

**INTERVIEWEE AND INTERVIEWER CERTIFICATION
READ AND SIGN BELOW**

I certify that I have read and understand the Privacy Act of 1974 Advisement Statement on Page 1 of this questionnaire, and that the answers I have provided in this questionnaire are true, complete, and correct to the best of my knowledge, memory and belief. I understand that willfully making false statements or omissions of pertinent information may result in my not receiving a security clearance, access, or approval for Criminal Investigator Duties and that such actions may result in punishment under the Uniform Code of Military Justice and/or separation from military service.

I further understand that I am obligated to inform the interviewer or the appropriate security manager of any substantial change to the information I have provided herein which occurs subsequent to completion of this questionnaire.

Applicant's Full Printed Name Official Mailing Address

Applicant's Social Security Number

Official Email address

Applicant's Signature Work Telephone Number

.....
I certify that I have discussed each aspect of this questionnaire with the above named individual and that I have also informed the applicant of the consequences of providing false, incomplete, misleading, or erroneous information.

Interviewers Full Printed Name

Interviewers Telephone Number

Interviewers Signature

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GUIDE FOR COMPLETING FINANCIAL STATEMENT

The purpose of the Financial Statement is to provide an indication of your financial standing. Due to the adverse security ramifications of chronic indebtedness, and the potential for exploitation by a foreign security service, we wish to ascertain your financial status with you and request that you provide a Credit Bureau Report. You may use round numbers rather than specific dollars and cents.

Under assets, savings, and checking are self-explanatory. The equity line refers to the difference between the value of your real estate and the amount still owed on your mortgage. (For example, if your home is worth \$200,000 and the loan is \$150,000, then the equity would be \$50,000.) The same applies to the vehicle line - what it is worth minus what you owe on it. The furniture line is more general and includes both furniture and any other property you own which has value and adds to your total assets.

Under liabilities, the mortgage and vehicle(s) lines are the other half of what you used under assets. These numbers are what you still owe on your home mortgage and on any loans on your vehicles. Charge accounts refer to how much you owe for credit cards or other charge accounts. Other loans/debts cover the rest of it and usually include loans such as for education purposes or other purposes.

On this form, we are seeking total assets and total debts. During this interview, we may ask you what your payments are per month on these debts in order to assure ourselves that you are financially sound and able to pay your debts as required.
Financial Statement

Assets (Balances):

Savings _____
 Checking _____
 Equity Home/Real Estate Property _____

Vehicle(s) _____
 Furniture _____
 Other (Investments, Bonds, etc.) _____

Total Assets _____

Liabilities (Balances):

Mortgage(s) _____

Vehicles(s) _____

Charge Accounts _____

Other Loans/Debts _____

Total Liabilities _____

Bankruptcies:

Applicant's Signature

Date

ESSAY QUESTIONS

Choose one of the essay questions listed below and prepare at least a one-page **HANDWRITTEN** paper. You have thirty minutes to prepare your one page paper and you are not allowed to use any reference materials for this paper.

1. What is your view of the prospect of peace in the Middle East and how would you propose achieving it?
2. In the last thirty-five years, the United States has become much more of a service oriented country opposed to the manufacturing leader it once was. Why has this change occurred and what is its impact on the nation?
3. If you had the opportunity, what three countries in the world would you most like to visit and why?

4. What is your feeling concerning United States citizens who emigrate to another county and later attempt to resign their U.S. Citizenship?
5. With the continuing threat of government furloughs and reduction in force actions attributed to the budget crisis, what course of action would you recommend to resolve the continuing budget crisis?
6. Identify the most demanding and stressful part of your current job. Describe how it has affected your productivity, both positively and negatively. Then, explain what adjustments/changes you would make that will help you to be a more productive employee.
7. If you won the lottery, how would your lifestyle change?
8. In view of the current Department of Defense downsizing philosophy, should we attempt to maintain a strong military?

Figure 4-1.--Screening Questionnaire for CID Candidates

Section 4200 - Human Resource Practices
(Civilian Police Officers, Investigators, Dispatchers and CPWD
Personnel)

4201. Purpose. This section identifies the pre-employment standards, as well as standards for continuing employment of civilian police officers including basic police officers, investigators, dispatchers, and Civilian Police Working Dog (CPWD) handling personnel.

4202. Policy

1. Personnel must meet the following pre-employment standards for hiring consideration as a civilian police officer (including basic police officers, investigators, dispatchers, CPWD handlers) on Marine Corps installations:

a. Must be a U.S. citizen, a minimum of 18 years old, and pass a pre-employment background investigation that includes a National Agency Check, National Crime Information Center (NCIC) check, Department of Motor Vehicles check, local records check, and personal and employment reference checks. All information requested above is required for the NCIC check. Negative information may disqualify the candidate for consideration for employment. Any misdemeanor domestic violence conviction, a felony conviction of any type automatically disqualifies the candidate from consideration for employment.

b. Furnish the "Health Fitness Certification" from a physician, certifying that the candidate is physically fit to participate in the Health Assessment and Physical Training Program.

c. Successfully complete the pre-employment physical agility test (PAT) and meeting height/weight standards as outlined in section 4600.

(1) When an applicant takes the physical agility test (PAT) after receiving a tentative offer of employment and fails the PAT, the applicant can retake the pat to qualify for employment within 30 days following the initial failure. If the applicant passes the pat on subsequent attempts within the 30 day period, he/she is deemed to have met the pat qualification requirement for a final offer of employment. Applicants who do not pass the PAT within the 30 days must reapply.

(2) When an applicant undergoes the Body Mass Index (BMI) determination under a tentative offer of employment and

does not meet the BMI standards, or the body composition standards, the applicant can undergo the BMI/body composition determination to qualify within 30 days following the initial failure. If the applicant meets the BMI/body composition on subsequent determinations within the 30 day period, he/she is deemed to have met the BMI qualification requirement for a final offer of employment. Applicants who do not meet the BMI/body composition determination within the 30 days must reapply.

(3) If an individual does not meet the BMI/body composition standard and the individual has his/her body composition determined using the circumference-based method per reference (s), the body fat determination will be completed by unit personnel. If body fat is 22% or less for males and 30% or less for females, then the individual will be considered in compliance with the body composition standard.

(4) To minimize the number of PAT and BMI/body composition determinations to be administered, tests and determinations need only be scheduled once per week during the 30 days to afford individuals who have not yet qualified the opportunity to do so.

d. Possess valid state driver's license. Lack of a current valid driver's license with full privileges automatically disqualifies the candidate from consideration for employment

e. Successfully complete the Marine Corps Police Academy and meet all certification requirements, including but not limited to weapons, cardiopulmonary resuscitation (CPR), Automated External Defibrillator (AED), Oleoresin Capsicum (OC), and other joint and DOD requirements within nine months of hire as a civilian police/law enforcement officer. In addition, any field training program, orientation/pre-service training course, and/or Marine Corps Civilian Police On-The-Job Training Pre-Service Course must be successfully completed if required. Chapter 17 and appendices C and D provide additional information. Failure to successfully complete any phase of the Marine Corps Police Academy will be grounds for termination of employment.

f. Obtain a passing score during firearms training and with all assigned weapons. Failure to do so will be grounds for termination of employment. Personnel must be able to fire weapons from a standing, kneeling, and prone position.

g. Pass an initial pre-employment urinalysis test. Failure to do so will result in the candidate's name being removed from

consideration for employment as a police officer.

h. After being hired, requirements include passing the semi-annual PAT, qualifying with the required firearms semi-annually/annually, if required, obtaining/maintaining the security clearance, passing random urinalysis tests, and doing the job as outlined in the position description. Failure to do the above will be grounds for termination of employment.

i. A Police Officer Information Sheet that includes an Authorization for Release of Personal Information Form and Health Fitness Certification (see figure 4-2 beginning on the following page) will be requested from each candidate during the hiring process. In addition, the Human Resources Office (HRO) may use a Declaration of Federal Employment, OF Form 306, to capture pre-employment information and initiate/establish a clearance. Candidates are advised that failure/refusal to release personal information may impact the government's ability to perform required background screening, which would potentially result in ineligibility for employment consideration.

Police Officer Information Sheet/
Authorization For Release Of Personal Information

PRINTED NAME: _____

SSN: _____ DATE OF BIRTH: _____ SEX: _____ RACE: _____

DRIVER'S LICENSE #: _____ STATE ISSUED: _____ EXP: _____

The following items are required before your application will be fully processed.

1. Passing a pre-employment background investigation that includes a National Crime Information Center (NCIC) check, DMV records check, 50 state records check/local records check, personal and employment reference checks. All information requested above is required for the NCIC check. Negative information may disqualify you for consideration for employment. Any misdemeanor domestic violence conviction, a felony conviction of any type, or lack of a current valid driver's license with full privileges automatically disqualifies you from consideration for employment.
2. Furnishing the "Health Fitness Certification" from your primary care physician, certifying that you are physically fit to participate in the Health Assessment and Fitness Training Program.
3. Successfully completing the physical agility test (PAT).
4. Successfully completing the Police Academy, including any field training program.
5. Obtaining a passing score during firearms training and with all assigned weapons.
6. Passing a urinalysis test and psychological examination.
7. All required hiring criteria must be passed. Each is a condition of employment and required for continued service.
8. After being hired, requirements include: passing the semi-annual PAT, qualifying with the required firearms semi-annually/annually, if required, obtain/maintain a security clearance, passing random urinalysis tests, and doing the job as outlined in the position description. Failure to do the above will result in termination of employment.

I HAVE READ AND UNDERSTAND FULLY THE TERMS WHICH ARE REQUIRED FOR EMPLOYMENT WITH THE UNITED STATES MARINE CORPS POLICE DEPARTMENT

APPLICANT'S SIGNATURE: _____ DATE: _____

***I have no known pre-existing physical conditions that will prevent me from participating in a physical fitness program, defensive tactics training, or oleoresin capsicum (OC) spray training or other aspects of the job.

APPLICANT'S SIGNATURE: _____ DATE: _____

FOUO - PRIVACY SENSITIVE

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I, _____, (APPLICANT'S PRINTED NAME) provide the requested information and do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the Provost Marshal's Office/Marine Corps Police Department (PMO/MCPD) whether the said records are of a public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings) and other financial statements and records wherever filed; medical and psychiatric treatment and/or consultations, including hospital clinics, private practitioners, and the Department of Veterans Affairs; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me and the records and recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest.

Privacy Act Statement. This form contains identifiable personal data provided by you and is to be safeguarded pursuant to the Privacy Act of 1974. The authority for requesting the information is 10 U.S.C. 3013, and Executive Orders 10450, 11652 and 9397. The requested information will be used for the purpose of identification and information, and in making personnel management decisions. Information from this system may be shared without your consent pursuant to the listing of blanket routine uses published in the Federal Register located at http://www.defenselink.mil/privacy/dod_blanket_uses.html. COMPLETION OF THIS FORM IS VOLUNTARY. Failure on your part to furnish all or part of the requested information may result in non-selection.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the PMO/MCPD. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information.

A photocopy of this release form will be valid and original thereof, even though the said photocopy does not contain an original writing of my signature.

Witness Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

Address: _____

Social Security Number: _____ Date of Birth: _____

Home Telephone: _____ Work Telephone: _____

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Health Fitness Certification

Medical Authority: The applicant named below has applied for a Police Officer position with the US Marine Corps Police Department. He/she will be required to participate in a Police Academy, which includes a level of health and fitness. The events mirror those of a municipal police officer (Cooper Standard) and the Position Description of the Marine Corps Police Officer will be employed. He/she must be able to successfully complete the events listed below.

The health fitness assessment may not be conducted without the completed form.

Please initial (do not mark with an X or check mark) under either YES or NO for each event, indicating whether the applicant is fit to participate in that particular event, and then sign and date below.

You are not expected to actually administer the test. Score will be pass/fail and based on the completion of each event within the below criteria:

MEDICAL AUTHORITY INITIALS:

YES NO

___	___	300 Meter Run:	71.0 seconds
___	___	Crunches:	25 crunches/1 minute
___	___	Pushups:	20 pushups/2 minute
___	___	1.5 Mile Run:	16:28 minutes
___	___	Dummy Drag:	25 feet distance
___	___	Height _____	Weight _____

I certify that _____ is/is not fit to
(APPLICANT'S PRINTED FULL NAME) (CIRCLE ONE)
participate in the health assessment and fitness training program.

Medical Authority Signature:

Medical Authority Printed Name:

Medical Authority Address (include ZIP code)

Office Phone: _____ Date: _____

****This Health Fitness Certification expires 90 days from the date of the Medical Authority signature.

Figure 4-2.--Police Officer Information Sheet

j. Medical Requirements

(1) This medical guideline provides health professionals and PMs/PCs with guidelines and occupational medical examination references applicable to conduct occupational medical examinations for civilian police officers (including basic police officers, investigators, dispatchers, CPWD handlers), security guards/personnel and physical security specialists. Administering occupational medical examinations based on this guidance will satisfy basic medical requirements.

(2) The health of applicants and employees must be such that the individuals have the capacity to meet demands for performance in the position and for human reliability. Before employment, and periodically during employment, applicants and employees in these positions must undergo a medical examination and be physically and medically capable of performing the essential duties of the position efficiently and without hazard to themselves or others.

(3) General Considerations. Occupational medical examination guidance for civilian police officers, security guards/personnel, and physical security specialists is contained in reference (ca). The manual specifies the basic medical requirements for USMC civilian police officers, security guards and physical security specialists. Reference (cb) is used in conjunction with reference (ca) to provide the baseline examination required before hire. Specialty examinations for the Motor Vehicle Operator (Other than DOT), paragraph 712, and Police/Guard Security, paragraph 714, in reference (cb) are applicable.

(4) Periodic Examination. Employees are required to undergo periodic examinations to determine continued fitness for employment. Reference (cb) provides the frequency of subsequent examinations. Again, specialty examinations for the Motor Vehicle Operator (Other than DOT), paragraph 712, and Police/Guard Security, paragraph 714, in reference (cb) are applicable and provide for frequency of examination based on age. Navy/Marine Corps occupational medicine specialists will administer the schedule.

(5) Additional Testing. Should additional medical testing be required for potential applicant to become medically qualified, the cost of those tests will be born by that individual.

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(6) Medication. Individuals shall notify their chain of command all prescription medication taken while on duty.

(7) Speech. Individuals must be free from conditions that interfere with distinct speech.

(8) Additionally, personnel must not have allergies related to pepper or a pre-existing history of allergic reaction when exposed to pepper, as students will receive direct Oleoresin Capsicum (OC) contamination (full Level-1 exposure).

k. Psychological testing (Minnesota Multiphasic Personality Inventory (MMPI-2)) is required and will be administered prior to being hired as a condition of employment, as outlined below:

(1) The MMPI-2 is administered to each police officer candidate. These tests are paper and pencil personality scale tests that are valid, objective, and reliable instruments that determine whether the candidate in the pre-employment process has the psychological and behavioral elements required of a security officer.

(2) The MMPI-2 is a screening tool that reassures the military has taken every possible step to ascertain that police officers are fit for duty. Additionally, it is a legal protection measure against questionable on the job actions that lead to cases of alleged negligence. The MMPI-2 database will ultimately cut costs by enabling demographic data to be used to improve retention, reduce human relations issues and protect against legal exposure.

(3) Background. First developed in the 1940s, the MMPI is an objective test that measures psychiatric disorders and negative character traits. The MMPI validation has been established by over 8,000 published research studies. Although the MMPI remains accurate, the MMPI-2 is the revised version updating out of date, gender or awkward items. Most states require the MMPI-2 for armed positions.

(4) Criteria. Psychological screening is a proven employment screening instrument free of any cultural or gender bias that identifies psychological conditions or patterns of behavior that are critical in that determining occupational suitability. Some of the positive and negative factors identified.

(a) Positive dimensions. Good judgment, social maturity, ability to work in emergency and high stress

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situations, reliability and consistency, does not match profiles for criminal behavior, violent or sexual abusive officers.

(b) Negative dimensions. Cruelty, poor judgment, abuse of alcohol or drugs, inability to respond appropriately to crisis or emergency situation, poor professional boundaries profile of violence or sexual abuse, social or cultural prejudice, terrorist.

(5) Administering and Scoring. The PM/PC is responsible for administering the test for the Marine Corps. The data will be evaluated and scored by a qualified psychologist as determined and selected by CMC (PS). Recommendations will be made with a positive or negative score.

(6) The MMPI-2 test results will be provided to the installation POC. Because the test results do not provide a medical diagnosis there aren't any Health Information Privacy Act -1999 (HIPA) requirements for document storage. Test results can be destroyed or stored in secure personnel files.

2. Personnel assigned as police officers, investigators, dispatchers, and CPWD handlers must meet the minimum requirements set forth in reference (au). Additionally, personnel will adhere to the standards set forth by CMC (PS) as outlined in naval messages and other official correspondence.

3. Terminations. The PM/PC may determine that individuals assigned to PMO/MCPD are not capable of satisfactorily executing the responsibilities associated with police duties based upon the individual's performance and/or conduct. Any Marine Corps civilian police officer, investigator, dispatcher, or CPWD handler that is convicted by a civilian court 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 be subject to termination of employment in accordance with OPM guidelines. In those instances, the PM/PC will, in accordance with the OPM guidelines, make a recommendation to the installation commander for the termination of the individual, in close coordination with the DON Human Resource Office.

Section 4300 - Subspecialty Assignment Eligibility
(Special Reaction Teams, Military Traffic Investigators,
Working Dog Handlers, Bicycle Patrol, and School Officers)

4301. Purpose. This section identifies the standards for subspecialty assignment eligibility. Within this section, as it pertains to service members of the Marine Corps, a subspecialty refers to occupational codes in which there is no competitive grouping for promotion/skill designator MOSs (including accident investigators, military working dog handlers, physical security specialists, and special reaction team members), as well as daily assignments for which special screening and training is appropriate (bicycle patrol, school liaison, and DARE officers). These descriptions apply to civilian police officers as appropriate. See section 4200 for more details regarding requirements for civilian police officers.

4302. Policy

1. Special Reaction Team (SRT)

a. In addition to criteria for MOS 5811 or qualification for employment as a civilian police officer, SRT members must comply with the criteria in reference (q) for MOS 5815 (SRT member) that includes:

(1) At least one year of installation law enforcement experience.

(2) A high level of physical fitness (at least a 1st class PFT, or, if a civilian police officer, ability to take and complete a Marine Corps PFT with a first class score) and agility; capable of performing arduous tasks over sustained periods.

(3) Meeting appropriate height/weight standards (USMC for Marines; section 4600 for civilian police officers).

(4) Qualifying expert with the service rifle and pistol, as well as other assigned SRT weapon(s).

(5) Being mature and disciplined.

(6) Being capable of working with others in a team.

b. Additional suitability considerations. Potential SRT members should be screened by the SRT commander (or the senior entry team leader) for suitability. Nominations are subject to