of this fact in support of elimination from the CID Program, does not constitute double jeopardy. Accredited criminal investigators may be eliminated from the CID program for any of the following reasons:

a. Loss of credential, badge, or any part thereof through gross negligence.

b. Purposely or through negligence failing to secure or account for evidence or government funds.

c. Indiscretion, disaffection, breach of discipline, or abuse of privilege that could adversely affect the performance of criminal investigative or other CID program duties.

d. Lack of character or moral integrity necessary for the proper performance of criminal investigative or other CID program duties.

e. Any acts or omissions by the individual that could impair at any time the ability to perform effectively any CID program duties. This prohibition includes commission of any offense under reference (c), federal or state law, or the laws of foreign countries.

f. Criminal investigation supervisors may be eliminated from the CID program for any of the reasons listed.

g. Apprentice investigators have no tenure. They may be eliminated from the CID program, reclassified, or reassigned without CMC (PS) action under the following circumstances:

(1) Failure to complete the prescribed apprentice period successfully and attain accredited status.

(2) Any of the reasons listed above.

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6. The acceptance or accreditation of an individual in the CID program is effective until revoked by CMC (PS). CMC (PS) will establish administrative procedures for revocation of accreditation. These procedures will ensure, at a minimum, that the individual concerned is given notice of the basis for the action and an opportunity to respond prior to the final determination. An exception to this applies when an individual has not attended or completed the ASAC. In these cases, action will be taken to revoke acceptance when information is received that warrants revocation. The individual will be notified of the final decision and the reasons for revocation. All academic failures at the ASAC, as determined by the school, will constitute grounds for automatic removal from the CID Program. CMC (PS) is the decision maker on recommendations to withdraw acceptance.

a. PMs/CPs, on receipt of any information regarding occurrences outlined in para 4103.5, will conduct a preliminary inquiry to determine the source and validity of the information. The preliminary inquiry will be completed within three working days and will be conducted as follows:

b. CMC (PS) or PMs/CPs will promptly withdraw credentials when one of the following conditions exists:

(1) An investigator is permanently assigned to other than law enforcement duties.

(2) An investigator is convicted of a criminal offense.

(3) Substantiated allegations of significant misconduct exist.

(4) When performance of duty is substandard, or for any other circumstance that reduces the individual's effectiveness to the point that it interferes with performance of duties.

(5) Termination of employment or investigative duty status of a civilian criminal investigator.

7. CMC (PS) will be notified immediately when credentials are withdrawn. Withdrawn credentials shall be maintained per reference (b) SSIC 5512.1a.

8. Polygraph Examiners. Effective 18 May 1999, the overall management of the U.S. Marine Corps Polygraph Program was redirected to the Director, NCIS. Within that MOU, all Marine Corps polygraph assets and personnel were reassigned under the

operational control of the NCIS. Final technical and operational control of assigned examiners is vested in the Chief, Polygraph Division, NCIS (Code 0023CP). Final quality control responsibility and polygraph request approval authority are also vested in the Chief, Polygraph Division, NCIS.

9. Certification and decertification authority of USMC polygraph examiners rests with the Director NCIS. It is the responsibility of the Chief of the Polygraph Division (0023CP) to make recommendations to the Director, regarding the Certification and/or Decertification of an examiner. General certification requirements are as follows:

a. Marine Corps polygraph examiners are of the enlisted grades Sergeant through Master Gunnery Sergeant. These Marines have received specialized training at the Department of Defense Polygraph Institute (DODPI), where the curriculum includes courses in psychology, physiology, instrument mechanics, question formulation, chart interpretation, and advanced interrogation techniques. Upon graduation from the DODPI and after successful completion of a probationary period, polygraph certification is subsequently granted by Code 0023CP, under the advisement of the CMC (PS). The following qualifications apply to become an examiner and may be subject to a waiver in special circumstances.

- (1) Be a U.S. citizen.
- (2) Be at least 25 years of age.
- (3) Hold an earned baccalaureate degree from a regionally accredited college or university.
- (4) Have at least 3 years of investigative experience.
- (5) Successful completion of a background investigation and eligible for TS/SCI clearance.
- (6) Successful completion of a polygraph examination.
- (7) Must be an enlisted Marine with 5821 primary MOS.
- (8) Found suitable to perform duties as a Marine Special Agent (MSA) via a NCIS screening board and completed background investigation by NCIS (Code 10).

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b. In the case of decertification of a polygraph examiner, CMC (PS) will determine the appropriate assignment, based on the circumstances leading to the decertification.