

MIOG PART 1 SECTION 67. BUREAU APPLICANT MATTERS; REINVESTIGATION OF FBI PERSONNEL

67-1 BUREAU APPLICANTS - RECRUITING

67-1.1 Publications

- (1) An FBI career offers many advantages when compared with private industry. A few of these are sick leave, annual leave and the retirement system. Available in all field offices are brochures entitled:
- (a) "FBI Special Agents - America's Finest,"
 - (b) "FBI Professional Support - Put Your Special Skills to Special Use,"
 - (c) "FBI Honors Internship Program - A Summer Internship That Lasts a Lifetime," and
 - (d) Ten different Specialty/Support mini brochures entitled:
Automotive Mechanic Police Officer Computer Specialist Language Specialist Financial Assistant/Analyst
Intelligence Research Specialist Biologist (Forensic Examiner) Chemist (Forensic Examiner) Document
Analyst (Forensic Examiner) Photograph Technologist (Forensic Examiner)
- (2) These recruitment materials, along with a current salary chart and appropriate applications and FD-804s, should be furnished to all prospective employees and sources of applicants. Recruiters are encouraged to stress that Washington, D.C., offers historical, cultural and educational opportunities not found elsewhere. Recruiters are also encouraged to make use of media recruiting such as newspaper and television advertisements.
- (3) All field offices and FBIHQ possess detailed information regarding qualifications for and availability of positions in the FBI. All inquiries are to be immediately acknowledged by furnishing requested information including an Application for Employment and FD-804, if desired. No letter of transmittal is necessary to furnish employment information to an applicant. Any applicant (support or Special Agent) who submits an incomplete application should be recontacted within 30 days and requested to furnish the necessary information.

67-1.2 Work Shifts (See MIOG, Part 1, 67-6.7.)

- (1) All applicants, regardless of positions for which they are applying, should be advised that in many parts of the Bureau, it has been necessary to establish regular night and midnight shifts; therefore, they might be required to work such shifts as needs arise. A statement to this effect is included in the Application for Employment (FD-140), which they sign when they apply.
- (2) Applicants may indicate that their religious beliefs/practices might conflict with their availability to work nights and weekend shifts. In this regard, applicants, as with employees, are entitled to a reasonable accommodation when there is a conflict between their (prospective) jobs and their religious practices/beliefs. An accommodation should generally be made unless it would result in an actual (more than de minimis) cost to the Bureau or other employees, cause an actual disruption of work, or is otherwise barred by law. However, in accordance with the Religious Freedom Restoration Act, Title 42, USC, Section 2000bb et seq., if an FBI work rule imposes a "substantial burden" on an employee's exercise of religion, the FBI should grant the employee an exemption from the rule unless the Bureau has a "compelling governmental interest" in denying the exemption and there is no less restrictive means of furthering that interest. Cases in which employees claim work rule exemptions because the rule(s) impose(s) a substantial burden on their exercise of religion should be referred to the FBI's Office of the General Counsel (OGC) for review.
- (3) Reasonable accommodations for religious reasons are offered only after the individual makes such a request, and they may include such things as flexible scheduling, voluntary substitutions from co-workers, etc. Therefore, the FBI, when requested, should and will explore the possibility of a reasonable accommodation that would not create an undue hardship upon the organization or other employee(s). One

factor to be considered in determining if a particular accommodation would impose an undue hardship on the Bureau is whether the accommodation would effectively eliminate an essential function of the job (e.g., an individual asserting a religious objection to working at night could not function in a job requiring participation in night surveillance operations without changing the very nature of the job).

(4) When an office becomes aware of an applicant's religious beliefs conflicting with the work schedule for which he or she would be expected to be available, the office should neither commit the FBI to accommodating the individual nor automatically disqualify him or her from employment. Instead, contact should be made immediately with the OGC in order to determine what specific information is needed from the applicant and which course of action should be followed.

67-1.3 Part-Time Employment (See MAOP, Part 1, 20-21, 20-28.) (Formerly 67-13)

Part-time employment is a scheduled workweek between 16 and 32 hours per week if the employment became effective on or after April 8, 1979, according to Public Law 95-437.

Processing procedures and requirements regarding applications and background investigations are the same for part-time support employees as for full-time support employees.

(1) The following regulations apply to part-time employees:

(a) A prearranged work schedule must be set forth on the appointment letter.

(b) Prior Bureau approval is needed before any work schedule changes are made, whether they be temporary, permanent, or of short duration.

(c) A scheduled lunch period is required if the workday is in excess of four hours.

(d) Health benefits - The government pays a prorated share based on the number of scheduled work hours per pay period.

(e) Annual leave and sick leave accrual is based on the number of scheduled work hours per pay period compared to a full 80-hour pay period, determined by years of service.

(f) When part-time employees are required to work over their regularly scheduled shift, they are entitled to regular pay up to 8 hours per day or 40 hours per week and overtime pay for hours worked in excess of either eight hours per day or 40 hours per week. Prior Bureau approval is needed before a part-time employee may work in excess of his/her schedule.

67-1.4 Employment of Relatives (Formerly 67-4.2, 67-4.3, and 67-4.4) (See MAOP, Part 1, 1-15.4.)

Public Law 90-206, approved December 16, 1967, places restrictions on appointment and/or employment of relatives by individuals defined as "public officials." A "public official" is defined as an employee who is vested or to whom is delegated the authority to appoint, promote, or advance individuals or to recommend individuals for appointment, employment, promotion, or advancement. The law applies to the executive, legislative, and judicial branches of government.

(1) Relative - Father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

(2) Restrictions on Public Official

(a) A public official shall not advocate a relative for appointment, employment, promotion, or advancement to a position in the public official's agency. A public official who recommends a relative or refers a relative for consideration by a lower public official in the chain-of-command (the line of supervisory personnel which runs from a public official to the head of the agency) for appointment, employment, promotion, or advancement is deemed to have advocated the action concerning the relative. This also includes an agency over which the public official exercises jurisdiction or control. For Bureau employees, this includes the entire Department of Justice.

(b) A public official shall not appoint, employ, promote, or advance a relative to a position in the agency or in an agency over which the public official exercises jurisdiction or control.

(3) Restrictions on a Relative

An individual appointed, employed, promoted, or advanced in violation of the law is not entitled to pay. The

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law does not prohibit relatives of public officials from being appointed, employed, promoted, or advanced in the same agency as the public official; however, in some cases, the record must show that the public official did not advocate or effect the appointment, employment, promotion, or advancement of a relative.

(4) Inquiries

Refer any questions in this matter to FBIHQ. Any complaint from someone outside the Bureau concerning a violation should be referred to the government agency involved. The law does not provide criminal provisions and the Bureau does not have investigative jurisdiction.

67-2 BUREAU APPLICANTS - INITIAL PROCESSING

67-2.1 Universal Case File Number (UCFN) (See also MIOG, Part 1, 67-4.3 and 67-6.7.)

(1) The processing field office (PFO) for both Special Agent and support positions will search each of the applicant programs in the Bureau Personnel Management System (BPMS) including Special Agent (both Review Detail AND Historical Records); Support; and Specialty even if the applicant indicates that he/she had not previously applied for FBI employment. PFO will also conduct a GLOBAL search of the applicant's name in the Universal Index (UNI) in the Automated Case Support System (ACS).

(2) If BPMS or UNI disclose a 67 file number for the applicant, the PFO must verify that the file number is still valid by searching the number in the Investigative Case Management (ICM) application in ACS. If ICM indicates that the file number exists, the PFO should serialize the applicant's most recent Application for Employment (i.e., FD-646, FD-646c, FD-658, or the FD-140) in the Electronic Case File in ACS. The PFO should also enter this number into the appropriate BPMS applicant system. If ICM indicates "Case Destroyed" or "Case ID Does Not Exist" the PFO should create a new 67 UCFN.

(3) The Primary Investigator for 67 file numbers is "Headquarters Squad." ACS will not allow an individual to serve as Primary Investigator on a 67 file. For tracking purposes, the PFO may assign the Applicant Coordinator (AC) as an Investigator using the Assign function in ICM. The AC should be unassigned at the conclusion of the applicant's processing. PFO should ensure that the Application for Employment (i.e., FD-646, FD-646c, FD-658, or the FD-140) is assigned as serial number one (1) of the case file when creating a 67 UCFN in ICM.

67-2.2 Social Security Number (Formerly 67-11.3.1)

(1) All applicants should be advised that should they be offered and accept appointment with the Bureau, it will be necessary that they have a social security number at the time they report for duty. If they do not have one, they should make arrangements to obtain one immediately.

(2) The applicant is to be advised that the social security number is required for the proper handling of tax information by the Internal Revenue Service. Furnishing the social security number is mandatory in accordance with Executive Order 9397, dated November 22, 1943, and Internal Revenue Code, Section 6109.

(3) Applicants who must take the Special Agent Selection System (SASS) must be advised that their social security number is requested as an identifier on the test answer sheet. It is collected based on Executive Order 9397 and Title 28, C.F.R., Section 0.127, and it is used only as a tracking identification number during the applicant process. Furnishing the number is voluntary; however, failure to do so may hinder timely processing of the applicant's test results and placement in the pool of candidates.

67-2.3 Fingerprinting (Formerly 67-11.3.8 and 67-17.1.7)

(1) All support/specialty applicants who are favorably recommended for employment should be fingerprinted at time of the Personnel Security Interview on the applicant fingerprint card (FD-258). Applicants for the SA position must be fingerprinted at the time of their polygraph examination. All SA applicants requesting reinstatement must be refingerprinted, regardless of length of separation. Applicants must be fingerprinted by Bureau personnel and not referred to police agencies. Fingerprints are to be forwarded to the Witness and Security Unit, Criminal Justice Information Services Division, Clarksburg, West Virginia, Module D-2.

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- (2) It is not necessary to fingerprint those applicants who are unfavorably recommended.
(3) When an employee enters on duty, he/she will be fingerprinted on the personnel fingerprint card (FD-380).

67-2.4 Applicants of Asian Ancestry (See 67-3.2.1 and 67-6.7.)(Formerly 67-17.1.6)

Each applicant of Asian ancestry, particularly one born outside the United States, is to be requested to furnish a copy of his/her birth certificate. Each applicant is to be instructed, at time of the interview, to furnish his/her name and the names of all relatives in Chinese characters. This will allow the Laboratory Division to transliterate the names for appropriate searches. Refer to the National Foreign Intelligence Program Manual, Appendix 8-1.1.2, for detailed information as to how this information should be set forth. This information should be submitted to FBIHQ concurrently with the application, when possible, or expeditiously upon completion of the interview.

67-2.5 Availability of Military Applicants

67-2.5.1 Special Agent Position (Formerly 67-17.1.4)

- (1) Applicants for the Special Agent position who are serving in any branch of the United States military at the initiation of the application process will be processed as follows:
- (a) Once an applicant has been approved for hire by the Bureau Applicant Employment Unit (BAEU), Administrative Services Division, he/she will be assigned to the next New Agents' Class (NAC) scheduled to commence 120 days from the date of approval.
 - (b) BAEU will send a conditional letter of appointment to the applicant advising him/her of the NAC date. Applicant may not have any terminal leave obligation at the time of entrance on duty. Applicant must be discharged from the military prior to the NAC date. Applicant must begin procedures for processing out of the military within 30 days of the date of approval. Applicant must provide a written request for discharge to the processing field office which is to be forwarded to the BAEU immediately upon receipt. Failure to provide this documentation within 30 days after the date of approval will result in the rescission of the appointment letter.
 - (c) The appointment letter will also stipulate that the applicant advise the processing field office of any changes in residence, employment, or education so that appropriate background investigation can be conducted. Applicant will also be advised that updated credit and criminal checks will be required within 30 days of entrance on duty (EOD) if initial inquiries were conducted more than six months prior to the NAC date.
 - (d) Applicants must provide a copy of their DD-214 to the processing field office as soon as it is received. The DD-214 must be received by BAEU prior to the applicant's EOD into NAC.
 - (e) Reserve Service - The only military status a Special Agent is permitted to have is "Standby Reserve." Department of Defense (DOD) Directive 1200.7 states that civilian employees of federal agencies who are designated as key employees will be considered ineligible to serve in the Ready Reserve. FBI Special Agents are considered key employees. The military service will transfer such employees from Ready Reserve to Standby Reserve to fulfill their remaining service obligation. Special Agents will not be allowed to EOD while on terminal leave from the military. (See also MAOP, Part 1, 1-17.)

67-2.5.2 Support Positions

Any individual seeking FBI employment as a support employee who is currently serving in an active duty status in the military may be notified by the recruiting field office that their applicant processing may continue collaterally to their discharge processing from the military, and they will be offered 120 days to process out of the military once they have been approved for hire. BAEU will send an appointment letter advising him/her of the EOD date. Support applicants MAY be in a terminal leave status at time of EOD. The applicant must advise the processing office of any changes in residence, education, etc., so that appropriate background inquiries can be conducted. Applicants must also provide a copy of their DD-214 once it is received.

67-2.6 Veterans' Preference (See also, MIOG, Part 1, 67-7.9, and 67-9.7.16; MAOP, Part 1, 10-3.) (Formerly 67-11.1.2)

(1) The Veterans' Preference Act of 1944, as amended, and codified in various provisions of Title 5, United States Code, applies to civilian positions in the Excepted Service, such as the FBI. There is a mandatory data field (0, 5 or 10 points) in the BPMS support applicant tracking system for this information, which must be entered by the field office at the time an applicant record is entered or modified. Any points given, however, must be based on specific qualifying criteria discussed below (67-2.6.1), and only when the field office is in receipt of appropriate documentation to support the claim of eligibility (see 67-2.6.2).

(2) In the BPMS Special Agent (SA) applicant tracking system, there is a mandatory (Yes or No) data field concerning veteran's preference eligibility, and an optional data field for the preference points. (Refer to MIOG, Part 1, 67-7.9 for applicability of veteran's preference in the SA Selection System.) As with the support system above (67-2.6 (1)), veteran's preference for SA applicants may be granted only upon meeting the specific criteria below (67-2.6.1), and only when the field office is in receipt of appropriate supporting documentation (see 67-2.6.2).

67-2.6.1 Criteria for Veterans' Preference Eligibility (See 67-2.6.) (Formerly 67-11.1.2)

(1) The criteria for determining eligibility for veterans' preference points are as follows: For federal employment, "Veteran" is defined as a person who was separated with an honorable discharge or under honorable conditions from active duty in the Armed Forces performed:

- (a) In a war; or,
- (b) In a campaign or expedition for which a campaign badge has been authorized; or,
- (c) During the period beginning April 28, 1952, and ending July 1, 1955; or,
- (d) For more than 180 consecutive days, OTHER THAN FOR TRAINING, any part of which occurred during the period beginning February 1, 1955, and ending October 14, 1976.
- (e) A person who entered on active duty in the Armed Forces after October 14, 1976, and before September 8, 1980, may qualify if he/she:

- 1. served during a war or campaign or expedition for which a campaign badge has been authorized, or
- 2. is a disabled veteran.

(f) A person who enlisted in the Armed Forces after September 7, 1980, or who entered on active duty (through means other than enlistment) on or after October 14, 1982, may qualify if he/she:

- 1. served during a war or in a campaign or expedition for which a campaign badge has been authorized and has completed 24 months of continuous service or the full period called or ordered to active duty, or
- 2. served during a war or in a campaign or expedition for which a campaign badge has been authorized and was discharged early under Title 10, USC, Section 1171 or for hardship under Title 10, USC, Section 1173, or
- 3. is a disabled veteran. (See MIOG, Part 1, 67-9.7.16.)

(2) A disabled veteran is a person who was separated under honorable conditions from active duty in the Armed Forces performed AT ANY TIME and who has established the present existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension. Veterans' preference for reason of disability must be withdrawn when the veteran recovers from the service-connected disability, unless he/she is receiving compensation, pension, or disability retirement benefits, or was awarded the Purple Heart.

(3) In addition, the Defense Authorization Act of Fiscal Year 1998 (Public Law 105-85) of November 18, 1997, contains a provision (section 1102 of Title XI) which accords veterans' preference to EVERYONE who served on active duty during the period beginning August 2, 1990, and ending January 2, 1992. This means that anyone who served on active duty during the Gulf War, regardless of where or how long, is entitled to preference if otherwise eligible (i.e., have been separated under honorable conditions and served continuously for a minimum of 24 months, or the full period for which called or ordered to active duty). This applies not only to candidates seeking employment, but to federal employees who may be affected by reduction in force as well.

(4) Another form of veterans' preference you may encounter is "Derived Preference." This preference is granted to the widow/widower or mother of a deceased veteran, or to the spouse or mother of a disabled

veteran, if these individuals assert their right to use it. It is derived preference because it is based on the military service of someone else - a veteran who is not using the preference. If the disabled veteran does decide to use his/her service for preference, the spouse or mother is no longer entitled to the preference. (5) An amnesty or clemency discharge does not meet the requirement for a discharge under honorable conditions. Therefore, no preference can be granted to persons with amnesty or clemency discharges.

67-2.6.2 Proof of Veterans' Preference Eligibility (See 67-2.6.) (Formerly 67-11.1.2)

- (1) The burden of proof to justify veterans' points rests with the applicant and, ideally, should be submitted with the Preliminary Application form (i.e., FD-646, FD-646c, FD-658) or the FD-140 application form. The applicants should be given information at the time they are given the Preliminary Application form or FD-140 concerning the required documentation in order for them to claim veterans' preference points. Should a person have difficulty obtaining the necessary documentation to claim veterans' preference, the field office should be available to assist in obtaining the required documentation and, if necessary, make telephone calls or write letters for this purpose.
- (2) Acceptable documentation is a copy of the DD-214, or in the case of service-connected disabilities, a copy of the SF-15 or other applicable documentation from the Department of Veterans Affairs, the branch of Armed Forces in which the applicant served, or the National Archives and Records Administration's National Personnel Records Center (Military). Field offices are responsible for forwarding this documentation to the Bureau Applicant Employment Unit with the opening of a background investigation.
- (3) A quick point of reference justifying preference points is a Campaign or Armed Forces Expeditionary Medal for service in a campaign/war (5 points), or a Purple Heart (10 points).

67-2.7 Drug Use Policy (See also MIOG, Part 1, 67-3.4, 67-8.7, and 67-9.4.) (Formerly 67-16.2.2)

- (1) The FBI is firmly committed to a drug-free society and workplace. Therefore, the unlawful use of drugs by FBI employees will not be tolerated. Furthermore, applicants for employment with the FBI who currently are using drugs will be found unsuitable for employment.
- (2) While the FBI does not condone any prior unlawful drug use by applicants, the FBI realizes some otherwise qualified applicants may have used drugs at some point in their past. The guidelines set forth below should be followed for determining whether an applicant's prior drug use makes him/her unsuitable for employment, balancing the needs of the FBI to maintain a drug-free workplace and the public integrity necessary to accomplish its law enforcement mission, with the desirability of affording the opportunity of employment to the broadest segment of society consistent with those needs. THESE GUIDELINES APPLY EQUALLY TO AGENT AND SUPPORT APPLICANTS.

67-2.7.1 Guidelines for Determining Applicants' Suitability Based on Their Drug History (See 67-9.4 and MAOP, Part 1, 1-25.8.1.) (Formerly 67-16.2.2)

- (1) An applicant who has illegally used any drug while employed in any law enforcement or prosecutorial position, or while employed in a position which carries with it a high level of responsibility or public trust, will be found unsuitable for employment. In lieu of defining specific positions of trust to which this provision applies, the Assistant Director (AD), Administrative Services Division (ASD), will be responsible for making decisions regarding the application of this particular guideline when necessary.
- (2) An applicant who is discovered to have deliberately misrepresented his/her drug history in connection with his/her application will be found unsuitable for employment.
- (3) An applicant who has sold any illegal drug for profit will be found unsuitable for employment.
- (4) An applicant who has used marijuana within the past THREE years will be found unsuitable for employment. Experimental use of marijuana which occurred more than three years prior to the Preliminary Application for Employment (i.e., FD-646, FD-646c, or FD-658) will be evaluated based upon the general factors specified below (67-2.7.2). The various forms of marijuana include cannabis, hashish, hash oil, and tetrahydrocannabinol (THC), in both synthetic and natural forms.

(5) Use of marijuana 15 TIMES OR LESS AND/OR USE OF ANY OTHER DRUGS A COMBINED TOTAL OF FIVE (5) TIMES OR LESS should be considered experimental and will be acceptable, consistent with the time limitations set forth in the drug usage policy. Under exceptional circumstances, the AD, ASD, on his/her own initiative or at the request of the Director; Deputy Director; AD, General Counsel; or Special Agent in Charge of a field division, may determine that drug usage outside these parameters does not disqualify an applicant for employment. The ASD shall maintain a record of all requests for such exceptions and the reasons for the determination to grant or deny such a request.

(6) An applicant who has illegally used any drug, other than experimental use of marijuana as defined above, within the TEN years preceding the date of the Preliminary Application for Employment (i.e., FD-646, FD-646c, or FD-658) will be found unsuitable for employment, absent compelling mitigating circumstances. Experimental use of drugs other than marijuana which occurred more than ten years prior to the application for employment will be evaluated based upon the general factors specified below (67-2.7.2).

(7) Prior to February 27, 1991, anabolic steroids were considered a legal prescription drug. For those applicants who used anabolic steroids AFTER February 27, 1991, the guidelines set forth in 67-2.7.2 will apply. In cases where applicants indicate use of anabolic steroids PRIOR to February 27, 1991, suitability and eligibility determinations will be made by the Applicant Adjudication Unit (AAU) on a case-by-case basis.

67-2.7.2 Drug Issues for Applicants - Adjudication - General Factors (See 67-2.7.1, 67-2.7.3 and 67-9.4.) (Formerly 67-16.2.2)

The following general factors have been identified by the Office of Personnel Management and will be taken into account when determining suitability:

- (1) The kind of position for which the person is applying, including the degree of public trust or risk in the position;
- (2) The nature and seriousness of the conduct;
- (3) The circumstances surrounding the conduct;
- (4) The recency of the conduct;
- (5) The age of the applicant at the time of the conduct;
- (6) Contributing societal conditions; and
- (7) The absence or presence of rehabilitation or efforts toward rehabilitation.

67-2.7.3 Drug Issues for Applicants - Security Adjudication (See 67-9.4.) (Formerly 67-16.2.2)

Security determinations will continue to be made pursuant to Executive Order 10450, with illegal drug usage viewed in terms of the general factors listed above (67-2.7.2) with respect to the suitability determination.

67-2.7.4 Drug Issues for Applicants - Notification (See also 67-3.11 and 67-9.4 and MAOP, Part 1, 1-25.8.1.) (Formerly 67-16.2.2)

(1) Special Agent Applicants - Processing field offices will be responsible for adjudication and notification of Special Agent applicants who have not yet passed Phase II testing in the Special Agent Selection System (SASS). The Bureau Applicant Employment Unit (BAEU), Administrative Services Division, will be responsible for adjudication and notification of Special Agent applicants who have passed Phase II of the SASS.

(2) Support Applicants - Processing field offices will be responsible for adjudication and notification of support and specialty applicants who have not yet taken a polygraph examination. The BAEU will be responsible for adjudication and notification of support and specialty applicants who have taken a polygraph examination. Should the applicant disclose information indicating that he/she has used illegal drugs outside of the Bureau's guidelines during the course of the preemployment polygraph, BAEU will be responsible for adjudication and notification of the applicant.

67-3 PROCESSING APPLICANTS FOR SUPPORT POSITIONS (See also 67-3.5 and 67-8.) (Formerly 67-11)

67-3.1 General Instructions (Formerly 67-11)

No work is more important than properly testing, interviewing, evaluating, and investigating applicants for positions with the Bureau. Interviews and investigations must be exhaustive and designed to uncover any information bearing on an applicant's suitability for employment with this Bureau.

67-3.2 Applications for FBI Employment

Offices must give each applicant a Form FD-804 (Applicant Background Survey) to complete and submit with the initial application. The information on the FD-804 is a means by which the applicant identifies race, gender, and any disability code. While this information is voluntary, it should be stressed that it is used only for purposes of required statistical reports and data analyses of selection measures (i.e., tests and interviews). Such information is not used in any way in the selection process for any of the FBI's positions, nor is the form retained in the applicant's file. (Also refer to 67-3.3 (5) and 67-4.3 (1).)

67-3.2.1 Application for Employment (FD-140) (Formerly 67-11.1)

The Form FD-140 must be completely executed and signed by the applicant. In the case of clerical support applicants, the interviewing official is to ensure that the application is accurate with any omission or discrepancies being resolved after completion of the Clerical Selection Battery formal interview. Abbreviations are not to be used on this form. Regarding applicants and their references and/or relatives who are of Hispanic origin, it is essential that the patronymic and matronymic names of all such individuals be obtained as well as the full married name of all married females. The patronymic name is to be followed by the matronymic name. In the case of a married female, the full married name is necessary to include given name, patronymic last name followed by the matronymic last name and husband's surname. Applicants of Asian ancestry should provide Standard Telegraphic Code numbers for themselves (if foreign born) and each immediate relative. (See 67-2.4 and 67-6.7(2).)

67-3.2.2 Preliminary Application for Support Positions (FD-646c) (Formerly 67-11.1.1)

(1) The FD-646c will be used by applicants applying for all support positions except Language Specialist and Contract Linguist. This form is useful as the first step in the initial processing of an applicant. The FD-646c is a quick, efficient method for an individual to apply and shows whether he/she meets minimum qualifications without having to fill out the full Application for Employment (FD-140). The FD-140 should only be given to those applicants who are going to be processed further in the selection system. The FD-646c replaces the Preliminary Application for Technical Support Positions (FD-646b).

(2) The FD-140 should not be given to applicants as the initial application; but, as a practical matter it can be given to applicants when they are scheduled for the initial interview. This will allow them extra time to begin completing the form while awaiting test results or FBIHQ review, in anticipation of a successful continuation of their processing. The procedure regarding the use of the FD-646c should be explained and disseminated to all individuals in each field division handling applicant responsibilities.

(3) Applicant Coordinators and support employees handling the FD-646c should ensure all applicants have read the Privacy Act Statement and Effects of Nondisclosure and Penalties for Inaccurate or False Statements, on the first two pages of the application.

(4) Page 4 of the FD-646c states that continuation sheets can be utilized for extra space to continue any answers needed.

67-3.2.3 Preliminary Application for Language Specialist or Contract Linguist Position (FD-658)

The FD-658 must be utilized as the first step in initiating the processing applicants for Language Specialist or Contract Linguist Positions. This form, filled out completely and accurately, should be examined by the field office's Applicant Coordinator or Staffing Assistant to determine if the applicant meets minimum requirements.

67-3.3 Maintenance of Availability Lists on Support Applicants (See 67-7.) (Formerly 67-8.1)

- (1) Field offices and test sites may obtain lists of qualified and available support applicants at each stage of processing to ensure that all qualified individuals are considered for existing vacancies. Because of computerization described below, manual lists are no longer necessary.
- (2) All field offices and applicant test sites must create a record in the BPMS Support Applicant Tracking System for each individual who applies and meets minimum requirements for the position desired. If the office does not have any openings, no further action is necessary at that time; when vacancies do occur or are anticipated, the office may obtain a computer printout of all such applicants from the tracking system by contacting the Administrative Systems Automation Planning Unit (ASAP Unit) at FBIHQ.
- (3) In cases where applicants are disqualified because of drug usage, availability, polygraph/drug test failure, etc., the applicant's "Active" status will be changed only upon appropriate action in BPMS by either the office/test site or the Applicant Security Investigations Unit.
- (4) In addition to those discussed above, lists of support applicants at any stage of processing can be obtained on request to the ASAP Unit at FBIHQ. For accurate information, however, it is imperative that each applicant's BPMS record be complete and up to date at all times.
- (5) When an opening occurs or is anticipated, the field office/test site is required to obtain approval to fill the position from FBIHQ. If approval is granted, the office/test site may commence processing applicants, beginning with identifying those in their respective applicant pools (i.e., obtaining the computerized lists discussed above). In maintaining and using any lists, regardless of the type of vacancy, field offices and test sites are reminded that seniority (time on the list) and personal factors (race, gender, disabilities, relationship to on-board employees) are not considered under any circumstances and must not even be noted in any records keeping. All selections must be based on only job-related qualifications and the applicants' scores on any approved measurement tools (i.e., tests, interviews). (See 67-3.2.)
- (6) It will be incumbent upon each SAC to ensure that the applicant pools contain individuals of both sexes and minority groups and that the policy of equal opportunity is strictly complied with in all cases. This will be followed closely by FBIHQ and the Inspection Staff during their field office inspections.

67-3.4 Qualifications for General Support Positions (See 67-3.5, 67-4.2.4, 67-4.2.5, and 67-4.3.) (Formerly 67-9)

Individuals must be U.S. citizens, at least 16 years of age, and a high school graduate or possess a General Education Development (GED) equivalency certificate. Applicants can self-certify their typing ability or successfully complete the typing/word processing test (if applicable), polygraph examination, drug test, and a background investigation, and agree to remain with the Bureau for at least one year provided they receive an appointment and their work is satisfactory. Field offices may initiate processing if the applicant is within six months of receiving his/her high school diploma or GED certificate. (Also, see MIOG, Part 1, 67-2.7 for preemployment drug usage policy and guidelines, and 67-3.9 for reinstatement policy for former support employees.)

67-3.5 Qualifications for Specific Support Positions (Formerly 67-10)

Listed below are several support positions and their specific qualifications in addition to those general qualifications listed above in 67-3.4. In addition to the positions set forth below, various specialized positions in technical fields such as engineering and communications, are available. Applicants inquiring about such positions should furnish a detailed resume to FBIHQ for evaluation.

67-3.5.1 Clerical Positions (See also MIOG, Part 1, 67-4 and 67-4.2.4.) (Formerly 67-10.1)

Grade levels for new employees are determined by evaluating each applicant's education and work experience. Clerk GS-3 - Must be a high school graduate or possess a GED. Clerk GS-4 - Must be a high school graduate (or equivalent) with at least three months of general experience or one year of education above the high school level (with at least a C average). Clerk GS-5 - Must be a college graduate (with at least a C average) or a high school graduate (or equivalent) with at least six months' general experience equivalent to the GS-4 level (this can be determined through description of duties being performed and salary).

67-3.5.2 Office Automation Clerk/Assistant (Formerly 67-10.2)

(1) Office Automation Clerk/Assistant GS-3 - Must be a high school graduate (or equivalent) able to type 30-39 words per minute (wpm). Office Automation Clerk/Assistant GS-4 - Must be a high school graduate (or equivalent) with three months of general experience and able to type 40 wpm. Office Automation Clerk/Assistant GS-5 - Must be a high school graduate (or equivalent) able to type 40 wpm with at least six months' specialized experience. No exceptions or adjustments to these requirements (wpm) may be made. (2) All applicants applying for an Office Automation Clerk/Assistant position must self-certify their typing ability or pass the Typing OR Word Processing Test at the appropriate wpm for each grade level.

67-3.5.3 Lesser Positions (Formerly 67-11.3.6)

Deleted.

67-3.6 Support Applicants With a Bachelor's Degree Applying for a General Support Position (Formerly 67-11.3.7)

NOTE: For PMFs ONLY, this section is superseded by Policy Directive #0220D and Policy Implementation Guide #0220PG, entitled "Presidential Management Fellows (PMF) Program Policy and Guidance", dated 09/19/2009.

The following two points must be covered with all applicants applying for a general support position who possess at least a Baccalaureate Degree:

- (1) It must be carefully explained to the applicant that if employed in a support capacity, he or she will begin employment performing routine clerical work and the Bureau is not in a position to accelerate advancement solely because the applicant has a college degree.
- (2) If the favorably recommended support applicant is not considered disqualified for future SA consideration and his/her interest in a support position is for the purpose of qualifying for the SA position, a total of three years' of full-time employment will be required. This can include work experience gained prior to Bureau employment. The applicant should be made fully aware, however, that service with the Bureau does not automatically guarantee a future appointment to the SA position. Support employees aspiring to the SA position will be processed in the same manner as all other applicants and must compete with all other candidates on an equal basis for the openings available. (See MIOG, Part 1, 67-6.3.)

67-3.7 Qualifications for Nonclerical/Specialty/Wage Grade Positions (Formerly 67-9)

(1) To obtain information regarding the minimum qualifications for various nonclerical positions, refer to the "Operating Manual for Qualifications Standards for General Schedule Positions," issued by the Office of Personnel Management. This manual describes common patterns of education, experience, or other requirements that apply to many different occupational series. This manual is printed by the Government Printing Office (GPO) and may be purchased from the Superintendent of Documents, Stock No. 906-030-00000-4. The mailing address is:

Superintendent of Documents U.S. Government Printing Office Washington, D.C. 20402

(2) Applicants for Wage-Grade positions are not required to be high school graduates (or equivalent); however, they must successfully complete a drug test, polygraph examination, and a background investigation. An additional interview may be required for Wage Grade positions which require special skills.

(3) The Staffing Unit, Administrative Services Division, can also provide information regarding minimum qualifications for support or Wage Grade positions.

67-3.7.1 Grade Determination

When processing a candidate for a nonclerical/specialty position, field offices are required to submit to FBIHQ a formal recommendation for grade level commensurate with the candidate's education, training, and experience. When appropriate, enclosed with this recommendation should be a copy of the candidate's college transcripts, DD-214, resume, etc., and any additional supporting information deemed necessary by FBIHQ. This recommendation, must be processed and the grade determination obtained prior to initiating background processing.

67-3.7.2 Employment Agreement

Any candidate processing for the Investigative Specialist position must agree, prior to their entrance on duty, to remain with the FBI for a period of two years. Candidates applying for any other permanent position must agree to remain with the FBI for a period of one year.

67-3.7.3 Service Agreements

(1) Language Specialists - Any candidate processing for the Language Specialist position must sign a Language Specialist Service Obligation Agreement (FD-622) during the preliminary stage of their applicant processing. This form should be submitted to FBIHQ upon initiation of the candidate's background investigation. In signing this form, the candidate thereby agrees to the following conditions:

(a) That they are being hired for their language ability and that they are expected to serve in a language capacity as long as they hold a language series position;

(b) That they are obligated to be available for transfer, either on a permanent or temporary basis, to meet the needs of the Bureau; and

(c) That failure to meet the above standards constitute grounds for removal from the language series with appropriate adjustment in grade level and/or dismissal from the rolls.

(2) Automotive Technicians - Any applicant processing for the Automotive Technician position must sign an Automotive Maintenance Employment Agreement (FD-623) during the preliminary stage of their applicant processing. This form should be submitted to FBIHQ upon initiation of the candidate's background investigation. In signing this form, the candidate thereby agrees that, as a condition of their employment as an Automotive Maintenance employee, they may be sent at any time during their employment, on a temporary or permanent basis, to any part of the continental or territorial United States as the needs of the Bureau may require, and that their headquarters may be fixed in some jurisdiction other than that in which they heretofore resided.

(3) Forensic Examiners - Any candidate processing for the Forensic Examiner position must sign a Forensic Examiner Training Agreement (97-247) during the preliminary stage of their applicant processing. This form should be submitted to FBIHQ upon initiation of the candidate's background investigation. In signing this

form, the candidate thereby agrees that, in consideration for training to qualify as a Forensic Examiner in the FBI Laboratory, they must remain in the service of the FBI performing Forensic Examiner duties three times the length of time required to obtain certification, unless involuntarily separated. Further, the applicant thereby agrees to pay the government the amount of additional expenses incurred by the government in connection with their training if they fail to comply with the above.

**67-3.8 Physical Ability (See also MIOG, Part 1, 67-8.5.1, 67-8.5.3, and 67-8.6.3.)
(Formerly 67-9.1)**

(1) Applicants for the positions of Auto Mechanic, Police Officer, Investigative Specialist, Health Care Workers (including Occupational Health Nurses and Medical Officers), Electronics Technicians, Latent Fingerprint Examiners, and members of the Support Surveillance Group, Hazardous Materials Response Unit, and Evidence Response Team must undergo a physical examination and be found qualified for the position sought.

(2) Applicants for these positions should have satisfactory vision. If an applicant's vision is not corrected to 20/20 (Snellen) in one eye and at least 20/40 in the other eye, the applicant may be considered for a support position, but must be advised that visual deficiency will preclude consideration for the Special Agent position.

(3) Applicants who have defective color vision must be advised that this deficiency may preclude them from consideration for the Special Agent position. The Farnsworth 15 color vision screening test is used for final disposition of Special Agent applicants who fail the initial pseudoisochromatic plate test given during the applicant examination.

(4) Support positions involving the use of firearms or participation in defensive tactics are subject to an uncorrected vision limit of no worse than 20/200 (Snellen) in each eye, except as noted in MIOG, Part 1, 67-8.6.3.

(5) In determining physical qualifications, certain requirements may be waived for veterans and the disabled if they can efficiently perform the duties of the position. The Bureau seeks to recruit and place these persons if at all possible.

(6) If an applicant is pregnant, she is to be processed under current suitability guidelines. The Pregnancy Discrimination Act makes it clear that Title VII of the Civil Rights Act of 1964, as amended, forbids discrimination on the basis of pregnancy, childbirth, or related medical conditions. An employer cannot refuse to hire a woman because of her pregnancy-related condition as long as she is able to perform the major functions necessary for the job.

67-3.9 Reinstatement Policy for Former Support Personnel (See MIOG, Part 1, 67-3.4, 67-4, 67-4.2.5, 67-4.2.7, and 67-9.8.)

A "REINSTATEMENT" is defined as an applicant who met his/her initial employment obligation as a permanent part-time or full-time employee during prior FBI service, REGARDLESS OF THE DATES OF THAT SERVICE. By definition, individuals given temporary, seasonal and/or intermittent appointments (i.e., summer employees, Honors Interns, temporary Tour Guides) are not reinstatement applicants and must compete at all stages of processing. This policy does not apply to staff on disability (see the Manual of Administrative Operations and Procedures (MAOP), Part 1, 15-1.12) or to those who are ex-military personnel (see MAOP, Part 1, 10-1) or on military furlough (10-5.4). This policy does not apply to staff on long-term disability (see the Manual of Administrative Operations and Procedures (MAOP), Part 1, 15-1.12) or to those who are ex-military personnel (see MAOP, Part 1, 10-1) or on military furlough (10-5.4).

67-3.9.1 Reinstatement Hiring Procedures for Support Positions (See MIOG, Part 1, 67-3.9.2, 67-3.9.3 and 67-3.9.4.) (Formerly 67-12.1)

Upon receipt of a request for reinstatement, a communication should be directed to the Bureau Applicant Employment Unit (BAEU), FBIHQ. A determination regarding eligibility for reinstatement will thereafter be made by BAEU based on review of the former employee's personnel file, to include the exit interview and

performance appraisals. The field office will be appropriately advised. Under no circumstances should active consideration be given to a reinstatement request until BAEU approval has been received. If such approval is granted, the following steps must be followed in sequential order when processing reinstatements for FBI support positions:

When a request for reinstatement is received and a vacancy exists, the BAEU must be informed. BAEU will review the former employee's personnel file for the exit interview to determine if he/she was recommended for rehire and review the last performance appraisal(s) on record (maximum of three). In this regard:

(1) If the applicant was not recommended for rehire or left employment under negative circumstances, he/she will not be further processed. If the applicant was recommended for rehire with reservation, the exit interview information should be carefully considered in terms of the position for which the applicant is being considered. Based on that information, BAEU might determine that the applicant is not eligible for rehire. However, if the information is not complete enough to determine whether the applicant is eligible for rehire, BAEU will authorize further processing to gather additional information to make an informed decision.

(2) If the applicant was recommended for rehire, BAEU will review the last three performance appraisal ratings in file. Each of these must have an overall rating of at least "Fully Successful" (if they were rated under the former Performance Management System) or "Meets Expectations" (if they were rated under the more current Performance Appraisal System) in order for the applicant to be considered further. If the applicant has only one or two previous performance review(s), each one must still be at least "Fully Successful" or "Meets Expectations" for further consideration.

(3) BAEU will conduct a check of the records of the Office of Professional Responsibility to determine if the applicant was the subject of any administrative inquiry or disciplinary action.

After reviewing all of the above information, BAEU will make the determination as to whether the applicant is eligible for reinstatement. If approved by BAEU, the processing field office should issue the applicant a conditional offer of appointment letter prior to any background processing. If BAEU determines that the applicant is not suitable for reinstatement, BAEU will notify the applicant in writing.

67-3.9.2 Clerical Reinstatement within Two Years of Last FBI Employment (See 67-3.9.1, 67-3.9.3, and 67-3.9.4.) (Formerly 67-12.2)

If a reinstatement applicant is eligible for rehire, is being considered for an entry-level clerical position, and an application is received within two years of his/her cease-active-duty date, he/she will have to self certify their typing ability or pass a Typing or Word Processing Test if applying for a position that requires the services of a "qualified typist." That person will, however, have to pass the CSB Typing or Word Processing Test if applying for a position that requires the services of a "qualified typist."

67-3.9.3 Deleted.

67-3.9.4 Reinstatement for Specialty Positions (See 67-3.9.1.) (Formerly 67-12.4)

If the reinstatement applicant is determined to be eligible for rehire as described in 67-3.9.2 and is being considered for a specialty or professional support position, he/she must be afforded any other selection procedure(s) applicable to the specific position.

67-3.9.5 Preferential Treatment for Reinstatement Applicants (Formerly 67-12.5)

When a field office has an entry-level clerical position to fill and has reinstatement applicants, they must compete for final selection and appointment along with all other applicants.

67-3.10 Placement And Processing of Disabled Individuals for Support Positions (See MIOG, Part 1, 67-4.2.6.) (Formerly 67-9.2)

Any questions concerning placement of disabled individuals in support positions should be directed to the Office of Equal Employment Opportunity Affairs (OEEOA), FBIHQ. Each case will be considered on its merits and OEEOA, FBIHQ, will provide direction in these matters.

67-3.11 Appointment/Notification (See also 67-2.7.4.) (Formerly 67-3.2.2 and 67-9.4)

Appointments for support positions are temporary indefinite appointments in accordance with Public Law 843, approved September 27, 1950, and are probationary for one year (forensic examiner positions are probationary for two years). Positions in the Bureau are excepted by law from competitive Civil Service, and in view of this fact, employee's acceptance of a Bureau appointment automatically constitutes relinquishment during the employee's tenure of any competitive status the employee may have acquired. When appointed support applicants for FBIHQ cannot enter on duty as scheduled, they may be given a revised reporting date. In such cases, the facts are to be immediately furnished to FBIHQ which then will advise of the new reporting date.

Support applicants actively seeking FBI employment will be apprised of the final resolution of their applications in the following manner:

- (1) When a field office has an entry-level clerical position to fill and has reinstatement applicants, they must compete for final selection and appointment along with all other applicants.
- (2) The PFO will be required to initiate the "no encouragement" letters for support applicants who receive an unfavorable recommendation during the interview. If a field office determines that a "no encouragement" letter should be sent to a support applicant under these circumstances, the field office should forward a "no encouragement" letter to the applicant.
- (3) FBIHQ will send "no encouragement" letters to all support applicants when the background investigation has been properly discontinued.
- (4) FBIHQ will send "no encouragement" letters to all support applicants that are determined to be unqualified for FBI employment during final review at FBIHQ.
- (5) The field office responsible for recruiting the support applicant (credit office) will receive a copy of the "no encouragement" letter.

67-3.12 Interim Hires (See MIOG, Part 1, 260.)

- (1) Various other United States government entities utilize interim security clearances in order to ensure the timely employment of critical skills personnel. The FBI stands to lose qualified critical skills personnel due to the time required to complete a full-field background investigation.
- (2) In those situations wherein the hiring entity identifies needed critical skills personnel, and it is believed that the interests of the FBI will best be served by hiring these individuals prior to the completion of their background investigation (approximately 90 days), the following guidelines have been developed for authorizing interim hires. However, note that the Security Programs Manager, National Security Division, will grant only secret clearances to interim hires. This authority will only be granted in those situations where the hiring entity can assure that, until the background investigation is completed and favorably adjudicated, they will not place these individuals into positions wherein they will have access to computers and/or access to top secret national security information.

67-3.12.1 Requesting Interim Hires

- (1) When a hiring entity identifies an applicant who meets the criteria in 67-3.12 for an interim hire, the hiring entity must prepare an electronic communication (EC) to the attention of the Section Chief of the Applicant Processing Section (APS), Administrative Services Division, setting forth the basis for the request.
- (2) The hiring entity must submit a Memorandum of Agreement signed and dated by the applicant to indicate

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that he/she is aware that the appointment is contingent upon the satisfactory completion of the background investigation, and, should the background disclose disqualifying information, the applicant will resign from employment.

(3) It must also be documented that the applicant understands that he or she will be denied access to all special sensitive and critical sensitive information until the background investigation has been favorably adjudicated. If the request is approved by the Section Chief, APS, the Bureau Applicant Employment Unit (BAEU), FBIHQ, will set a 15-workday deadline for completion of the following background processing:

- (a) Polygraph Examination;
- (b) Drug Urinalysis Test;
- (c) Personnel Security Interview;
- (d) Fingerprint Check;
- (e) Defense Clearance and Investigations Index check;
- (f) Office of Personnel Management check;
- (g) Credit check;
- (h) FBI Central Records check; and
- (i) National Crime Information Center check. (See 67-3.12.2.)

(4) If the results of the above investigation do not develop potential disqualifying issues, the Security Programs Manager, National Security Division, will grant an interim secret security clearance and the BAEU will issue the appointment letter. The appointment letter will include specific language indicating that the appointment is contingent upon the successful completion of the background investigation and that, if disqualifying issues are developed, the applicant will be terminated without appeal rights.

(5) If the above investigation implies potential disqualifying information, that information will be evaluated and, if necessary, investigated prior to authorizing the interim hire.

(6) If the interim hire is authorized and the background investigation subsequently develops disqualifying information, it will be the responsibility of the FBI Personnel Officer to deliver notification to the employee that he or she will be terminated from the FBI.

67-3.12.2 Portability of Top Secret Security Clearance

If it is determined that an applicant currently has a top secret security clearance at his or her employment, and it is believed to be in the best interest of the Bureau that this individual enter on duty prior to the completion of an FBI background investigation (approximately 90 days), an EC may be submitted to the National Security Division (NSD), Attention: Personnel Security Unit, to determine whether or not that applicant may transfer the Top Secret clearance to the FBI. The response from NSD must be forwarded to BAEU with the request for background processing. BAEU will issue the interim appointment letter once the results of the records checks in 67-3.12.1(3) are addressed. The hiring entity must submit a Memorandum of Agreement dated and signed by the applicant indicating that he/she is aware that the appointment is contingent upon the satisfactory completion of an FBI background investigation, and the applicant will be terminated from the FBI should the investigation disclose disqualifying information.

67-4 GENERAL SUPPORT (CLERICAL) APPLICANT TESTING AND INTERVIEWING (See MIOG, Part 1, 67-3.9.) (Formerly 67-11.2)

67-4.1 General Instructions (Formerly 67-11.2)

Deleted.

67-4.2 Clerical Selection Battery (CSB) (See also 67-4.4.) (Formerly 67-11.2)

- (1) Deleted.
- (2) Deleted.
- (3) Deleted.

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- (4) Deleted.
- (5) Deleted.
- (6) Deleted.
- (7) Deleted.

67-4.2.1 Inventory (Formerly 67-11.2)

- (1) Deleted.
- (2) Deleted.
- (3) Deleted.
- (4) Deleted.

67-4.2.2 Security (See MIOG, Part 1, 67-4.2, 67-4.2.1, and 67-7.12.) (Formerly 67-11.2)

(1) Only the designated Test Materials Controller Primary CTA and the Test Materials Controller Back-Up CTA will have access to the safe where the test materials are stored. These two CTAs will have total overall responsibility for all controlled (serialized) test and interview materials for all selection systems. A Responsibility Agreement must be completed by the Test Materials Controller Primary CTA and the Test Materials Controller Back-Up CTA. This form must be signed by these two CTAs, along with the Applicant Coordinator and/or appropriate supervisor, and returned to the Personnel Assessment Services Unit (PASU). Failure to abide by the Responsibility Agreement, or any procedural deviations or compromise of test materials in any way (i.e., lost and/or missing), could result in the removal as a CTA and referral of this matter to OPR for possible investigation of misconduct that can result in discipline up to and including dismissal.

(2) The Test Materials Controller Primary CTA and the Test Materials Controller Back-Up CTA will be responsible for accessing the test materials as needed for testing or interviewing, charging them out to other CTAs within the office, and following on the return of the test materials IMMEDIATELY following their use (same day policy). In addition, they will be responsible and held accountable for the security of all test/interview related materials, including any discrepancies (i.e., missing and/or lost test materials) with the annual inventory audit; will execute the FD-828 "FBI Test/Interview Usage and Inventory Log" properly; and will conduct the annual inventory audit of all controlled (serialized) test and interview products. All shipments of test products to and from the TCC will be coordinated with the Test Materials Controller Primary CTA.

(3) Only CTAs may have access to the controlled (serialized) test/interview materials while in actual use, and only they may administer the instruments (test and interview) to the applicants.

(4) Deleted.

(5) Results of the Typing/Word Processing tests are maintained in the field office. The results should be kept in a locked safe, (i.e., they are never placed in the office's applicant file), and then destroyed after a period of two years. These measures are necessary to preserve the security of the test instruments and are as essential as the above security precautions for the actual test booklets.

(6) The above security measures are stressed in the training class which all CTAs must attend, and stressed in forms FD-852 Certified Test Administrator Agreement and FD-844 (Proctor Agreement for FBI Selection Tests):

67-4.2.3 Training (Formerly 67-11.2)

Deleted.

67-4.2.4 Selection of Test Takers (See 67-4.2.) (Formerly 67-11.2)

Deleted.

67-4.2.5 Exemption for Spouse/Children of Special Agents (SAs) Killed in the Line of Duty (See 67-3.4.) (Formerly 67-11.2)

The surviving spouse and children of SAs officially listed as killed in the line of duty are subject to an interview and all other steps in the standardized applicant process in that they must: (a) meet threshold qualifications (U.S. citizenship, possess a high school diploma or equivalent, be at least 16 years of age, and agree to remain with the FBI for at least one year); (b) be subject to proficiency testing (i.e., typing and word processing test, if applying for a position that requires a "qualified typist"); and (d) successfully pass all of the final stages of applicant processing polygraph examination, Personnel Security Interview, drug testing, and background investigation).

67-4.2.6 Applicants with Disabilities (Formerly 67-11.2)

(1) In support of laws governing disabled applicants, current Bureau policy requires that applications received from qualified persons who identify themselves as having a disability, which may require a reasonable accommodation, be processed in the same manner as those applications received from qualified persons who do not have or do not identify themselves as having a disability.

(2) If applications are received from qualified persons who identify themselves as having a disability, the Persons with Disabilities Program Manager at FBIHQ must be notified PRIOR to administration of any testing procedures to discuss reasonable accommodations (if requested). If the applicant requests an accommodation, he/she must provide supporting documentation from his/her doctor, therapist, or other health care professional, which identifies the disability and type(s) of accommodation needed for any written test and interview stage. The applicant's written request and supporting documentation must be submitted by EC to the Persons with Disabilities Program Manager, Office of Equal Employment Opportunity Affairs, FBIHQ, who will confer with the FBIHQ Accommodations Committee, and will respond directly to the field office/test site by EC. Refer to MIOG, Part 1, 67-3.10, Placement and Processing of Disabled Individuals for Support Positions."

67-4.2.7 Administration of CSB Tests/CSB Interviews (See 67-3.9 and 67-4.2.) (Formerly 67-11.2.1)

- (1) Deleted.
- (2) Deleted.
- (3) Deleted.
- (4) Deleted.
- (5) Deleted.
- (6) Deleted.
- (7) Deleted.
- (8) Deleted.
- (9) Deleted.
- (10) Deleted.
- (11) Deleted.
- (12) Deleted.
- (13) Deleted.
- (14) Deleted.

67-4.2.8 Informal Meeting with Manager (See 67-4.2.7.)

Applicants who are being considered for a position may be introduced to an office manager(s), who may discuss the position for which he/she is being considered (i.e), shift hours, work environment, general types of duties, what is expected of FBI employees, etc.). In doing so, the manager(s) must exercise care to ensure that all such discussion relates to the position to be filled. The discussion must be documented in

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detail and maintained in the field office file. This step in the process is not required and may be added at the discretion of the respective field offices.

67-4.2.9 Scoring (Formerly 67-11.2)

- (1) Deleted.
- (2) Deleted.
- (3) Deleted.

67-4.2.10 Retest Policy (Formerly 67-11.2)

Deleted.

67-4.2.11 Destruction of CSB Test and Interview Materials (See also MAOP, Part 2, 2-4.5.2.) (Formerly 67-11.2)

- (1) Deleted.
- (2) Deleted.

67-4.2.12 Disposition of Application and Related Papers (See MIOG, Part 1, 67-4.2.) (Formerly 67-11.4)

- (1) Deleted.
- (2) Deleted.

67-4.3 Support Applicant Tracking System (Formerly 67-11.1.2)

The FBI has on-line scoring and a tracking system for its general (clerical) support applicants. This database, located within the Bureau Personnel Management System (BPMS), contains all necessary identifying (background) information on all applicants who meet minimum requirements, dates and pass/fail results of the various selection measures (tests and interview), and information that tracks the applicants through the extended applicant process (i.e., polygraph, drug test, background investigation, EOD date, and disqualification reason, if any). It is essential that the database be complete, accurate, and up to date at all times. It is the responsibility of the processing field office to enter the data described below and to ensure accuracy on all elements that change (address, position title for which applicant wishes to be considered, etc.). The following data elements are highlighted for particular importance:

(1) UNIVERSAL CASE FILE NUMBER (UCFN)-(See also 67-2.1.) A 67 classification UCFN must be obtained by the processing field office on all applicants who meet the minimum requirements (see MIOG, Part 1, 67-3.4). This is done through the on-line Automated Case Support (ACS) System that is available to all field offices.

(2) RACE AND GENDER - Race and gender are not considered in the selection process for any position with the FBI; however, each item is a necessary component in some of the ongoing analyses of the selection tools to ensure that they are fair and meet legal requirements. The information for these items is based on the applicant's responses on the FD-804 (Applicant Background Survey). (Refer to 67-3.2.) After entering that information into the BPMS, the office is to destroy the FD-804 (no copy is retained). If the applicant does not return the FD-804, the data fields for race, gender, and disability code should be left blank in BPMS. If the applicant advises that he/she does not wish to furnish that information, an "N" should be entered into the field(s). Should the applicant later furnish the information for these fields, the office may enter the data into BPMS. Applicants should be encouraged to furnish this information. Once entered, however, it cannot be modified except through the FBI's Office of Equal Employment Opportunity Affairs. (See also MAOP, Part 1, 4-3.3.)

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67-4.4 Support Applicant Interview Form (FD-190a) (Formerly 67-11.3.9)

This form has been designed for the interviewing of support applicants.

(1) Deleted.

(2) Deleted.

67-4.5 Deleted

67-5 POLICE OFFICER SELECTION SYSTEM (POSS) - PRPROCESSING AND TESTING APPLICANTS

67-5.1 General Instructions

With the implementation of the new selection procedures (i.e., Police Officer Selection System (POSS)) for the Police Officer position, the former examination Test 21 and the interview format will no longer be used to process Police Officer applicants.

67-5.1.1 Moved to 67-5.3

67-5.1.2 Moved to 67-5.4

67-5.1.3 Deleted

67-5.1.4 Deleted

67-5.1.5 Deleted

67-5.1.6 Deleted

67-5.1.7 Deleted

67-5.2 Police Officers

The FBI has a staff of uniformed Police Officers charged with maintaining law and order and providing protective services for the employees and facilities. As such, they carry firearms, have the authority to make arrests, and receive training in basic law enforcement concepts at a ten-week police training program at the Federal Law Enforcement Training Center (FLECTC) in Glynco, Georgia. Police Officer positions are currently assigned at the following locations: FBIHQ, Quantico, Clarksburg, WV, and the New York Field Office. Entrance grade levels are at GS-6, GS-7, and GS-8, with the distinction being the extent to which an individual has related education and/or experience.

67-5.3 Police Officer Selection System (POSS)

The Police Officer Selection System (POSS) consists of two Phases. Phase I consists of a written test and Training and Experience Questionnaire, and Phase II consists of a review of the Willingness Checklist (3-862) and a structured interview. Upon completion of Phase II, applicants undergo preliminary processing, a physical examination, background investigation and a ten-week training program.

67-5.4 Minimum Qualifications and Eligibility Requirements; Service Agreement

- (1) All applicants for the Police Officer position must meet the following minimum qualifications:
 - (a) Must be a U.S. citizen
 - (b) Must be 21 years of age
 - (c) Must possess a valid driver's license
 - (d) Must obtain a local driver's license within 30 days of hire
 - (e) Must obtain a U.S. government driver's license immediately after entry on duty
 - (f) Must possess a high school diploma or a General Education Development (GED) equivalency certificate
 - (g) Must agree to remain in the Police Officer position, at the location where initially assigned, for a period of two years
 - (h) Must read and sign the Willingness Checklist (3-862)
 - (i) Must read and sign the Applicant Checklist (3-860)
- (2) To be eligible for the grade GS-6 level, applicants need not have any prior work experience; however, applicants must meet all the eligibility requirements. To be eligible for the grade GS-7 level, applicants must have one year of specialized experience equivalent to the next lower grade level in the normal line of progression for the occupation in the organization. To be eligible for the grade GS-8 level, applicants must have one year of specialized experience equivalent to the next lower grade level in the normal line of progression for the occupation in the organization. Specialized experience is experience that provided knowledge of a body of basic laws and regulations, law enforcement operations, practices, and techniques and involved responsibility for maintaining order and protecting life and property. Creditable specialized experience is experience gained in work on a police force; through services as a military police officer; in work providing visitor protection and law enforcement in parks, forests, or other natural resources or recreational environments; in performing criminal investigative duties; or in other work that provided the required knowledge and skills.
- (3) **SERVICE AGREEMENT** - All applicants processing for the Police Officer position must agree, prior to their entrance on duty, to remain in the Police Officer position for a period of two years at the location where hired.

67-5.5 Processing On-board FBI Support Employees for the Police Officer Position

All on-board support employees applying for the Police Officer position must be processed in the same manner as external applicants (i.e., application processing, testing, physical examination, drug testing, and preliminary processing). On-board support employees who have previously passed an applicant polygraph examination in connection with their current FBI employment and have not had a break in service will not have to be repolygraphed. On-board support employees who have not been polygraphed in connection with their most recent period of FBI employment must be polygraphed.

67-5.6 Application for Employment

- (1) All applicants (internal and external) should respond only to specific, advertised vacancies. Applicants will receive an application package with the following forms:
 - (a) Preliminary Application for Support Positions (FD-646c)(external to the FBI) or FD-881 (internal FBI);
 - (b) Applicant Background Survey (FD-804)(external to the FBI);
 - (c) Service Agreement for FBI Police Officer (3-858); and
 - (d) FBI Police Officer Applicant Willingness Checklist (3-862)
- (2) Completed forms must be received within 30 days of receiving the application package. All applications will be screened using the FD-646c or FD-881 as appropriate to ensure the minimum qualifications are met. The Service Agreement and Willingness Checklist must be complete with initials and signature and will be reviewed for completeness before Phase I will be administered.
- (3) The FD-804 is reviewed to obtain demographic information (i.e., race/ethnic code, sex, and disability code). This information will be entered into the Bureau Personnel Management System (BPMS) for statistical purposes only. All applicants will receive consideration without regard to race, religion, color,

national origin, age, sex, nondisqualifying physical or mental disability, or other nonmerit factors. After the FD-804 information is entered into BPMS, the FD-804 must be destroyed.

(4) All applicants processing for the Police Officer position must agree, using Form 3-858, to remain in the Police Officer position at the location where applied/hired for a period of two years.

67-5.7 Applicants with Disabilities

In support of laws governing disabled applicants, current Bureau policy requires that applications received from qualified persons who identify themselves as having a disability which may require a reasonable accommodation be processed in the same manner and by the same personnel as those applications received from qualified persons who do not have or do not identify themselves as having a disability. If applications are received from qualified persons who identify themselves as having a disability and request a reasonable accommodation, the Persons with Disabilities Program Manager should be notified prior to administration of any testing procedures to discuss reasonable accommodations. The Persons with Disabilities Program Manager may be contacted within the Office of Equal Employment Opportunity Affairs, FBIHQ, Room 7901.

67-5.8 Phase I - POSS Testing

(1) Training and Experience Questionnaire (T&E): The T&E is the first instrument used in POSS Phase I. It focuses on the training and experience that an applicant has relative to certain knowledge, skills, and abilities (KSAs) that are necessary for the Police Officer position. This assessment takes approximately one hour to complete and assesses some of the critical KSAs for the Police Officer position. The T&E is administered by a Certified Test Administrator (CTA). It is rated by two individual CTAs who must also provide a consensus rating.

(2) A4 Police Officer Examination (POE): The A4 POE is an alternative to the traditional paper and pencil, entry-level police officer test. The A4 POE combines a cognitive component with a personality component utilizing both video-based situational scenarios as well as traditional paper-and-pencil methods. This test measures several critical KSAs for the Police Officer position. This assessment takes approximately two hours and 30 minutes to complete. The A4 POE is administered by a CTA.

(3) The CTA will provide written notification to the applicant of pass/fail results. The Personnel Resources Unit (PRU) has developed a book of "Applicant Letters" for the POSS which will be forwarded under separate cover.

67-5.9 Phase II - Structured Interview

(1) Phase II consists of a review of the FBI Police Officer Applicant Willingness Checklist (3-862) and administration of a Structured Interview.

(2) FBI Police Officer Applicant Willingness Checklist (3-862): The 3-862 provides a realistic picture of the requirements of the Police Officer position. It also serves as an initial screening tool for the position because it is completed and submitted when an individual first applies to the position. The checklist contains specific conditions that the applicant must be willing to meet, with or without reasonable accommodation, in accordance with the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990 (ADA). The applicant must read and initial beside each checklist item, and this certifies his/her acknowledgment, understanding, and agreement with each item in order to be eligible for consideration to the position. The 3-862 will not be scored; however, negative responses may disqualify an applicant from the selection process if an applicant indicates that he/she does not comply with FBI policy or standards.

(3) Police Officer Structured Interview: The Structured Interview is an opportunity for the interview panel to learn about the applicant's qualifications as they pertain to some of the key KSAs that are required for effective performance in the Police Officer position. This measure assesses some of the critical KSAs for the Police Officer position. The structured interview may only be conducted at one of the four sites where the vacancy is located: FBIHQ; Training and Development Division (Quantico); Criminal Justice Information System (CJIS), West Virginia; and the New York Field Office. The estimated time to review the 3-862 and

administer the structured interview (including evaluation of responses) is 1 hour and 30 minutes.

(4) The interview panel evaluates and rates each interview.

67-5.10 Scoring of Phase I

The Test Control Center (TCC), PRU will score the A4 POE and the T&E Questionnaire and notify the testing sites by EC of applicant's results.

67-5.10.1 Scoring of Phase II

The TCC, PRU will score the interview and notify the vacancy site and the Staffing Unit by EC of applicant's results.

67-5.11 POSS Retest Policy

(1) The applicant has two testing opportunities. Applicants who fail the T&E may retake the questionnaire one additional time; however, they must wait one year between test dates and may reapply only if vacancies exist and are advertised.

(2) The applicant has two testing opportunities. Applicants who fail the A4 POE may retake the A4 POE one additional time; however, they must wait one year between test dates and may reapply only if vacancies exist and are advertised.

(3) If an applicant fails the interview, he/she will be eligible to retake the structured interview in one year, provided there is an advertised vacancy at the time and the applicant reapplies. Applicants who fail the structured interview will receive a notification letter from the vacancy site.

67-5.12 Veterans Preference

(1) All applicants currently employed by the federal government will be considered for selection from a separate Certificate of Eligibles (list of applicants in consideration for selection) than external applicants in accordance with instructions contained in the Merit Promotion and Placement Plan (MP3).

(2) External applicants who meet minimum qualifications and eligibility and pass both phases of the POSS will be adjudicated for their veterans' preference and placed on a Certificate of Eligibles in order of their veterans' preference category. Only personnel who have been trained on MP3 procedures and veterans' preference adjudication and certified by the Personnel Officer, Administrative Services Division, are authorized to adjudicate veterans' preference, advise management on selection procedures and construct the Certificate of Eligibles.

67-5.13 Selection of Candidates

The selecting official may select those candidates from either or both lists of eligible candidates based on the "Rule of 3." The applicant(s) who is/are selected at this stage will receive a conditional appointment letter and an Application for Employment (FD-140) from the Staffing Unit. Applicants must complete and return the FD-140 within 30 days of the dated letter to the point-of-contact in the Staffing Unit. The applicant(s) will then be scheduled for the background components.

67-5.14 Background Components/Information

(1) The background components include a weight/body fat prescreening, a physical fitness and medical examination, drug test, Personnel Security Interview (PSI), polygraph examination, and a background investigation.

(2) Weight/Body Fat Prescreening: The weight/body fat prescreening criteria will remain the same as the

current criteria. All applicants for the Police Officer position FBI are required to submit to a weight/body fat prescreening.

(3) Drug Test and Personnel Security Interview (PSI): A drug test is required of ALL applicants, and a PSI is also required of all applicants not currently working for the FBI. However, these are administered only AFTER a conditional letter of appointment has been issued to the applicant. The procedures for administering the drug test and PSI will remain unchanged.

(4) Polygraph Examination: The polygraph criteria will remain the same as the current criteria. All applicants for employment with the FBI are required to submit to a polygraph examination.

(5) Physical/Medical Examination: All applicants must pass a physical examination at a government examining facility or by an approved physician, at the government's expense. Applicants must not have any medical condition(s), take any medication(s), or have any restriction(s) which would preclude their full performance of the duties as a Police Officer. The physical examination includes a blood test, urinalysis, blood pressure check, eye exam, color vision test, and audiometer test. During the physical examination, the doctor will complete a form certifying whether an applicant is capable of performing sit-ups, pull-ups, running, etc. Applicants are not given nor required to pass any physical fitness or abilities test that consists of actually performing exercises such as sit-ups, pull-ups, running, etc.

(6) Background Investigation: The background investigation criteria will remain the same. The vacancy site will initiate Bureau background investigations as soon as it is determined that the applicant passed the polygraph examination (i.e., after the results are posted in the BPMS at FBIHQ).

67-5.15 Appointment to Position

Applicants who pass all phases of the background investigation will be sent a final appointment letter by the Staffing Unit. The applicant should then report to his/her assigned location. Immediately after entry on duty, the applicant is required to attend the first available ten-week training class at the Federal Law Enforcement Training Center (FLETC) in Glynco, Georgia. The FBI Police Officers are trained with other federal law enforcement officers (i.e., Secret Service, Federal Aviation Administration, U.S. Mint, etc.) at FLETC. The course includes attending classes, physical exercises and activities during a ten-week program designed to provide basic law enforcement concepts that a new officer should know upon employment in a federal law enforcement agency. Failure to pass the FLETC training course will result in immediate removal from the Police Officer position.

67-5.16 Test Administration

(1) Only POSS CTAs may have access to POSS materials and administer the Phase I (T&E and A4 POE). Rather than providing formal, classroom instruction, PRU has developed a comprehensive "POSS Test Administrator's Guide" for Phase I which will provide step-by-step instructions and scripts for the T&E and A4 POE. The CTAs are responsible for ensuring that all testing procedures are implemented with the policies and procedures described in the "POSS Test Administrator's Guide." Only CTAs who have been classroom trained and certified by PRU will be allowed to administer the POSS. Many of the policies and procedures for the new POSS are mirror images of those in place for the existing operating selection systems which CTAs have received classroom training. The "POSS Test Administrator's Guide" will be forwarded under separate cover.

(2) Prior to administration of Phase I, the CTA should read, study, and become thoroughly familiar with the "POSS Test Administrator's Guide." In addition, each CTA must sign and date an FBI Certified Test Administrator Agreement (FD-852), and return this form to FBIHQ, PRU, Attention: TCC, Room PA 1301-200, 935 Pennsylvania Avenue, N.W., Washington, D.C. 20535-0001.

(3) PRU personnel will provide structured training to personnel in the CJIS Division and the New York Field Office via video teleconferencing for Phase II. Personnel at FBIHQ and the Training and Development Division will be provided face-to-face classroom instruction on the POSS.

(4) Testing Conditions and Equipment: CTAs should ensure that the testing room is large enough to accommodate the number tested. To ensure that applicants are comfortable and have full view of the television screen, ten applicants are the maximum number that can be tested in one session. The room should be quiet, free of distractions, and adequately lit and ventilated. Be certain that the desks or tables are

large enough for the amount of material needed for the examination. Make certain that applicants are not seated so close together that they can see one another's answer sheet. Applicants are to be seated in the same direction facing the television screen. It is imperative that each applicant comfortably view the A4 POE video on the television screen. CTAs should ensure proper volume control, and that all equipment is in good working order.

(5) Equipment: The room must be equipped with chairs, adequately sized desks or tables, a 19-inch color television or larger, and a VCR. For Phase II, the room must be equipped with a tape recorder, tapes, and batteries, if necessary.

67-5.17 Test Security

All POSS materials will be maintained and controlled by PRU, and will be issued to testing sites on an as-needed basis. PRU will distribute test material to test sites prior to the designated test date. The POSS test and interview materials must be maintained in a safe or locked cabinet to which only the Test Materials Controller Primary and the Test Materials Controller Back-Up have access. The test materials should be removed from the safe or locked cabinet only for the purposes of test administration, conducting the interview, and the shipping of the materials to PRU. See EC dated January 31, 2001, captioned "New Policy - Responsibility Agreement for the Designated Test Materials Controller Primary/Back-Up Certified Test Administrators (CTA)," at 67-HQ-C767247, Serial 1846, for additional details.

67-5.18 Reinstatement Policy

(1) Reinstatement Policy - Within two years of assignment as an FBI Police Officer: Former FBI Police Officers who have been out of the position less than two years and are interested in reinstating into the position must wait until a vacancy announcement is posted. They must follow the same application procedures as other applicants; however, they will not be required to retake the T&E and A4 POE, if previously taken and passed. The site with the vacancy has the option to rehire the applicant. If the vacancy site decides to accept the applicant, the applicant will be required to complete an 3-858 and 3-862, requalify for the position (i.e., firearms requirements) at the site with the vacancy, and reinterview.

(2) Reinstatement Policy - More than two years since the applicant left his/her position as an FBI Police Officer: If the request for reinstatement occurs more than two years after the applicant left his/her position as an FBI Police Officer, the applicant will be required to attend and pass the ten-week FLETC training course in addition to meeting the requirements for reinstatement specified above.

If you have any questions, please call the PRU, TCC, at (202) 278-2435, before administering any part of the POSS.

67-6 PROCESSING APPLICANTS FOR THE SPECIAL AGENT (SA) POSITION (FORMERLY 67-17)

67-6.1 General Instructions (Formerly 67-17.1 and 67-17.2)

(1) The importance of selecting applicants for the Special Agent position cannot be overstated. It is important to the FBI's mission that the best qualified individuals without regard to race, religion, color, national origin, age, gender, physical or mental disability, sexual orientation, or other nonmerit factors are hired for the Special Agent position based on a fair and legally valid personnel selection system. (Each Special Agent applicant will be afforded a physical examination to determine physical suitability for the Special Agent position.)

(2) Instructions set out herein are not all-inclusive and personnel processing Bureau Special Agent applicants should utilize every resource to ensure applicant's suitability for employment.

(3) No applicant's processing should be initiated until it appears evident that he/she meets the basic educational requirements for the Special Agent position. In any case where acceptable institutional

accreditation appears in doubt, the applicant should be required to provide appropriate documentation regarding the accreditation before testing is allowed.

67-6.1.1 Service Agreements (Formerly 67-16.1)

All applicants processing for the Special Agent position must agree, prior to their entrance on duty, to remain with the FBI for a period of three years.

67-6.2 Qualifications - General Requirements (See 67-6.7.) (Formerly 67-16.1, 67-16.2.1, 67-16.3.5)

All applicants for the Special Agent Position:

- (1) Must be a United States citizen or a citizen of the Northern Mariana Islands.
- (2) Must be completely available for assignment anywhere in the FBI's jurisdiction.
- (3) Must have reached their 23rd birthday but not their 37th birthday on the date that they enter on duty. An individual who has had prior employment as a federal law enforcement officer and who is covered by the retirement provisions contained in Title 5, USC, Section 8336(c), may be considered for appointment beyond age 37. As defined in Title 5, USC, Section 8331(20), a federal law enforcement officer is an individual whose duties are primarily the investigation, apprehension, or detention of individuals suspected or convicted of offenses against the laws of the United States, including employees engaged in this activity who are transferred to a supervisory or administrative position. Former federal fire fighters, as defined in Title 5, USC, Section 8331(21), may also be considered for appointment after reaching their 37th birthday. It will be the responsibility of any applicant affected by the foregoing to provide the documentation necessary to support his/her eligibility for consideration beyond age 37. (See 67-7.10.)
- (4) Must agree, in writing, to remain with the Bureau for at least three years provided they receive an appointment and their work is satisfactory.
- (5) Must have a valid license to drive an automobile at time of entry on duty.
- (6) Must possess a bachelor's degree from a college or university accredited by one of the regional or national institutional associations recognized by the United States Secretary of Education.
- (7) Must be deemed by the FBI's Chief Medical Officer to be physically able to engage in firearms use, raids, defensive tactics, and other essential functions of the job.
- (8) Must read and sign the Application Checklist for the Special Agent Position (FD-869) form.

67-6.3 Qualifying Programs and Educational Requirements (See 67-3.6 and 67-6.7.) (Formerly 67-16.3)

67-6.3.1 Law Program (Formerly 67-16.3.1)

Must be a graduate from a law school accredited by one of the regional or nationally accredited institutional associations recognized by the United States Secretary of Education and have successfully completed at least two years of undergraduate work at an accredited college or university.

67-6.3.2 Accounting Program (Formerly 67-16.3.2)

- (1) Must possess a four-year degree from a college or university accredited by one of the regional or national institutional associations recognized by the United States Secretary of Education. In those cases when applicants have four-year degrees from nonaccredited institutions, but also have postgraduate degrees from colleges or universities accredited by one of the regional or national institutional associations recognized by the United States Secretary of Education, they meet the education requirements.
- (2) In addition to the foregoing, an individual applying for a Special Agent position will be eligible for inclusion in the Special Agent Accountant Program (SAAP) upon meeting at least one of the following criteria:
 - (a) The applicant has attained a baccalaureate or an advanced degree in accounting or a related discipline,

and has either successfully passed the accounting examination used by the FBI or the written portion of the CPA examination, or is registered as a Certified Public Accountant (CPA) in any of the 50 states, the District of Columbia, Guam, Puerto Rico, or the U.S. Virgin Islands.

(b) An applicant who has not passed the CPA examination, but has earned a baccalaureate or an advanced degree in a discipline other than accounting, must provide certification from the college or university at which the degree was earned that he/she is academically eligible to sit for the CPA examination. Certification is to be provided by the school through execution of Form FD-633. It is the applicant's responsibility to have the form executed by the school. An FD-633 should be given to the applicant, along with a Form FD-646 (Preliminary Application for Employment), Form FD-804 (Applicant Background Survey), Form FD-843 (Special Agent Qualifications Questionnaire), and Form FD-869 (Application Checklist for the Special Agent Position). (See MIOG, Part 1, 67-6.7.)

Additionally, the applicant must have successfully passed the accounting examination used by the FBI. Unless the applicant is determined to be "most competitive" under the Diversified, Law, Computer Science/Information Technology, or Language Programs, no further processing should occur until the above certification has been provided and the applicant has passed the Accounting Proficiency Test. (See also MIOG, Part 1, 67-7 (2).)

67-6.3.3 Language Program (See 67-7; MAOP, Part 1, 22-1.) (Formerly 67-16.3.3)

Must possess a four-year degree, in any academic discipline, from a college or university accredited by one of the regional or national institutional associations recognized by the United States Secretary of Education and have successfully completed the FBI's Foreign Language Testing Battery (FLTB) for a foreign language in which the FBI has a current need. In those cases when applicants possess four-year degrees from nonaccredited institutions, but also have postgraduate degrees from colleges or universities accredited by one of the regional or national institutional associations recognized by the United States Secretary of Education, they meet the education requirements. Unless the applicant is qualified under another basic entrance program, no processing should occur beyond the Special Agent Selection System (SASS) Phase I entry-level testing until the FLTB has been completed and the field office applicant staff has been notified that the applicant meets the foreign language requirements. (See MAOP, Part 1, 22-1.1 for additional information.)

67-6.3.4 Diversified Program (Formerly 67-16.3.5)

(1) Education Requirement - Must possess a four-year degree from a college or university accredited by one of the regional or national institutional associations recognized by the United States Secretary of Education. In those cases when applicants have four-year degrees from nonaccredited institutions, but also have postgraduate degrees from colleges or universities accredited by one of the regional or national institutional associations recognized by the United States Secretary of Education, they meet the educational requirements.

(2) Employment Requirement -

(a) Three years of full-time employment (not to include summer employment, internships, or nonpaid volunteer positions) if the applicant has a four-year degree from a college or university accredited by one of the regional or national institutional associations recognized by the United States Secretary of Education, or

(b) Two years of full-time employment (not to include summer employment, internships, or nonpaid volunteer positions) if the applicant has an advanced degree from a college or university accredited by one of the regional or national institutional associations recognized by the United States Secretary of Education.

67-6.3.5 Computer Science/Information Technology Program

(1) Must possess an accredited four-year degree in Computer Science or related major field of study; or any accredited four-year degree plus certification as a Cisco-Certified Network Professional (CCNP) or a Cisco-Certified Internetworking Expert (CCIE).

(2) If the applicant meets one of these skill requirements, the three-year work experience requirement will be waived. Applicants are still required to meet all other Special Agent general requirements.

67-6.3.6 Waiver of Work Experience for Former FBI Interns

(1) The Special Agent work experience requirement will be waived for former FBI Interns who have successfully completed one of the following programs: FBI Honors Internship (HIP), FBI/National Association for Equal Opportunity in Higher Education Critical Skills Honors Internship (NAFEO), or Presidential Management Fellows (PMF). Nonpaid Interns are not eligible because they are volunteers rather than FBI employees and the entry/eligibility requirements for the program are substantially different.

(2) The former Interns must possess at least one of the currently needed critical skills and meet the Special Agent entry requirements, with the exception of the work experience, to be further considered. In addition, they must possess a minimum cumulative undergraduate grade point average of 3.0 or above on a 4.0 scale. If a school has a different grading point scale, the student must possess a "B" or higher grade point average as it relates to that school's scale. These former Interns are eligible to be Phase I tested based on their successful completion of the FBI Internship Program, meeting all of the other requirements for the Special Agent position, possessing a currently needed critical skill, and a favorable recommendation from their previous FBI supervisor. Upon the passing of Phase I, the former Interns should be ranked by the field offices and immediately nominated for Phase II testing. All other eligibility requirements will remain in effect.

67-6.4 Processing On-board FBI Support Employees for the Special Agent Position (Formerly 67-17.3.6)

(1) All on-board support employees applying for the Special Agent position MUST be processed in the same manner as external applicants (i.e., application processing, testing, physical examination, drug testing, background investigation, etc.). On-board support employees who have previously passed an applicant polygraph examination in connection with their current FBI employment and have not had a break in service will not have to be repolygraphed. On-board support employees who have not been polygraphed in connection with their most recent period of FBI employment must be polygraphed.

(2) Support employees who meet threshold requirements for the Special Agent position apply, and thereafter resign, will continue to be processed for the Special Agent position after their separation from FBI service, if they are active Special Agent applicants. (See MAOP, Part 1, 17-2.1(4))

67-6.5 Background Processing of Support Personnel for the Special Agent Position (Formerly 67-17.3.6)

When conducting a background investigation on support employees for the Special Agent position, investigators must obtain the following:

- (1) Specific comments and recommendations are to be given by each of the employee's current and former supervisors to cover a two-year period.
- (2) Comments must also be obtained from the field office/division head and a representative number of co-workers, including Special Agent personnel who are familiar with the employee and can comment relative to his/her suitability for the Special Agent position.
- (3) A current application must be obtained and investigation conducted to update all items since employee's entry on duty, including up-to-date criminal checks on all listed relatives.
- (4) A current neighborhood check must be conducted.
- (5) It is necessary to interview and conduct arrest and indices checks on CURRENT roommates.
- (6) FORMER roommates who have resided with the applicant within the past five years must also be interviewed and indices checks conducted on them. Arrest checks must be conducted on former roommates ONLY if a date of birth is provided by the applicant. If the roommate resided with the applicant OVER five years ago, no investigation will be necessary.
- (7) Credit checks will be handled by FBIHQ.
- (8) Arrangements must be made to interview the employee's spouse, if married.

(9) References and social acquaintances should not be interviewed.

If appointed to the Special Agent position, the support employee will, at the appropriate time, proceed to the FBI Academy at Quantico, Virginia, where he/she will be administered the oath of office.

67-6.6 Processing Offspring of Special Agents Killed in the Line of Duty (Formerly 67-17.1.10)

Children of Special Agents who have been officially listed in Bureau records as killed in the line of duty can be given special consideration for the Special Agent position. Such applicants must meet the basic threshold qualifications for the Special Agent position such as age, citizenship, education, experience, and physical requirements. This would include passage of necessary examinations to attest to the applicant's proficiency if he/she is applying as either an accountant or linguist. Once all threshold qualifications have been met, the applicant is exempt from Phase I (Written Test) of the Special Agent Selection System (SASS). However, the applicant is required to pass Phase II (Writing Exercise/Interview) of the SASS. Upon successful completion of Phase II, a background investigation will be ordered and a physical examination scheduled. If appointment is offered, applicant will be placed in a New Agents' Training Class and will be required to successfully complete all phases of this training.

67-6.7 Applications for Employment (See 67-6.3.2.) (Formerly 67-17.1.1)

(1) The Preliminary Application for Employment, Form FD-646; Applicant Background Survey, Form FD-804; Special Agent Qualifications Questionnaire, Form FD-843; and Application Checklist for the Special Agent Position, Form FD-869, should be provided to all applicants meeting the basic threshold requirements for the Special Agent position. If an applicant passes the SASS Phase I entry-level battery of tests, he/she will be required to submit the Application for Employment, Form FD-140, at this stage of processing.

(a) All applicants will be screened using the FD-646 to ensure the minimum qualifications outlined in 67-6.2 and 67-6.3 have been met.

(b) The FD-804 is reviewed to obtain demographic information (i.e., race/ethnic code, sex, and disability code) on all Special Agent applicants and this information will be entered into the Bureau Personnel Management System (BPMS) for statistical purposes only. All applicants will receive consideration without regard to race, religion, color, national origin, age, sex, non-disqualifying physical or mental disability, or other nonmerit factors. After the FD-804 information is entered into the BPMS, the FD-804 MUST be destroyed.

(c) The FD-843 is used to determine the competitive status of each applicant. To make this determination, the FD-843 will be thoroughly reviewed by trained and certified Applicant Coordinators (AC), FBI Recruiters, and others as designated by the Assistant Director (AD) or Special Agent in Charge (SAC) in each field division.

(d) The FD-869 is for the purpose of informing applicants of certain essential requirements and the sometimes difficult aspects of the Special Agent position that must be understood and/or performed. These are requirements that each applicant must be aware of and are expected to meet. The applicant must respond with a "yes" or "no" to each requirement listed and initial each one accordingly. A copy of the completed checklist should be kept in EACH applicant's field office file. The AC should instruct each applicant to make and keep a copy of the FD-869 for his/her own reference.

1. If the applicant has any question about the meaning of an item on the checklist, he/she should contact the AC or Recruiter in the field office. In the event one or more of the applicant's responses causes concern (e.g., an applicant does not meet a minimum qualification, does not agree to a job requirement, or satisfies a condition that would automatically disqualify him/her from consideration for the Special Agent position), the AC or Recruiter is responsible for discussing the appropriate item(s) with the applicant. This discussion must be noted next to each appropriate item on the checklist. All applicants must agree and initial each item on the form before receiving Phase I testing. The AC or Recruiter must also sign the form ensuring that the applicant completed and fully understood every item. No applicant shall be tested who does not meet or agree to all requirements on this form. In the event an applicant will not be tested because of the checklist, the AC is responsible for discontinuing the applicant from the SASS process.

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2. Should an applicant request a reasonable accommodation in accordance with the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990 in order to meet the requirements stated on the FD-869, please contact the Disabilities Program Manager, Office of Equal Employment Opportunity Affairs, FBIHQ, immediately.

(e) Work Shift Availability and Reasonable Accommodations for Religious Purposes - All applicants should be advised that they may be assigned to work regular night and midnight shifts, as well as weekend duty and/or may be required to work such shifts as needs arise. Special Agent applicants should be advised that they are expected to be available at all times to meet the needs of the FBI, to include weekends, holidays, and cancellation of scheduled vacations.

1. Applicants may indicate that their religious beliefs/practices might conflict with their availability to work nights and weekend shifts. In this regard, applicants, as with employees, are entitled to a reasonable accommodation when there is a conflict between their (prospective) jobs and their religious practices/beliefs. An accommodation should generally be made unless it would result in an actual (more than de minimis) cost to the Bureau or other employees, cause an actual disruption of work, or is otherwise barred by law. However, in accordance with the Religious Freedom Restoration Act, Title 42, USC, Section 2000bb et seq., if an FBI work rule imposes a "substantial burden" on an employee's exercise of religion, the FBI should grant the employee an exemption from the rule unless the Bureau has a "compelling governmental interest" in denying the exemption and there is no less restrictive means of furthering that interest. Cases in which employees claim work rule exemptions because the rule(s) imposes a substantial burden on their exercise of religion should be referred to the FBI's Office of the General Counsel (OGC) for review.

2. Reasonable accommodations are offered only after the individual makes such a request, and they may include such things as flexible scheduling, voluntary substitutions from co-workers, etc. Therefore, the FBI, when requested, should and will explore the possibility of a reasonable accommodation that would not create an undue hardship upon the organization or other employee(s). One factor to be considered in determining if a particular accommodation would impose an undue hardship on the Bureau is whether the accommodation would effectively eliminate an essential function of the job (e.g., an individual asserting a religious objection to working at night could not function in a job requiring participation in night surveillance operations without changing the very nature of the job).

3. When an office becomes aware of an applicant's religious beliefs conflicting with the work schedule for which he or she would be expected to be available, the office should neither commit the FBI to accommodating the individual nor automatically disqualify him or her from employment. Instead, contact should be made immediately with the OGC in order to determine what specific information is needed from the applicant and which course of action should be followed. (See 67-1.2.)

(2) Forms FD-646, FD-804, FD-843, FD-869, and FD-140 must be completely executed and signed by the applicant. Reviewing employee must ensure that the forms are accurate, with any omissions or discrepancies being resolved prior to submitting to FBIHQ. There should be no abbreviations. All names should be complete, to include middle names. Regarding applicants and their references and/or relatives who are of Hispanic origin, it is essential that the patronymic and matronymic names of all such individuals be obtained as well as the full married name of all married females. The patronymic name is to be followed by the matronymic name. In the case of a married female, the full married name is necessary to include given name, patronymic last name, followed by the matronymic last name and husband's surname.

Applicants of Asian ancestry should provide Standard Telegraphic Code numbers for themselves (if foreign born) and each of their immediate relatives. When the initial form (FD-646*) is received, it should be reviewed to determine whether the applicant is threshold qualified for the Special Agent position. If the applicant is not qualified, he/she should be so advised immediately. (See MIOG, Part 1, 67-3.2.1.)

(3) "APPLICANT INFORMATION BOOKLET, FBI SPECIAL AGENT SELECTION PROCESS" (Stock # 7610-01-FBI-0109) - The purpose of this booklet is to provide standardized information to all candidates applying for the Special Agent position. The booklet presents information on the qualifications for the Special Agent position and describes general information about the application, testing, and selection processes. This booklet MUST be distributed to all Special Agent applicants who meet the threshold qualifications for the Special Agent position prior to testing. In an effort to conserve resources, recruiters or other field office personnel who speak to interested applicants MUST determine if the applicant currently meets all of the threshold qualifications for the Special Agent position. If so, this booklet may be provided/sent to the applicant. If not, the applicant should be provided/sent other less costly recruiting information such as pamphlets or other similar material. (See 67-7.3.)

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(4) "SPECIAL AGENT EXAM PREPARATION MANUAL, FBI SPECIAL AGENT SELECTION PROCESS" (Stock # 7610-01-FBI-0110) - The purpose of this workbook is to assist individuals who are preparing to take the Phase I entry-level battery of tests for the Special Agent position. Specifically, the workbook is a self-administered and self-paced tutorial which covers parts of the Cognitive Ability Test with a primary focus on a review of the mathematical concepts that are included in that test. It should be provided to each Special Agent applicant at least one month prior to his/her scheduled Phase I test date. It is designed to give applicants a uniform and realistic preview of the content of the Cognitive Ability Test and to facilitate any preparation that individuals may wish to undertake. Accordingly, this manual must be distributed to all Special Agent applicants who are eligible and scheduled for Phase I testing.

(5) Each field office and certified testing location may open, modify, and close individual applicant 67 cases on the Automated Case Support (ACS) system. The processing field office or certified testing location MUST do a thorough global search on the ACS to determine if a 67 Universal Case File Number (UCFN) already exists on each new applicant. If a previous 67 UCFN exists for an applicant, the existing file is reopened. If no existing 67 UCFN is found for an applicant, a new applicant 67 case is opened and the ACS assigns the case a new HQ 67 UCFN. If problems or questions arise with respect to the above, field office and certified testing location applicant staff should contact the Bureau Applicant Employment Unit, Administrative Services Division. (Also refer to 67-2.1.)

(6) After consideration of the standardized selection factors, a decision by a trained AC, along with others as designated by the SAC, must be made concerning which of the Special Agent applicants are "LESS COMPETITIVE," "COMPETITIVE," or "MOST COMPETITIVE." Only those applicants who are judged to be "competitive" and "most competitive" may proceed to Phase I entry-level testing. (See (7).)

(a) If the applicant is determined to be "competitive" or "most competitive," the field office applicant staff will contact the applicant to arrange a time when the applicant may be Phase I tested.

For those applicants who take the Phase I battery of tests and pass, the AC and Recruiter are responsible for nominating a subset of those individuals for Phase II assessments. Prior to making nominations, each field office must indicate that the AC/Recruiter (or designated representative) has met with each applicant and a statement to that effect must be sent to ATU, FBIHQ. During this contact with the applicant, the AC/Recruiter should ensure that each applicant: 1) is available for Phase II assessments during the designated week; 2) is available for employment within 90 days of Phase II assessments; 3) is willing to accept a two-week notice to report to New Agent's Class (NAC) upon successfully completing the final stages of applicant processing; and 4) has had an opportunity to ask questions regarding the Special Agent position and fully agrees to the requirements of the Special Agent position (as listed in the Application Checklist FD-869).

(b) If the applicant's status is determined to be "less competitive," he/she will receive an on-line computer generated letter indicating that his/her qualifications do not meet the current hiring needs of the FBI. However, this letter also states that if at any time in the future, he/she believes that additional work experience, education, etc., have been attained to increase his/her competitiveness for the Special Agent position, he/she should submit an updated application for consideration.

(7) Prior to making the above determinations, ACs must attend Special Agent Qualifications Review Training conducted by the Applicant Testing Unit (ATU), Administrative Services Division (ASD), FBIHQ. The following list of selection factors are used when determining each applicant's competitiveness for Phase I entry-level testing and Phase II assessment:

- (a) Investigative Needs
- (b) Academic Qualifications
- (c) Professional Certifications/Licenses
- (d) Direct Supervisory Experience
- (e) Previous Law Enforcement/Federal Government/Military Experience
- (f) Work Experience
- (g) Awards, Professional Recognition, Medals, etc.
- (h) Veteran's Preference
- (i) Successfully completed the FBI Honors Internship Program
- (j) Community Service/Volunteer Work

The "Investigative Needs" factor should be weighed more heavily than any other factor. Pursuant to a holistic approach, all factors (if applicable) should be considered by the AC to select Special Agent applicants for testing purposes. As previously mentioned, the AD or SAC may designate other Applicant

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Program personnel to assist the AC in this function.

In order to ensure consistency in the manner in which Special Agent applicants are processed prior to selection for Phase II testing, each office is reminded that all Special Agent candidates nationwide must be given the same information. Information provided to Special Agent applicants concerning Phase II testing should be limited to the information contained in the FBI Special Agent Selection Process Applicant Information Booklet, Chapter 5, entitled, "Phase II Testing." Specifically, Special Agent applicants are not to be given: mock interviews in preparation for Phase II testing; feedback to the applicants on their dress, demeanor or ways they can improve their interview techniques; suggested reading material concerning "experienced based" interviews, etc. Providing applicants with the aforementioned suggestions gives an applicant an unfair advantage over other applicants. Consequently, issues of fairness and objectivity are raised and impugn the integrity of the Special Agent Selection System. Each office and their respective Applicant Coordinators and FBI Recruiters should err on not giving even the appearance of an unfair advantage being given to some applicants in preparation for Phase II testing.

67-6.8 Special Agent Reinstatement Requests (See MIOG, Part 1, 67-8.2, 67-8.4 and 67-9.8.) (Formerly 67-17.3.8)

Reinstatement of a former Special Agent is by no means an automatic process. Since resignations and reinstatements of Special Agent personnel are costly to the Bureau, it is to our advantage to keep turnover to a minimum. The Bureau is very favorably disposed to reinstating former Special Agents because of the benefits that experienced Special Agents bring back to the FBI. Reinstatement appointments are, however, at the discretion of management and other factors will be considered when approving such an appointment, including the FBI's anticipated hiring plan and specialized needs. Special Agent reinstatement applicants are exempt from Phase I and Phase II of the Special Agent Selection System. (See MIOG, Part 1, 67-7.)

(1) To qualify for reinstatement consideration:

(a) Former Special Agents who have met their initial three-year obligation during prior service may apply for reinstatement at any time, without regard to the length of time since their resignation. However, reinstatement requests will be denied to applicants who cannot complete 20 years of service as a federal law enforcement officer by mandatory retirement age. Please note if an individual took a refund of the retirement contributions he/she made to FERS, they are prohibited by federal law from repaying that amount to get credit for their prior service and would, therefore, be ineligible for reinstatement if they are already older than age 37.

(b) Individuals who are eligible for reinstatement consideration based on the above guidelines will then be required to meet the following criteria:

1. Must meet the same entrance-level medical and general suitability guidelines of a new applicant;
2. Must be completely available for assignment/transfer anywhere in the Bureau;
3. Must have received at least an overall Successful rating on all performance appraisals.
4. Must successfully complete an SAC interview and be recommended for reinstatement by the SAC;
5. Must not have resigned during or as the result of an administrative inquiry;
6. Must not have resigned or been removed from an Agent position, or reassigned to a support position due to academic, firearms, or failure of the physical fitness test during New Agents' Training;
7. Must not have retired from the FBI. However, in the event an Agent has been counseled to go out on disability retirement from the Bureau because of a (temporary) disability, he/she may be eligible for reinstatement to the Agent position if they have fully recovered from the disability. In certain circumstances, if a former Agent who retired on disability requests reinstatement as a Special Agent, his/her case will be evaluated on a case-by-case basis and must be approved for rehire by the Health Care Programs Unit, the Retirement Office, and the Assistant Director - Human Resources Officer in the Human Resources Division. In addition, the Office of General Counsel will be consulted to determine whether reinstatement of the candidate is feasible according to existing federal laws and Bureau rules and regulations. As with all Special Agent reinstatement requests, all policies and regulations currently in existence will apply to a candidate seeking reinstatement.

(2) Requests for reinstatement should be directed to the personal attention of the Assistant Director (AD), Human Resources Division (HRD). The communication should set forth the former Special Agent's name, social security number, birth date, reason for leaving the FBI, and the reason(s) for requesting reinstatement.

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Upon receipt of a reinstatement request, an Office of Professional Responsibility check, and Office of Personnel Management check, and a review of the Special Agent's personnel file will be conducted by the Personnel Assessment and Services Unit (PASU). The request will be immediately denied if any unfavorable information exists or if the individual fails to meet the above guidelines.

(3) If no information is located which warrants an immediate denial, the SAC of the office covering the former Special Agent's current residence will be requested to conduct an in-depth interview of him/her and to provide a recommendation as to whether the former Special Agent should be reinstated. Concurrent with or shortly after the SAC's interview, comments will be solicited from former supervisors and co-workers about the Special Agent's performance and suitability for reemployment. After the above material has been reviewed, a decision will be made as to whether the reinstatement request will be further considered.

(4) If PASU determines that the former Special Agent is eligible for reinstatement and that further action is to be taken, PASU will issue the former Special Agent a conditional appointment offer letter and the case will be sent to the Security Division, Applicant Security Investigations Unit (ASIU) for updated background investigation. Once ASIU has finalized the background investigation, the case is then sent to the Applicant Adjudication Unit (AAU) in the Security Division for them to complete a security assessment of the reinstatement candidate. At that time AAU will then forward the case to PASU to issue an appointment letter or work out details for sending the applicant directly to the appropriate field office, depending on the circumstances.

(5) Assignment of Special Agents who have been reinstated will be determined by the Transfer Unit, Administrative Services Division, based strictly on the needs of the Bureau. The Special Agent will be given the opportunity to indicate geographic preferences; however, ultimate assignment will be determined by the staffing needs of the field offices as well as the need for any skills the Special Agent may possess. First consideration will be given to assign the Special Agent to his/her last office of assignment. Unique and unusual situations will continue to be addressed separately and evaluated on a case-by-case basis.

(6) Former Special Agents who were in grades GL-10 through GL-13 at the time of their resignation will be reinstated at their former grade level. Former Special Agents who were in grades GL-14 or higher will be reinstated at the GL-13 level. (See MAOP, Part 1, 8-9.)

(7) A Special Agent who at the time of reinstatement has been off the Bureau's rolls for MORE than two years is required to again complete New Agents' Training School. Those who have been off the rolls for LESS than two years will be ordered to report directly to one of our field offices. The Assistant Director, HRD, will be responsible for making decisions regarding any request to waive this requirement. Should a request for waiver be made, the processing office must prepare an Electronic Communication to the attention of the Assistant Director, Human Resources Division, setting forth the basis for the request.

If approval is granted to a reinstatement candidate who has requested a waiver from attending New Agents' Training School, the candidate will not be required to take and pass the physical fitness test upon receiving a conditional appointment offer.

67-6.9 Appointment/Notification

67-6.9.1 Appointment (Formerly 67-3.2.3)

(1) Under no circumstances should personnel in a field office give an applicant any indication that he/she has been appointed or assigned to New Agents' Training until such time as BAEU personnel advise that the appointment has been approved. Upon approval, BAEU will telephonically advise the processing field office and prepare an appointment letter to the applicant, with enclosures pertaining to requirements and procedures at the FBI Academy, direct deposit forms, etc. An information copy of the appointment letter will be directed to the processing field office.

(2) If an applicant declines an appointment after being afforded a New Agents' Class (NAC) date or unexpectedly fails to report for NAC, the applicant may request to be considered for further applicant processing. This request should be submitted directly from the applicant to the Assistant Director in Charge (ADIC) or Special Agent in Charge (SAC) of their processing field office. If deemed appropriate by the ADIC or SAC, the applicant should be thoroughly interviewed by the Applicant Coordinator regarding the reason(s) he/she failed to report to NAC as scheduled. The results of this interview must be documented in detail on an FD-302. The ADIC or SAC should personally review the contents of the applicant's file and, thereafter,

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provide a written recommendation to the Section Chief of the Applicant Processing Section (APS), Administrative Services Division (ASD), as to whether further consideration is warranted based upon the applicant's explanation of events and his/her continued competitiveness. At a minimum, a favorable recommendation should provide a clear basis for the decision and assurance that the applicant possesses a STRONG commitment to FBI employment as a Special Agent. The Section Chief of the APS, ASD, provides final authority for further consideration.

67-6.9.2 Disqualification ("No Action" Decision) (Formerly 67-3.2.3)

Should an applicant's processing be discontinued for any reason (e.g., drug use outside of Bureau guidelines, fails to meet employment or education requirements, derogatory information developed during background investigation, medical disqualification, failed PFT, etc.), applicants will be notified as follows:

(1) **APPLICANTS DISQUALIFIED DURING PREBACKGROUND STAGE OF PROCESSING** - The processing field office (PFO) will advise applicants in writing if their processing is to be discontinued and the applicant has not yet PASSED Phase II of the Special Agent Selection System (SASS). PFO will deactivate the applicant's case in the Bureau Personnel Management System (BPMS) using the appropriate deactivation code. Some BPMS deactivation codes will provide computer-generated letters which will be printed and mailed out by the PFO.

PFO will be responsible for reactivating the processing of applicants who HAVE NOT YET PASSED PHASE II OF THE SASS. PFO will contact the Information Resources Division (IRD) to request that the applicant's BPMS record be reactivated.

(2) **APPLICANTS DISQUALIFIED DURING BACKGROUND PROCESSING** - The Bureau Applicant Employment Unit (BAEU), Administrative Services Division, will advise applicants in writing if their processing is to be discontinued after they have PASSED Phase II of the SASS. BAEU will deactivate the applicant's case in the BPMS using the appropriate deactivation code. Some BPMS deactivation codes will provide computer-generated letters which will be printed and mailed out by the PFO.

(3) BAEU will be responsible for reactivating the processing of applicants WHO WERE DISCONTINUED SUBSEQUENT TO PASSING PHASE II OF THE SASS. Under no circumstances should a PFO reactivate BPMS records for applicants who were discontinued subsequent to passing Phase II of the SASS. PFOs should contact the BAEU to request reactivation of these cases. BAEU will review the reason(s) for discontinuance and make a determination as to whether the applicant should be afforded reconsideration. If approved, BAEU will contact IRD to request that the applicant's BPMS record be reactivated. If the decision is made not to reactivate the applicant's case, BAEU will advise the applicant in writing.

67-7 FBI SPECIAL AGENT SELECTION SYSTEM (SASS) APPLICANT TESTING (See 67-6.8.) (Formerly 67-17.2.4)

The SASS consists of:

(1) A two-phase entry-level testing system, to include the written test components in Phase I and a structured experienced-based interview and written exercise in Phase II.

(2) **Accounting Proficiency Test** - This is a standardized proficiency test designed by the American Institute of Certified Public Accountants. It is to be administered by the processing field office to qualified applicants applying for the Special Agent position under the Accounting Program. It is to be administered after the Phase I test battery and prior to Phase II testing. Applicants who have passed a Certified Public Accountant (CPA) examination, whether or not they are registered CPAs, are exempt from taking the Accounting Proficiency Test. If an applicant is also determined to be "most competitive" under the Diversified, Law, Computer Science/Information Technology, or Language Programs, he/she should be processed for Phase II testing without awaiting the results of the accounting examination. (See MIOG, Part 1, 67-6.3.2.)

(3) **Foreign Language Tests** - (See 67-6.3.3 and MAOP, Part 1, 22-1.)

67-7.1 Video Cassette Film "FBI Academy - New Agents' Training" (Formerly 67-17.2.2)

Prior to the Phase II entry-level assessments, all Special Agent applicants should view the video cassette film, "FBI Academy - New Agents' Training." Should the applicant, upon viewing this film, express hesitation relative to his/her desire and ability to attain the Special Agent position, he/she should be counseled to postpone the Phase II assessments until these uncertainties have been completely resolved.

67-7.1.1 Moved to 67-8.1**67-7.2 Phase I Entry-Level Testing**

The Phase I Special Agent testing process consists of a battery of three tests: Biodata Inventory, Cognitive Ability Test, and the Situational Judgment Test. These tests are all paper-and-pencil multiple-choice tests which were designed to measure critical areas that have shown to be accurate in predicting Special Agent job performance. Phase I entry-level testing is conducted in all field offices and certified testing locations.

67-7.3 SASS Orientation of Special Agent Applicants (See 67-6.7.) (Formerly 67-17.2.3)

During the SASS Phase I entry-level testing process, it is recommended that all Special Agent applicants be given a briefing relative to the SASS. This briefing should be consistent with information contained in the publication entitled, "APPLICANT INFORMATION BOOKLET, FBI SPECIAL AGENT SELECTION PROCESS" and on the Application Checklist for the Special Agent Position (FD-869). Special Agent applicants should clearly understand all information regarding the application process and Special Agent position.

67-7.4 Phase I Entry-Level Test Administration

(1) Prior to any administration of the SASS Phase I entry-level battery of tests, Test Administrators (TAs) must be certified by completing Special Agent Selection Test Administration training conducted by the ATU, ASD, FBIHQ. All TAs must sign the FBI Special Agent Selection Test Administrator Agreement, Form FD-825. Original copies of this form should be forwarded to the Test Control Center (TCC), ATU, Room PA 1301-200, Suite 200, FBIHQ. Only trained and certified TAs may administer or view SASS Phase I entry-level test materials.

(a) TAs serve a critical function in the SASS. They are responsible for administering the Phase I entry-level battery of tests. They must ensure that all testing procedures for Phase I are implemented consistent with the policies and procedures described in the SPECIAL AGENT SELECTION SYSTEM PHASE I TEST ADMINISTRATION GUIDE issued by the ATU, ASD, FBIHQ.

(b) The TA MUST NEVER leave candidates unattended during the testing process. If there is an emergency and the TA must leave the room for some reason, another trained and certified TA MUST be called upon to assume control of the test administration room. If at all possible, a second TA should be assisting in the administration process. If necessary, employees who have not received Special Agent Selection Test Administration training conducted by the ATU, ASD, FBIHQ, may assist a trained and certified TA with administering the Phase I entry-level battery of tests by "proctoring" or monitoring the test room for such things as talking, cheating, or other suspicious activity and by assisting the TA with passing out and collecting test materials, and escorting applicants to and from the testing sessions. Individuals serving as test "proctors" must NOT administer the tests or be left alone with candidates during the testing session. Proctors MUST NOT open test booklets, nor take the tests from or return the tests to the designated safe. No test materials are to be removed from the testing room by a proctor without an accompanying TA. Anyone serving in the capacity of a proctor MUST sign a Proctor Agreement for FBI Selection Tests, Form FD-844 and write "Proctor Phase I Test" in the upper right corner of the FD-844. The original of this form

should be forwarded to the TCC, Applicant Testing Unit, Room PA 1301-200, FBIHQ.

(2) Prior to a support employee's attendance and completion of the structured Special Agent Selection Test Administration training course for TAs, he/she MUST advise field office management in writing of his/her interest in applying for the Special Agent position. Whenever possible, FBI personnel who have expressed an interest in applying for the Special Agent position MUST NOT be used as TAs or test proctors as their handling of test materials may preclude them or delay them from applying for the Special Agent position.

(3) Any current support employee, who has been trained and certified to administer the Special Agent tests, MUST notify the ATU, FBIHQ, in writing, with field office management concurrence, that he/she wishes to be removed from TA (SASS testing) duties in order to apply for the Special Agent position.

(4) Once a TA has administered or has become familiar with SASS test materials, he/she must wait until such time as an alternate version of the tests is implemented before he/she can be considered for Special Agent applicant testing.

(5) Each applicant MUST sign the Nondisclosure Statement for Selection Tests and Interviews used by the Federal Bureau of Investigation (FBI), Form FD-833, before being administered Phase I of the SASS. Any applicant who refuses to complete this form MUST NOT be allowed to take the Phase I entry-level battery of tests.

67-7.5 Scoring of Phase I Entry-Level Test Instruments (Formerly 67-17.3.7)

Scores on the Biodata Inventory, Cognitive Ability Test, and the Situational Judgment Test will be combined to arrive at a final test score. The three tests must be answered by the examinee using the Special Agent Selection Test Answer Sheet, Form 3-840. Form 3-840 is a machine scannable answer sheet designed for the SASS and scored in the Test Control Center (TCC) of the ATU, ASD, FBIHQ. Scoring for Phase I is based on a pass/fail system. A passing score has been established that will be applied uniformly to all applicants taking the tests. Phase I applicants will be notified by an on-line computer-generated letter as to whether they passed/failed Phase I testing within 30 days of taking the tests. Individuals who successfully pass Phase I testing will be reevaluated for competitiveness using the FD-843 and the FD-140. Those applicants who are determined to be "most competitive," based on the qualifications review and current FBI investigative needs, are notified and asked to come to a regional assessment location to take part in the Phase II assessments. A passing Phase I test score is not carried forward beyond Phase I testing within the SASS. For test security and practical reasons, the FBI does not release the passing score nor individual applicant scores.

67-7.6 Phase II Entry-Level Assessments (Formerly 67-17.3)

Phase II of Special Agent applicant testing consists of a two-part assessment process which includes a structured experienced-based interview and a written exercise. The Phase II assessments are conducted at a small number of field office locations serving as regional assessment centers (RACs) throughout the continental United States. As a quality control measure, ALL interviews MUST be audiotaped and the recordings will be stored at FBIHQ.

(1) The structured interview is administered by a three-member panel of SA/SSA Applicant Assessors who have received FBI Assessor Training. The interview was designed to elicit information about an applicant's past behaviors that are relevant to critical knowledge, skills and abilities required to successfully perform the duties and responsibilities of a Special Agent.

(2) The written exercise is the second part of the Phase II assessment process. It was designed to measure an applicant's ability to communicate in writing. The written exercise is administered by certified TAs who have completed the required training.

67-7.7 Phase II Entry-Level Assessment Administration (Formerly 67-17.3.2)

(1) Structured Interview - Prior to any administration of the structured interview, SA/SSA Applicant Assessors, who administer the interview to applicants, must attend and complete FBI Assessor Training conducted by the ATU, ASD, FBIHQ. Only trained and certified TAs may handle and distribute the structured

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interview to the Assessors; and only trained and certified Assessors may administer the structured interview. (2) Written Exercise - Prior to any administration of the written exercise, TAs must be certified by completing Special Agent Selection Phase II Assessment Administration training conducted by the ATU, ASD, FBIHQ. All TAs must sign the FBI Special Agent Selection Test Administrator Agreement, Form FD-825. Original copies of this form should be forwarded to the Test Control Center (TCC), ATU, ASD, FBIHQ. Only trained and certified TAs may administer or view Phase II written exercise test materials.

(a) TAs serve a critical function in the SASS. They are responsible for administering the Phase II written exercise. They must ensure that all Phase II entry-level assessment procedures are implemented, consistent with the policies and procedures described in the SPECIAL AGENT SELECTION SYSTEM PHASE II ASSESSMENT ADMINISTRATOR'S GUIDE, issued by the ATU, FBIHQ.

(b) The TA MUST NEVER leave candidates unattended during the testing process. If there is an emergency and the TA must leave the room for some reason, another trained and certified TA MUST be called upon to assume control of the test administration room. If at all possible, a second TA should be assisting in the administration process. If necessary, employees who have not received Special Agent Selection Phase II Assessment Administration training conducted by the ATU, ASD, FBIHQ, may assist a trained and certified TA with administering the Phase II entry-level written exercise by "proctoring" or monitoring the test room for such things as talking, cheating, or other suspicious activity and by assisting the TA with passing out and collecting test materials, and escorting applicants to and from the testing sessions. Individuals serving as test "proctors" must NOT administer the written exercise or be left alone with candidates during the testing session. Proctors MUST NOT open test booklets, nor take the tests from or return the tests to the designated safe. No test materials are to be removed from the testing room by a proctor without an accompanying TA. Anyone serving in the capacity of a proctor MUST sign a Proctor Agreement for FBI Selection Tests, Form FD-844 and write "Proctor Phase II" in the upper right corner of the FD-844. The original of the FD-844 should be forwarded to the ATU, Room PA 1301-200, FBIHQ.

(3) Prior to a support employee's attendance and completion of the structured Special Agent Selection Test Administration training course for TAs, he/she MUST advise field office management in writing of his/her interest in applying for the Special Agent position. Whenever possible, FBI personnel who have expressed an interest in applying for the Special Agent position MUST NOT be used as TAs or test proctors as their handling of test materials may preclude them or delay them from applying for the Special Agent position.

(4) Any current support employee, who has been trained and certified to administer the Special Agent tests, MUST notify the ATU, FBIHQ in writing, with field office management concurrence, that he/she wishes to be removed from TA (SASS testing) duties in order to apply for the Special Agent position.

(5) Once a TA has administered or has become familiar with SASS test materials, he/she must wait until such time as an alternate version of the tests is implemented before he/she can be considered for Special Agent applicant testing.

(6) Each applicant MUST sign the Nondisclosure Statement for Selection Tests and Interviews used by the Federal Bureau of Investigation (FBI), Form FD-833 before being administered Phase II of the SASS. Any applicant who refuses to complete this form should not be allowed to participate in the Phase II assessments.

67-7.8 Scoring of Phase II Entry-Level Assessment Instruments (Formerly 67-17.3.7)

Scores on the structured interview and written exercise will be combined to arrive at a final assessment score. The Phase II assessments are machine scored in the Test Control Center (TCC) of the ATU, ASD, FBIHQ, using scannable evaluation forms designed for the SASS. These forms are described below:

(1) The structured interview is evaluated by a three-member panel of trained SA/SSA Assessors who administered the interview to the applicant. Applicants must be independently evaluated by each of the three Assessors using the machine readable Special Agent Interview Individual Rating Sheet, Form 3-840.1. A consensus rating of an applicant's interview will be made by the three Assessors using the machine readable Special Agent Interview Consensus Rating Sheet, Form 3-840.4. There will be a total of FOUR interview evaluation forms (three 3-840.1 forms and one 3-840.4 form) completed for each applicant.

(2) The written exercise is evaluated by a two-member team of SA/SSA Assessors who have completed Assessor Training. Assessors will independently evaluate an applicant's written exercise using the machine readable Special Agent Written Simulation Individual Rating Sheet, Form 3-840.2. A consensus rating of the

applicant's written exercise will be made by the same two Assessors using the machine readable Special Agent Written Simulation Consensus Rating Sheet, Form 3-840.3. There will be a total of THREE written exercise evaluation forms (two 3-840.2 forms and one 3-840.3 form) completed for each applicant.

(3) Scoring for the Phase II assessments is based on a pass/fail system. A passing score has been established that will be applied uniformly to all applicants who have been assessed under this phase of testing. Applicants will be notified by an on-line computer-generated letter as to whether they passed/failed Phase II within 30 days of being assessed. For test security and practical reasons, the FBI does not release the passing score nor individual applicant scores.

(4) If an applicant passes Phase II of the SASS, he/she will be sent a CONDITIONAL offer of employment letter. Final employment will be contingent upon successful completion of the final screening process which includes the Personnel Security Interview, polygraph examination, drug testing, background investigation, physical readiness test, and a preemployment physical examination. If, for any reason, it is determined by FBIHQ that an applicant should be deactivated during any of the above-mentioned processes, a computer-generated letter may be generated for that reason.

(5) Under no circumstances should personnel in a field office advise an applicant of his/her Phase II results prior to official written notification.

(6) Under no circumstances should personnel in a field office give an applicant any indication that he/she has been appointed as an Special Agent until such time as FBIHQ has approved the appointment.

67-7.9 Application of Veterans' Preference Rights within the Special Agent Selection System (SASS) (See also MIOG, Part 1, 67-2.6 and 67-9.7.16.) (Formerly 67-17.3.7)

Veterans' preference may be exercised at any one of the three stages of the SASS (whichever is the most advantageous to the applicant) as set forth below.

(1) For testing purposes, applicants (who are eligible for veterans' preference and threshold qualified, but whose qualifications and skills will not place them in the "competitive" or the "most competitive" category) may exercise their one-time veterans' preference rights and be Phase I tested.

(2) An applicant (who successfully completes Phase I entry-level testing, is veterans' preference eligible, has NOT already exercised his/her one-time veterans' preference rights, and is judged to be less than "most competitive" for Phase II entry-level assessments) may exercise his/her rights and be assessed under Phase II of the SASS.

(3) For hiring purposes, an applicant (who successfully completes Phase II testing is veterans' preference eligible, has NOT exercised his/her one-time preference rights, and has NOT been scheduled/placed in New Agents' Class) may exercise his/her rights and be scheduled/placed in class ahead of nonpreference eligible applicants, contingent upon the successful completion of the final stages of processing. However, if the FBI recognizes a critical need to fill certain classes with only a subset of the qualified applicants (e.g., linguists, electrical engineers and biologists/physicists), then the veterans' preference will only be given to preference eligible applicants in that subset of applicants.

67-7.9.1 Moved to 67-8.4.1

67-7.9.2 Moved to 67-8.4.2

67-7.10 SASS Retest Policy (Formerly 67-17.2.7 and 67-17.3)

(1) PHASE I AND PHASE II ENTRY-LEVEL TESTING - Applicants who fail either phase of SASS testing may be eligible for one retest opportunity at each phase. Applicants must wait at LEAST ONE YEAR after their test date BEFORE requesting a Phase I or Phase II retest opportunity. However, Phase II retest opportunities will be offered only when an alternate test form is approved by FBIHQ. It is incumbent upon the applicant to notify the nearest field office of his/her interest in retesting and desire to be reevaluated for competitiveness. Each applicant must still meet the threshold qualifications for the Special Agent position, but he/she must be determined to be "most competitive" for Phase I and "most competitive" for Phase II based on their qualifications and the FBI's investigative needs. (See MIOG, Part-1, 67-6.2 for information on

age restrictions for applicant processing.)

All applicants who have passed the Phase I battery will keep their score for as long as the selection system they were administered is in use. If an applicant's basic qualifications, background and skills (judged to be less than "most competitive" for the Phase II assessments) do not meet the needs of the FBI after one year has elapsed from the date of Phase I testing, he/she will be notified by a computer-generated letter (at that time) and his/her application will be deactivated. The letter will indicate that if, at any time in the future, he/she believes that additional work experience, education, etc., have been attained which may increase his/her competitiveness for the Special Agent position, he/she should submit an updated application to the nearest FBI field office.

(2) ACCOUNTING PROFICIENCY TEST - If passed the first time, this test is not to be readministered. If failed the first time, this test is limited to one retest opportunity. Applicants must wait at LEAST ONE YEAR after their test date BEFORE requesting a retest opportunity. The higher of the two scores will serve as the applicant's official score for record keeping purposes.

(3) FOREIGN LANGUAGE TESTS - (See MAOP, Part 1, 22-1.)

67-7.10.1 Moved to 67-8.2.1

67-7.11 SASS Entry-Level Phase I and Phase II Testing of Applicants with Disabilities

For those applicants who DO identify themselves as having a disability requiring special accommodations, the following procedures MUST be followed:

The field office should contact the Disabilities Program Manager, Office of Equal Employment Opportunity Affairs (OEEOA), FBIHQ, who will coordinate with the appropriate entities to determine what is reasonable, appropriate, and consistent with previous accommodations. ANY accommodation that requires altering the actual SASS applicant testing procedures MUST be made in consultation with an FBI Personnel Psychologist within the Personnel Assessment and Research Unit (PARU), ASD. All requests for accommodations must be properly documented.

67-7.12 Maintaining SASS Phase I and Phase II Entry-Level Test Security (Formerly 67-17.2.1)

(1) Only the designated Test Materials Controller Primary CTA and the Test Materials Controller Back-Up CTA will have access to the safe where the test materials are stored. These two CTAs will have total overall responsibility for all controlled (serialized) test and interview materials for the current SASS, as well as for any selection system developed in the future. A Responsibility Agreement must be completed by the Test Materials Controller Primary CTA and the Test Materials Controller Back-Up CTA. The form must be signed by these two CTAs, along with the Applicant Coordinator and/or appropriate supervisor, and returned to ATU. Failure to abide by the Responsibility Agreement, or any procedural deviations or compromise of test materials in any way (i.e., lost and/or missing), could result in the removal as a CTA and referral of this matter to the Office of Professional Responsibility (OPR) for possible investigation of misconduct that can result in discipline up to and including dismissal.

(2) The Test Materials Controller Primary CTA and the Test Materials Controller Back-Up CTA will be responsible for accessing the test materials as needed for testing or interviewing, charging them out to other CTAs within the office, and following on the return of the test materials IMMEDIATELY following their use (same day return policy). In addition, they will be responsible and held accountable for the security of all test/interview related materials, including any discrepancies (i.e., missing and/or lost test materials) with the annual inventory audit; will execute the FD-828 "FBI Test/Interview Usage and Inventory Log" properly; and will conduct the annual inventory audit of all controlled (serialized) test and interview products. All shipments of test products to and from the TCC will be coordinated with the Test Materials Controller Primary CTA.

(3) Only those TAs, who have attended and completed Special Agent Test Administration training and signed the FBI Special Agent Selection Test Administrator Agreement, Form FD-825, may administer the SASS Phase I battery of tests and the Phase II written exercise, as well as handle the Phase II structured

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interview. Only those Special Agents or Supervisory Special Agents who have completed FBI Assessor Training and signed the appropriate nondisclosure statement, may administer and/or evaluate the Phase II structured interview and the Phase II written exercise.

(4) The IMT will conduct an annual audit of each test site's inventory records, and will continue to exhaust all efforts with the field offices and test sites to resolve any and all discrepancies in the SASS annual inventory report before reporting incidents (i.e., missing and/or lost test materials) to the OPR. Failure to abide by the Responsibility Agreement, or any procedural deviations, or compromise of test materials in any way (i.e., lost and/or missing), could result in the removal as a CTA and referral of this matter to OPR for possible investigation of misconduct that can result in discipline up to and including dismissal. (Refer to Security, 67-4-2.2.)

(5) Once it has been determined that test materials are missing and/or lost from the field office's inventory, the field office must prepare an electronic communication (EC) to the ATU and the OPR/Internal Investigative Unit II setting forth the circumstances regarding the missing materials. The ATU will follow up on this matter with OPR. The OPR will determine if a misconduct investigation is warranted. At the conclusion of OPR's investigation, the final outcome/results and/or administrative action taken will be provided to the field office, as well as the ATU. This information will provide the ATU with the opportunity to determine if the CTA needs to be removed from his/her test administration duties, and whether or not the missing test booklet(s) were found, and/or if the test(s) has been compromised. In addition, a copy of all documentation setting forth the circumstances relating to missing and/or lost test materials will be placed in the Field Office Inspection File. (Refer to Security, 67-4.2.2.)

(6) Keeping track of the SASS Phase I test and Phase II assessment materials, both used and not used, is of paramount importance. All Phase I test booklets, Phase II interview patterns, Phase II written exercise booklets, and Phase II rating scales are serial numbered and charged out to specific field offices and certified testing locations for test security purposes. The TA is responsible for maintaining strict security of the test materials and will be held accountable for the materials sent from FBIHQ to a field office or certified testing location. All SASS test materials must be kept in a designated safe. The FBI Test/Interview Usage and Inventory Log, Form FD-828, which will be maintained in the designated safe, must be completed and initialed ANYTIME test materials are placed in, removed from, or returned to the safe. A full audit of SASS test materials will be performed annually by FBIHQ. The following procedures and guidelines must be adhered to at all times:

- (a) Under no circumstances should any of the test materials be lost. The TA should NEVER leave the test booklets unattended.
- (b) The test materials must not be loaned to ANYONE. No one is allowed to look at or handle the testing materials other than those individuals who have received the proper training, filled out the appropriate test agreement/nondisclosure forms, and received the proper certification from the Applicant Testing Unit (ATU), ASD, FBIHQ. (See MIOG, Part 1, 67-4.2.2.)
- (c) No photocopies of the test booklets and answer sheets may be made. All copies will be provided by FBIHQ. If additional copies are needed, requesting offices should contact the Test Control Center (TCC), ATU, ASD, FBIHQ to obtain them.
- (d) Test materials MUST be stored in the designated safe when not in use.
- (e) Whenever the test booklets are received from FBIHQ, removed from the designated safe, or returned to the safe, the usage and inventory log, Form FD-828 must be completed.
- (f) When test booklets become worn out, mistakenly marked in, or can no longer be used, they must be returned to the TCC, ATU, ASD, FBIHQ, after completing the appropriate shipping invoice (FD-827 for Phase I and FD-845 for Phase II) and the FD-828. See 67-7.14 for shipping instructions.
- (g) If ANY test security violation occurs, the incident MUST be documented in an electronic communication (EC) and sent to the Unit Chief of the ATU, ASD, FBIHQ.

67-7.13 Receipt of SASS Phase I and Phase II Entry-Level Test Materials from FBIHQ

Test materials will be shipped from the TCC, TU, ASD, FBIHQ, via Federal Express next business day delivery mode, directly to the designated Test Materials Controller Primary CTA for Phase I testing and to the Regional Assessment Center (RAC) for Phase II testing. As soon as the materials arrive at the field office or the RAC, the Test Materials Controller Primary CTA should open the box(es), and the contents of

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the box(es) should be checked against the enclosed SASS Phase I Shipping Invoice (Form FD-827) or SASS Phase II Shipping Invoice (Form FD-845) (whichever is appropriate), completed at FBIHQ. The Test Materials Controller Primary CTA should go through each test booklet to be sure that they are complete and correct (i.e., no missing pages, no additional pages, etc.). Immediately after inventorying the contents of the box(es), the items received should be noted on the FBI Test/Interview Usage and Inventory Log, Form FD-828. Any discrepancies between Forms FD-827 or FD-845 and the FD-828 should immediately be brought to the attention of the TCC, ATU, ASD, FBIHQ, by the Test Materials Controller Primary CTA.

67-7.14 Shipment of SASS Phase I and Phase II Entry-Level Test Materials to FBIHQ (See 67-7.12.)

(1) Offices must ensure that all testing forms are filled out completely and correctly before the shipment occurs. All scannable forms should be kept as flat as possible during shipment as wrinkled forms are difficult to scan. Offices must not use paper clips or staples on these forms.

(2) Testing materials must be completely sealed and sent by separate Federal Express next business day delivery mode to the TCC, ATU, ASD, FBIHQ. MATERIALS MUST NOT BE SHIPPED WITH OTHER BUREAU MAIL. THESE TESTING MATERIALS MUST BE SHIPPED SEPARATELY, IN FEDERAL EXPRESS ENVELOPES/BOXES, BY NEXT BUSINESS DAY DELIVERY MODE DIRECTLY TO: FBI HEADQUARTERS APPLICANT TESTING UNIT-TCC ROOM PA 1301-200 935 PENNSYLVANIA AVE., N.W. WASHINGTON, D.C. 20535-0001

The "TCC" found in the above address represents the Test Control Center located within the ATU. The "TCC" designation rather than the full title of Test Control Center is to be used for shipping materials to FBIHQ. The purpose of using "TCC" within the FBIHQ address is to assist in tracking incoming test materials without drawing attention to the fact that sensitive test materials are enclosed within the shipping packets. (See 67-7.14.1.)

(3) PHASE I - The following instructions must be followed exactly when a Phase I entry-level testing session is completed:

(a) SASS PHASE I SHIPPING INVOICE, FORM FD-827: Must be completed and enclosed with any materials being shipped to FBIHQ.

(b) NONDISCLOSURE STATEMENT FOR SELECTION TESTS AND INTERVIEWS USED BY THE FEDERAL BUREAU OF INVESTIGATION (FBI), FORM FD-833 AND SPECIAL AGENT SELECTION SYSTEM PHASE I APPLICANT TESTING CHECKLIST, FORM FD-831: One original of each form should be completed by each applicant. Both forms for each applicant should be stapled together with the FD-833 on top. Once this has been completed, all sets of forms for all applicants should be compiled and sealed in a separate envelope.

(c) FBI RECORD SHEET FOR TEST ADMINISTRATORS, FORM FD-829: Send the original of this form ONLY if there is a problem noted on the "Problems Log" section of the form. A copy of this form must also be maintained in the field office.

(d) SPECIAL AGENT SELECTION TEST ANSWER SHEET, FORM 3-840: Field office staff should ensure that the top part of this form has been filled out correctly. Under the heading, "DO NOT WRITE IN THIS AREA," field office testing staff must ensure that the applicant's 67 file number is correctly noted in the area labeled, "67-HQ File Number," and that the blackened ovals correspond to the numbers in the blanks. If the 67 file number has only six digits, a "0" should be placed in the first blank. In addition to the applicant's 67 file number, field staff must also ensure that the field office identification code has been properly recorded in the area labeled, "Office Code," and that the applicant's social security number and date of testing have been accurately marked and appropriately placed on each form. These forms should be kept as flat as possible during shipment as wrinkled forms are difficult to scan. Offices must not use paper clips or staples on these forms as they will not scan correctly. For test security purposes, field offices MUST NOT make photocopies of these answer sheets.

(e) Any test booklets that have been written in or otherwise damaged or worn must be bound by rubber bands and immediately returned to the TCC, ATU, ASD, FBIHQ for replacement. Any test booklets returned to FBIHQ must be noted on the FD-827.

(f) Each envelope, containing any of the above- mentioned test materials, which is being returned to FBIHQ, must be double-wrapped in two brown envelopes, sealed with tape, and initialed across the tape. Each . . .

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double-wrapped envelope MUST be individually addressed on the outside of the envelope to the ATU in the manner described below prior to being SHIPPED VIA FEDERAL EXPRESS NEXT BUSINESS DAY DELIVERY MODE DIRECTLY TO:

FBI HEADQUARTERS APPLICANT TESTING UNIT-TCC ROOM PA 1301-200 935 PENNSYLVANIA AVE., N.W. WASHINGTON, D.C. 20535-0001 (See 67-7.14.1.)

(g) ALL Phase I test materials being returned from a field office or certified testing location to FBIHQ must be personally packaged and wrapped by a TA in the manner described above, and personally walked to the mail room by a TA. Test materials must NOT be routed to the mail room. The TA must also view the package(s) being wrapped and sealed in the next business day Federal Express container by mail room personnel.

Test materials must NOT be shipped between field offices. It is essential that the TCC, ATU, ASD, FBIHQ keep track of overall and individual field office inventory activity. If an office has a critical need for additional testing materials, this must be approved by the ATU, ASD, FBIHQ, and they will be shipped from FBIHQ directly to the requesting office.

(4) PHASE II - The following instructions must be followed exactly when Phase II entry-level assessments are completed:

(a) SASS PHASE II SHIPPING INVOICE, FORM FD-845: Must be completed and enclosed with any materials being shipped to FBIHQ.

(b) SPECIAL AGENT INTERVIEW INDIVIDUAL RATING SHEET, FORM 3-840.1, SPECIAL AGENT INTERVIEW CONSENSUS RATING SHEET, FORM 3-840.4, SPECIAL AGENT WRITTEN SIMULATION INDIVIDUAL RATING SHEET, FORM 3-840.2, AND SPECIAL AGENT WRITTEN SIMULATION CONSENSUS RATING SHEET, FORM 3-840.3: These forms should be sorted and grouped accordingly:

1. Structured Interview -

a. FORM 3-840.1

b. FORM 3-840.4

2. Written Exercise -

a. FORM 3-840.2

b. FORM 3-840.3

Once the forms have been sorted and grouped by form number (or color), they should be compiled and sent in the same envelope(s).

(c) SPECIAL AGENT STRUCTURED INTERVIEW FOLLOW-UP SHEET, FORM FD-847 and SPECIAL AGENT ASSESSOR INPUT FORM: Any completed follow-up sheets and input forms should be placed in the envelope with the scannable forms.

(d) FBI RECORD SHEET FOR TEST ADMINISTRATORS FORM, FD-829: Send the original of this form ONLY if there is a problem noted on the "Problems Log" section of the form. A copy of this form must also be maintained in the field office.

(e) NONDISCLOSURE STATEMENT FOR SELECTION TESTS AND INTERVIEWS USED BY THE FEDERAL BUREAU OF INVESTIGATION (FBI), FORM FD-833, SPECIAL AGENT SELECTION SYSTEM PHASE II APPLICANT TESTING CHECKLIST, FORM FD-849 AND CHECKLIST FOR THE WRITTEN EXERCISE: One original of each form should be completed by each applicant. Both forms for each applicant should be stapled together with the FD-833 on top. Once this has been completed, all forms should be compiled and sealed in a separate envelope.

(f) Sort and place the remaining structured interview and written exercise materials in one envelope for each applicant. The applicant's name, date (month/year), and assessment center abbreviation should be clearly written on each envelope. Each applicant's envelope should contain the following:

1. Applicant interview audio tape labeled with applicant's name and date of interview.

2. SPECIAL AGENT SELECTION SYSTEM INTERVIEW PATTERN (FBI Special Agent Assessor Use Only) - three originals.

3. SPECIAL AGENT SELECTION SYSTEM WRITTEN EXERCISE - one original.

4. WRITTEN SIMULATION RESPONSE FORMS (All pages must be stapled in the proper order).

(g) The following unused/extra test materials should be bound by rubber bands and returned to the TCC, ATU, ASD, FBIHQ with a completed and enclosed FD-845 showing the notation, "extra test materials."

1. SPECIAL AGENT SELECTION SYSTEM INTERVIEW PATTERN.

2. SPECIAL AGENT SELECTION SYSTEM WRITTEN EXERCISE.

3. SPECIAL AGENT INTERVIEW INDIVIDUAL RATING SHEET, FORM 3-840.1, SPECIAL AGENT

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INTERVIEW CONSENSUS RATING SHEET, FORM 3-840.4, SPECIAL AGENT WRITTEN SIMULATION INDIVIDUAL RATING SHEET, FORM 3-840.2, AND SPECIAL AGENT WRITTEN SIMULATION CONSENSUS RATING SHEET, FORM 3-840.3.

(h) Each envelope, containing the above-mentioned assessment materials or groups of assessment materials, which is being returned to FBIHQ, must be double-wrapped in two brown envelopes, sealed with tape, and initialed across the tape. Each double-wrapped envelope MUST be individually addressed on the outside of the envelope in the manner described below prior to being SHIPPED VIA FEDERAL EXPRESS NEXT BUSINESS DAY MODE SERVICE DIRECTLY TO: (See 67-7.14.1.)

FBI HEADQUARTERS APPLICANT TESTING UNIT-TCC ROOM PA 1301-200 935 PENNSYLVANIA AVE., N.W. WASHINGTON, D.C. 20535-0001

(i) ALL Phase II assessment materials being returned from a Regional Assessment Center (RAC) to FBIHQ must be personally packaged and wrapped by a TA in the manner described above, and personally walked to the mail room by a TA. The TA must also view the package(s) being wrapped and sealed in the Federal Express containers by mail room personnel.

Test materials must NOT be shipped between field offices. It is essential that the ATU, ASD, FBIHQ keep track of overall and individual field office inventory activity. If an office has a critical need for additional testing materials, this must be approved by the ATU, ASD, FBIHQ, and they will be shipped from FBIHQ directly to the requesting office.

67-7.14.1 Test Security Violations - Shipping of Test Materials (See MIOG, Part 1, 67-4.2, 67-4.2.7, 67-4.2.9, 67-4.2.12, and 67-7.14.)

(1) Failure to follow policy and procedures as stated in MIOG, Part 1, Section 67 regarding the packaging, labeling, and shipping of test materials to the ATU will result in test security violations in which the following steps and administrative action will be taken:

1st Offense - ATU will send an e-mail to the CTA advising him/her of the problem when the first violation occurs.

2nd Offense - For the second occurrence, ATU will send an e-mail to the CTA and the Applicant Coordinator advising them of the violation, and referencing the first offense.

3rd Offense - When the third violation occurs, ATU will prepare a formal communication (electronic communication) to the SAC/ASAC advising him/her of the continued problem, and referencing the first and second offenses.

(2) Repeated test security violations will be sent to the Office of Professional Responsibility for appropriate disciplinary action. In addition, these violations will be forwarded to the Inspection Staff during each office's inspection.

67-7.15 Destruction of SASS Phase I and Phase II Test Materials (See also MAOP, Part 2, 2-4.5.2.)

(1) The following test materials will be retained by the ATU, ASD, FBIHQ, in secured ATU space, for a period of no less than two years after the date that an applicant has been tested/interviewed. This includes the initial and any retest materials for the Phase I written test component, and the initial and any retest materials for the Phase II structured interview and written exercise. Thereafter, these test materials will be destroyed by the ATU:

(a) Phase I -

1. Special Agent Selection Test Answer Sheet, Form 3-840.

(b) Phase II -

1. Special Agent Interview Individual Rating Sheet, Form 3-840.1;

2. Special Agent Interview Consensus Rating Sheet, Form 3-840.4;

3. Special Agent Written Simulation Individual Rating Sheet, Form 3-840.2;

4. Special Agent Written Simulation Consensus Rating Sheet, Form 3-840.3;

5. Audio Tape of the Structured Interview;

6. Special Agent Selection System Interview Pattern (FBI Special Agent Assessor Use Only);

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7. Special Agent Selection System Written Exercise;
8. Written Simulation Response Form; and
9. Phase II - Checklist for Written Exercise.

The test destruction policy was developed to preserve the integrity and security of the SASS testing process. Test materials cannot be sent to "file" among other FBI records due to the sensitive nature of these test materials. Since all pertinent information concerning an applicant's test/interview results are located within the Bureau Personnel Management System, there is no need to retain the above-mentioned test/interview materials beyond the two-year period.

- (2) The following Phase I and Phase II test forms will be filed in each Bureau applicant's file at FBIHQ and will be destroyed pursuant to existing Bureau file destruction policy:
 - (a) Nondisclosure Statement for Selection Tests and Interviews used by the Federal Bureau of Investigation (FBI), Form FD-833;
 - (b) Special Agent Selection System Phase I Applicant Testing Checklist, Form FD-831; and
 - (c) Special Agent Selection System Phase II Applicant Testing Checklist.

67-7.16 FBI SASS Phase II Special Agent Applicant Assessment Program (Formerly 67-17.3)

Superseded by Policy Directive #0114D, titled "Special Agent Selection System Assessor Program Policy", dated 09/30/2008.

Eff. Date: 09/30/2008

67-8 BUREAU APPLICANT BACKGROUND PROCESSING REQUIREMENTS (SEE 67-3.)

67-8.1 Drug Testing (See also MIOG, Part 2, 35-9.2.) (Formerly 67-7.1.1)

- (1) All applicants for support, specialty, and Special Agent positions must have urine specimens taken in connection with the FBI's Drug Deterrence Program at the time of background initiation. Unless this procedure is adhered to in a timely manner, there will be insufficient time for forwarding to FBIHQ and subsequent analysis.
- (2) Should any Special Agent applicant enter on duty for New Agents' training without having been previously drug tested within the past year, he/she will immediately be sent back to the field office for proper processing. (See MIOG, Part 1, 67-2.7 for Drug Use Policy.)

67-8.2 Polygraph Examinations of FBI Applicants (See also MIOG, Part 1, 67-6.8, 67-8.4.2; Part 2, 13-22.12 and 35-9.2.) (Formerly 67-7.10 and 67-7.10.1)

- (1) All applicants for support/specialty, Special Agent, Honors Interns positions, to include former support employees and Special Agents who have requested reinstatement, must undergo a preemployment polygraph examination focusing on national security issues, use or sale of illegal drugs, and completeness of the Application for Employment (FD-140). On-board support employees applying for the Special Agent position are not required to undergo an additional preemployment polygraph examination if they were already tested for their current positions.
All others who will access FBI space on a regular basis as part of either a contract, memorandum of understanding, or special arrangement must undergo a polygraph examination focusing on national security issues only. This includes char force, task force, and contract personnel.
- (2) The Bureau Applicant Employment Unit (BAEU), Administrative Services Division, will ensure all FBI applicants are advised that they will be required to submit to a polygraph examination during the processing of their application and prior to their employment to assist in the resolution of issues directly related to national security, the FBI guidelines regarding the sale and use of illegal drugs and the

accuracy/completeness of the FD-140 (Application for Employment).

(3) Any pertinent information developed during the polygraph examination should be provided in writing by the applicant on a supplemental information form.

(4) A preemployment polygraph examination is one element of the overall applicant screening process. It is NOT to be considered as a substitute for a thorough and complete background investigation. The preemployment polygraph test is NOT designed to assess trustworthiness and suitability in areas NOT covered by the examination.

(5) Failure to submit to a polygraph examination, or failure to satisfactorily cooperate during the examination, will be considered in determining whether the applicant shall be hired. Prior to the examination, the examiner will obtain the applicant's agreement in writing to take the polygraph examination (FD-328b).

67-8.2.1 Polygraph Results (See MIOG, Part 2, 13-22.12.1.) (Formerly 67-7.10.1)

(1) All applicants for permanent employment with the FBI are required to submit to a polygraph examination focusing on issues relating to national security, the use and sale of illegal drugs, and the accuracy and completeness of the FD-140 (Applicant for Employment).

At the completion of the polygraph examination, the applicant will be placed in one of the following categories:

(a) Passed - No indication of deception

(b) Failed - Deception indicated

(c) Inconclusive - Insufficient physiological data on which to base a conclusion

(2) Cases involving a failed polygraph examination will be categorized as follows:

(a) Failed - Subsequently admitted deception (sale of illegal drugs and/or use of illegal drugs exceeds FBI suitability standards; falsification of application; admissions relevant to national security concerns)

(b) Failed - Denies deception

(3) Standard testing formats have been provided to each field polygraph examiner for their use. These examinations are to receive priority attention and should be handled in a manner that will expedite the applicant process.

(4) A lack of candor displayed by an applicant during ANY PHASE OF THEIR processing warrants their disqualification. Each applicant should be reminded of the significance of candor during all phases of the applicant process.

(5) Applicants who fail the polygraph examination and subsequently admit the sale of illegal drugs; use of illegal drugs exceeding FBI guidelines; falsification of the application; or make serious admissions relative to national security concerns may not be eligible for further processing.

(6) Applicants who fail the polygraph yet deny practicing deception or withholding pertinent information will fall into one of the following categories:

(a) On-Board Support Personnel Applying for the Special Agent position:

1. When a current on-board support employee fails a polygraph examination regarding sale/use of illegal drugs, that fact must be reported to the Office of Professional Responsibility (OPR) so that an appropriate inquiry may be conducted.

2. When a current on-board support employee fails a polygraph examination because of national security issues, that information must be reported to the Security Programs Unit (SPU), National Security Division, so that an appropriate inquiry may be initiated.

3. During the course of an OPR or SPU inquiry, an employee may be required to submit to another polygraph examination regarding these relevant issues. This second examination will be conducted by a polygrapher other than the one who conducted the initial preemployment polygraph examination. After the findings of the OPR/SPU inquiry are forwarded to the Adjudication Unit, the Bureau Applicant Employment Unit (BAEU), Administrative Services Division, may once again consider processing the applicant for the Special Agent position.

(b) Non-FBI Personnel Applying for Employment:

1. Those applicants who are seeking FBI employment and fail the initial polygraph examination yet deny practicing deception or withholding information will be disqualified from further processing except in those circumstances where an appeal has been granted (see MIOG, Part 1, 67-8.2.3 APPEALS OF POLYGRAPH RESULTS).

67-8.2.2 Adjudication/Notification of Results

- (1) If an applicant has been determined to be ineligible for employment based on admission of illegal drug usage outside of FBI guidelines, BAEU will enter the proper deactivation code into the Bureau Personnel Management System. The processing field office will then print and disseminate the computer-generated letter notifying the applicant of the discontinuance of his/her employment processing.
- (2) If an applicant has been determined to be ineligible for employment when the preemployment polygraph examination results indicate deception, BAEU will enter the appropriate deactivation code into the Bureau Personnel Management System. The processing field office will then print and disseminate the computer-generated letter notifying the applicant of the discontinuance of his/her employment processing.

67-8.2.3 Appeals of Polygraph Results (See 67-8.2.1.) (Formerly 67-7.10.1)

- (1) If an applicant from outside the FBI fails the polygraph, and maintains that he/she has not been deceptive, he/she may request to be considered for further applicant processing. This request should be sent by the applicant directly to the FBIHQ division head or SAC that previously has been sponsoring the applicant's employment application. The processing field office should direct this request to the Bureau Applicant Employment Unit.
- (2) If deemed appropriate by FBIHQ, the applicant should be thoroughly interviewed regarding his/her use/involvement with illegal drugs. This interview should be conducted by an experienced Special Agent other than the polygrapher or Special Agent previously involved in processing the applicant for employment. The result of that interview must be documented in detail in an FD-302. It will be the responsibility of an FBIHQ division head or SAC to personally review the applicant's file to determine if further consideration is warranted on the merits of the case. An FBIHQ division head or SAC must submit their recommendation to the Administrative Services Division as to whether or not an applicant should be given a second polygraph on the basis of the information developed subsequent to the polygraph examination. Such information should, of course, provide a basis justifying the applicant's reexamination.
- (3) To ensure consistency and equity in decisions to afford such applicants further consideration, the Deputy Assistant Director - Personnel Officer, Administrative Services Division, will be responsible for approval of the decision to afford an outside applicant a second polygraph examination.

67-8.3 Physical Fitness Test (PFT) Matters For Special Agent (SA) Applicants

67-8.3.1 General Instructions

- (1) The PFT is designed to ensure that Special Agent applicants are in proper physical condition to safely and successfully complete the physical training portion of New Agents' Training.
 - (a) Effective 1/2004, all applicants processed for NAT classes must pass the PFT prior to reporting to Quantico.
 - (b) All applicants reporting to Quantico must pass the PFT administered in NAT by the seventh week of training or possibly face dismissal from the FBI.
 - (c) The PFT consists of four events to be administered in the following sequence: 1) one-minute sit-ups, 2) 300-meter sprint, 3) push-ups, and 4) 1.5-mile run. Applicants must meet the minimum passing standards on the PFT as established by the Training and Development Division in order to be eligible to enter NAT at the FBI Academy.
- (2) **APPLICANTS MUST MEET ALL ELIGIBILITY REQUIREMENTS PRIOR TO TAKING THE PFT.** Requirements for eligibility are listed below. Applicant must:
 - (a) Pass Phase II of the Special Agent Selection System (SASS);
 - (b) Receive a conditional letter of appointment;
 - (c) Sign the PFT liability waiver (FD-876);
 - (d) Provide a certificate of wellness from his/her physician (FD-875).
 - (e) DELETED.

67-8.3.2 Administration of the PFT

(1) The PFT will be administered five days after the CAO is issued. In locations where the PFT will be administered on the same day as the polygraph examination, personnel security interview, and drug test, it is strongly recommended the PFT be administered after the applicant has taken the polygraph examination. Regardless of the preliminary results of the polygraph test (i.e., deception or inconclusive), the applicant will still be given the PFT.

(2) The events of the PFT must be administered in the following sequence: 1) one-minute sit-ups, 2) 300-meter sprint, 3) push-ups, and 4) 1.5-mile run. Test administrators should give SA applicants a minimum of five and a maximum of ten minutes to rest between events. In order to ensure participants are not given more than ten minutes to rest between events, PFT events should be administered at one location.

(3) A certified Fitness Advisor, will administer the PFT to candidates for the Agent position. If a certified Fitness Advisor cannot administer the PFT, it is the responsibility of the Fitness Coordinator to ensure that substitute testing personnel are fully prepared to administer the PFT in accordance established by the Training and Development Division (TDD).

(4) If an applicant's PFT score is more than 45 days old, the applicant will be required to take and pass the PFT again, prior to attending the Academy. Requiring SA applicants to pass the PFT prior to attending the Academy will ensure they are fit for duty and can endure the rigors of 18 weeks of New Agent Training.

(5) Applicants who fail to pass the first PFT will be discontinued and he/she will be advised that his/her CAO is being rescinded. Once the CAO is rescinded, it is the responsibility of the applicant to notify his/her Applicant Coordinator in writing when he/she is physically fit, enough to pass the PFT. Applicant Coordinator will forward the reactivation request to FBIHQ for approval. The applicant must wait a minimum of 60 days prior to notifying the Applicant Coordinator of his/her readiness to re-take the PFT a second time, or for any further re-tests.

(6) New Agent Trainees (NATs) who fail the first week's Physical Training Test (PTT) will not be granted any overnight departures from the Academy until he/she passes the PFT. NATs who fail the first week's PFT and the week seven PFT will face possible dismissal from New Agent Training, absent extreme extenuating circumstances, such as a major injury. NATs who fail the first week's PFT, regardless of their score, will not be afforded the opportunity to return to their processing office for 60 days in order to improve their level of physical fitness. Therefore, it is imperative test administrators follow the TDD protocols during SA applicant PFT testing.

67-8.3.3 DELETED

67-8.3.4 PFT Accommodation Requests

According to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, applicants may demonstrate proficiency on essential job tasks with or without reasonable accommodation. To ensure that the PFT is consistent with this legislation, a section is included on the applicant liability waiver form (FD-876) which asks the applicant to indicate whether or not he/she will need an accommodation to complete the PFT. In the event that an applicant indicates he/she DOES need an accommodation, the following procedures must be followed:

(1) The applicant must submit to the Applicant Coordinator a written request for accommodation on the PFT and medical documentation of his/her disability. Medical documentation must be provided by a health care professional (i.e., medical doctor). Either the applicant or the health care professional should propose a specific accommodation for the applicant to take the PFT. All accommodation requests are reviewed on a case-by-case basis.

(2) The written request for accommodation, along with the medical documentation, should be forwarded to the Special Programs Unit, Office of Equal Employment Opportunity Affairs (OEEOA), FBIHQ. A copy of the request for accommodation (not the medical documentation) should also be sent to the Personnel Assessment and Research Unit (PARU), FBIHQ.

(3) OEEOA will follow the established procedures for reviewing the request for accommodation and the supporting medical documentation. A recommendation regarding accommodation will be rendered, and will be reviewed by the Accommodation Committee, which consists of representatives from PARU and the

Administrative Law Unit, Office of the General Counsel, FBIHQ.

(4) Once the accommodation recommendation has been approved by the Accommodation Committee, the recommendation for or against accommodation for the applicant will be forwarded via electronic communication to the attention of the Applicant Coordinator who initially made the accommodation request.

67-8.4 Personnel Security Interview (PSI), Security Officer Matters, Foreign Counterintelligence (See MIOG, Part 1, 67-6.8, 261; Part 2, 35-9.2; NFIP Manual, Part 1, 8-1.1.) (Formerly 67-7.9)

A PSI is required for all Special Agent, support, and specialty applicants. The PSI should be conducted only after the applicant receives a conditional appointment offer. The processing field office should ensure that the PSI is conducted prior to applicant's preemployment polygraph examination. The following information describes the information to cover during the PSI, proper submission of results to FBIHQ, and how to capture time spent on the PSI for Time Utilization and Recordkeeping (TURK) purposes.

67-8.4.1 Role of Executive Orders (EO) 10450 and 12968 in Bureau Applicant Cases (See MIOG, Part 1, 261; Part 2, 35-9.2; NFIP Manual, Part 1, 8-1.1.) (Formerly 67-7.9.1)

(1) EO 10450, entitled "Security Requirements for Government Employment," requires the government employment of any individual to be clearly consistent with the interests of national security. It requires all federal employees to be reliable, trustworthy, of good conduct and character, and of complete and unswerving loyalty to the United States. It enumerates the following security factors which, depending on the relation of the government employment to the national security, must be considered as criteria in evaluating cases. The security criteria are:

- (a) Any behavior, activities, or association which tend to show that the individual is not reliable or trustworthy.
- (b) Any deliberate misrepresentations, falsifications, or omission of material facts.
- (c) Any criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct, habitual use of intoxicants to excess, drug addiction, or sexual perversion.
- (d) Any illness, including any mental condition, of a nature which in the opinion of competent medical authority may cause significant defect in the judgment or reliability of the employee, with due regard to the transient or continuing effect of the illness and the medical findings in such case.
- (e) Any facts which furnish reason to believe that the individual may be subjected to coercion, influence, or pressure which may cause the person to act contrary to the best interests of the national security.
- (f) Commission of any act of sabotage, espionage, treason, terrorism or sedition, or attempts thereafter or preparation therefore, or conspiring with, aiding or abetting another to commit or attempt to commit any act of sabotage, espionage, treason, terrorism or sedition.
- (g) Establishing or continuing a sympathetic association with a saboteur, spy, traitor, seditionist, anarchist, or revolutionist, or with an espionage or other secret agent or representative of a foreign nation whose interests may be inimical to the interests of the United States, or with any person who advocates the use of force or violence to overthrow the government of the United States or the alteration of the form of government of the United States by unconstitutional means.
- (h) Advocacy of the use of force or violence to overthrow the government of the United States, or of the alteration of the form of government of the United States by unconstitutional means.
- (i) Knowing membership, with specific intent of the aims of, or adherence to and active participation in, any foreign or domestic organization, association, movement, group, or combination of persons (hereinafter referred to as organizations) which unlawfully advocates or practices the commission of acts of force or violence to prevent others from exercising their rights under the Constitution or laws of the United States or any state or subdivision thereof by unlawful means.
- (j) Intentional, unauthorized disclosure to any person of security information, or of other information, disclosure of which is prohibited by law or willful violation or disregard of security regulations.
- (k) Performing or attempting to perform duties, or otherwise acting, so as to serve the interests of another government in preference to the interests of the United States.
- (l) Refusal by the individual, upon the ground of constitutional privilege against self-incrimination, to testify

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before a congressional committee regarding charges of his/her alleged "disloyalty or other misconduct."

(2) EO 12968 establishes a uniform federal personnel security program for employees who will be considered for initial or continued access to classified information. EO 12968 directed the Security Policy Board to make recommendations to the President for standards to use in adjudicating these matters.

(a) The standards developed and subsequently approved for governmentwide use are:

1. Allegiance to the United States
2. Foreign influence
3. Foreign preference
4. Sexual behavior
5. Personal conduct
6. Financial considerations
7. Alcohol consumption
8. Drug involvement
9. Emotional, mental, and personality disorder
10. Criminal conduct
11. Security violations
12. Outside activities
13. Misuse of Information Technology Systems

(b) Factors to be considered in the adjudicative process are:

1. Nature, extent, and seriousness of the conduct;
2. Circumstances surrounding the conduct, to include knowledgeable participation;
3. Frequency and recency of the conduct;
4. Individual's age and maturity at the time of the conduct;
5. Voluntariness of participation;
6. Presence or absence of rehabilitation and other pertinent behavioral changes;
7. Motivation for the conduct;
8. Potential for pressure, coercion, exploitation, or duress; and
9. Likelihood of continuation or recurrence.

The overall tenor of the adjudicative process is the application of a "whole person concept" in determining an individual's eligibility for national security clearances. The PSI, combined with the information on the application for employment (FD-140), must set forth all details of the events, as cited above.

(3) The Personnel Security Unit (PSU), National Security Division, will review the results of investigation, and utilizing the minimum standards set forth in EO 10450 and factors for consideration in EO 12968, adjudicates whether the applicant is reliable, trustworthy, of good conduct and character, and of complete and unswerving loyalty to the United States. The PSU recommends to the Assistant Director, Administrative Services Division, whether or not hiring the applicant is clearly consistent with the interests of national security, or indicates that the applicant is not eligible for a security clearance.

67-8.4.2 Instructions for Initiation of the PSI (See MIOG, Part 1, 261; Part 2, 35-9.2; NFIP Manual, Part 1, 8-1.1.) (Formerly 67-7.9.2)

(1) The processing field office, utilizing guidelines set forth, will be responsible for conducting the PSI.

(2) A review of the application for employment (FD-140) should be conducted as part of the PSI.

Discrepancies in information provided on the application should be fully developed and addressed during the PSI. The results of the PSI are to be forwarded, along with the FD-140, FD-190a, fingerprint card, release forms, etc., to the Bureau Applicant Employment Unit, Administrative Services Division, for appropriate action. Polygraphs are required in all Bureau applicant cases (see MIOG, Part 1, 67-8.2).

(3) The PSI is to be conducted by an appropriately trained Special Agent or support employee. When an applicant's background indicates potential security concerns, the processing field office may elect to have the PSI conducted by an experienced FCI Agent who is knowledgeable in the area(s) of concern. The interviewing official should thoroughly review the application for employment (FD-140) and any ancillary information available to identify areas of security concern as delineated by EO 10450.

(4) All PSIs must be done personally; no telephonic PSIs are permitted.

(5) At a minimum, the main thrust of the PSI should be developed through the expertise of the assigned FCI-

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trained employee. The following points, at a minimum and, where applicable, must be addressed.

(a) Details regarding all travel outside the United States including any unsupervised travel or side trips while in the military; specific locations and purpose of all trips; length of stay; organizations and/or individuals with whom there was contact; follow up contacts; any traveling companions; and interviewing employee/Agent should review the applicant's passport for possible additional foreign travel data.

(b) Contacts with foreign officials or police agencies while traveling outside the United States.

(c) Any contacts by applicant or family members, as listed in the application, with individuals living or working outside the United States; any contacts with applicant or family by foreign nationals or representatives visiting or residing in the United States.

(d) Associations and the degree of same developed with foreign nationals, citizens, and/or organizations; background data regarding such persons, to include past roommates.

(e) Any personal association, business or otherwise, developed with foreign nationals, as a result of current employment, clubs, or organizations, etc.

(f) Details of any approach to exchange United States currency for local foreign currency, purchase of clothing, or other illegal market items, etc.

(g) Determine if the applicant currently has any delinquent credit accounts or has ever had any credit accounts that were 120 days' delinquent. If so, obtain the applicant's reason for current or past delinquencies to include any contact the applicant may have had with the creditor to resolve the delinquent credit accounts. The applicant will be required to provide the name of creditor, address, and credit card number. If an applicant does not provide the aforementioned information during the PSI, the applicant will be required to provide the Applicant Coordinator of their processing field office with the requested credit information within five business days of the PSI. 1. In addition, court-ordered judgments, garnishments, defaulted student loans, and other financial obligations imposed by law (child support payments or federal, state, or local taxes) are considered definite suitability/security concerns and therefore must be addressed and satisfactorily resolved in every case before an affirmative adjudication can be made.

2. When the processing field office submits the opening EC to the Bureau Applicant Employment Unit initiating the applicant's background investigation (BI), all lead(s) pertaining to an applicant's credit account will also be set at that time. The lead(s) will be set to the appropriate field office or BICS region, requesting that a credit history be obtained from the appropriate creditor on any account that the applicant provided during his/her PSI as ever being delinquent 120 days or account(s) that are currently delinquent. The results of the credit investigation will be forwarded to the Bureau Applicant Employment Unit, Room 10130.

(6) The following additional points should be covered when the applicant and/or applicant's parents are foreign born:

(a) Details regarding motivation for applicant and/or applicant's family to immigrate to the United States; naturalization status of family, if not previously provided; provide exact dates of naturalization for all relatives; family background in native country to include employment, any affiliation with a foreign government, Communist Party, or other political entity; if Communist Bloc country, how and why family were allowed to leave; any return trips to native country by applicant or family; any plans to return in future; reason why remainder of family remain in native country; any visits to United States by these family members; background, etc., of relatives remaining in a foreign country; how applicant and spouse met if either foreign born; and when applicant and his/her family emigrated into the United States, provide exact dates.

(b) Loyalty of applicant to the United States and its citizens versus those of native country; should he/she become Bureau employee, reaction to official information he/she might obtain regarding native country, relatives, or acquaintances of personal or family interest from that country; reaction to "hostage-type" situation involving terrorist organization or government of foreign country. Motivation for becoming FBI employee.

(c) Any member of applicant's family who may be or have been affiliated with, participated in, or supported any activities of any radical, militant, or terrorist groups.

(d) Applicant's prior possible contacts with non-U.S. intelligence agencies; any further such contacts; details regarding same.

(e) Details regarding possible dual citizenship held by applicant and applicant's family. To what rights or privileges are they entitled and have they exercised any of these rights or privileges from the other country? What are their intentions regarding the other citizenship?

(f) Reasons for any delay by the applicant or immediate family in not applying for U.S. citizenship.

(g) Details of all foreign travel prior to applicant's and immediate family's immigration to the United States.

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Review should be made of foreign passport to verify this travel.

(7) If applicable, determine if the applicant was granted a security clearance whenever a review of the FD-140 indicates the applicant was employed by the federal government, United States military, or worked on a government contract; determine dates of clearance granted and ended and level of clearance granted, and if polygraph(s) was given.

(8) All applicants are required to submit to a preemployment polygraph examination; however, the PSU may request an expanded polygraph examination focusing on foreign counterintelligence-type questions to dispel any security concerns or unresolved issues. PSU will advise the Administrative Services Division when such concerns are disclosed.

(9) The results of the PSI are to be transmitted by the field applicant supervisor to FBIHQ with the communication initiating the background investigation, to the attention of either the Bureau Applicant Employment Unit, Administrative Services Division. Simultaneously, copies should also be disseminated to field offices with leads to resolve any security concerns resulting from the interview. Receiving offices should promptly handle such leads and report results to the FBIHQ as soon as possible. Documents which contain classified information should be marked and handled accordingly.

(10) The time expended on this interview is to be captured for TURK purposes under the FBI Security Program, entitled "Security Officer Matters," by utilization of 261B. (See the MIOG, Part 1, 261-2(2)(c)(8).) Additionally, for TURK purposes a record of the interview is to be maintained in the field office in a control file under the 261B classification. (See MIOG, Part 1, 261-2(2)(d); NFIP Manual, Part 1, 8-1.1.)

(11) If a Special Agent, support, or specialty applicant indicates foreign travel which occurs subsequent to the date of the PSI, an updated PSI should be conducted to ensure that no security concerns were noted in connection with this travel.

67-8.5 Physical Examinations - Support Positions (Formerly 67-11.5)

67-8.5.1 Overview (See also 67-3.8; MAOP, Part 1, 24-3.3)

(1) General support and most specialty applicants do not require a preemployment physical examination; however, the following specialty positions do require a preemployment physical conducted at an FBI-designated examining facility:

Auto Mechanic Language Specialists (audiometer test only) Police Officer Investigative Specialist Health Care Workers (including Occupational Health Nurses and Medical Officers) Electronics Technicians Latent Fingerprint Examiners and Members of the Support Surveillance Group, Hazardous Material Response Unit, and Evidence Response Team

(2) The processing field office will schedule the applicant's physical examination with a Bureau contractor medical facility. Physical examinations must be scheduled on a timely basis to allow for a thorough review by FBIHQ before an appointive decision may be made. The FBI will bear the cost of the physical examination; however, it is the responsibility of the applicant to pay for any medical follow-up examinations which, based on the applicant's medical history, are necessary to assist the Health Care Programs Unit (HCPU), Administrative Services Division, in determining the applicant's medical suitability.

(3) The medical contractor and the processing field office must obtain complete details regarding any medical history listed by the applicant which would bear on his/her medical suitability. The medical examination and review process will have multiple-level review by nurses, physicians and program managers and each applicant's medical history will be reviewed on a "case-by-case" basis as it pertains to the essential job functions of the position for which he/she is being considered.

67-8.5.2 Forms (See 67-8.6.2.) (Formerly 67-11.5)

(1) Bureau Form FD-300 and government Forms SF-88 and SF-93 are to be used for appropriate specialty applicants. It is the responsibility of the field office to ensure these forms are completely executed by the examining physician and that all necessary tests have been afforded.

(2) Superseded by Corporate Policy Directive 0203D, titled "Immunization Program," dated 06/01/2009.

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67-8.5.3 Physical Examination Requirements for Specific Specialty/Contractor Positions (See MIOG, Part 1, 67-3.8.) (Formerly 67-11.5)

- (1) Language Specialist applicants are to be afforded an audiometer test only.
- (2) Preemployment and Periodic Health Evaluations of Health Care Worker (HCW) applicants.
 - (a) HCW applicants must undergo a preemployment physical examination from an FBI provider. The examination will include SF-88 and SF-93 Medical History. The FBI provider will state whether or not the examinee is able to perform essential functions of an HCW.
 - (b) HCW applicants must provide their immunization history records before starting work. (See also MAOP, Part 1, 24-9.)
 - (c) A Tuberculosis (TB) Mantoux test will be given at the time of the preemployment physical examination and subsequent periodic surveillance will be provided by the FBI.
 - (d) Following the preemployment physical examination no mandated physical examinations will be conducted. However, medically indicated physical examinations and laboratory testing may be done in cases where an HCW is exposed to an infectious disease.
 - (e) Applicants are advised that review of immunizations and updates will be conducted according to FBI immunization policy. This includes:
 - 1. Rubella - HCWs of child-bearing potential should have a positive rubella titer or receive rubella immunization.
 - 2. Influenza - HCWs will be offered annual influenza immunizations at FBI's expense.
 - 3. Rubella - HCWs born after 1957 should show evidence of immunization or a positive titer.
 - 4. Varicella - HCWs should show evidence of immunization or a positive titer.
 - 5. HIV, Hepatitis A, B, and C testing - The FBI's Immunization and Bloodborne Pathogen policies will apply.
 - (f) Contract applicants for FBI HCW positions (nurses and physicians) will be required to show evidence of immunizations, TB skin testing or chest x-ray reports, and physical examinations.
- (3) Vision - Applicants should possess uncorrected visual acuity correctable to 20/20 (Snellen) in one eye and at least 20/40 in the other eye.
- (4) Support positions involving the use of firearms or participation in defensive tactics are subject to an uncorrected vision limit of no worse than 20/200 (Snellen) in each eye, except as noted in 67-8.6.3.

67-8.6 Physical Examinations - Special Agent Position (See 67-9.8.) (Formerly 67-16.2)

67-8.6.1 Overview (Formerly 67-16.2.1)

- (1) Special Agent applicants must be in excellent physical condition and can have no defects which would interfere with the use of firearms or with participation in raids, dangerous assignments, or defensive tactics. An applicant's physical condition will be ascertained through a rigid physical examination conducted at a government examining facility where possible. The FBI will bear the cost of this examination; however, it is the responsibility of the applicant to pay for any medical follow-up examinations which, based on the applicant's medical history, are necessary to assist HCPU in determining the applicant's medical suitability.
- (2) A private doctor's report will not be accepted in lieu of a government medical report unless specific approval is obtained from HCPU. Obtain complete details regarding any medical history applicant lists which would bear on suitability for Special Agent position. Secure physicians' statements and information from hospital or military records, etc., where warranted, so that they can be made available to government examiner at time of applicant's physical examination to assist the examiner in determining whether applicant is physically qualified for all duties of the Special Agent position. (Signed medical release (FD-839) may be required from applicant to obtain necessary information.) Specific follow-up tests that may be needed will be requested following initial review of the physical by FBI Health Care Workers.
- (3) The medical examination and review process will have multiple-level review by nurses, physicians and

program managers and each applicant's medical history will be reviewed on a "case-by-case" basis as it pertains to the essential job functions of the Special Agent.

67-8.6.2 Forms (See 67-8.5.2.) (Formerly 67-16.2.1)

- (1) Results of physical examination are submitted on SF-88, a report of medical examination, and its attachment, FD-300. Medical examiner must be furnished with a report of medical history (Form SF-93) executed by applicant, which assists doctor in the medical evaluation. Form FD-300a concerning the applicant's estimated ability to perform specific exercises must also be executed by the examining physician.
- (2) Superseded by Corporate Policy Directive 0203D, titled "Immunization Program," dated 06/01/2009. Effective Date: 06/01/2009 .

67-8.6.3 Possible Medical Disqualifiers (See also 67-3.8.) (Formerly 67-16.2.1 and 67-16.2.2)

This category includes, but is not limited to, color vision problems; ulcers; history of asthma, diabetes or rheumatic fever; slipped discs, even if surgically corrected; history of seizure disorders; or any type of arthritis. Any unique or special physical history should be resolved as early as possible in the processing of applicants.

- (1) Height - Although there are no height restrictions, applicants must be capable of handling the complete range of duties expected of all Special Agents.
- (2) Weight - If an applicant's weight exceeds desirable limits based on the FD-300 form, a body fat measurement must be afforded as a determining factor for further processing. The maximum allowable body fat percentage for Special Agent applicants is 19 percent for males and 23 percent for females. Applicants who have been determined to meet the medical requirements of the Special Agent position, but who are within five pounds of the maximum weight limit for their height listed on FD-300 form, must be reweighed within the 30 days prior to entering on duty. Applicants who are still over the maximum weight limit should have an updated body fat analysis conducted (in addition to the reweigh).
- (3) Vision - Applicants should possess uncorrected visual acuity no worse than 20/200 (Snellen) in each eye, with correction to 20/20 in one eye and at least 20/40 in the other eye. Individuals unable to meet the 20/200 minimum uncorrected acuity may be considered if they provide medical documentation of use of soft contact lenses for at least one year without significant problems or adverse events.
- (4) Hearing - An applicant may be disqualified if found by audiometer test to have a hearing loss exceeding a 25 decibel average American National Standards Institute (ANSI) in either ear in the frequency range 1000, 2000, and 3000 Hertz. (Hertz is a unit of frequency equal to one cycle per second.) No single reading in that range should exceed 35 decibels and an applicant may not be accepted if found to have a hearing loss exceeding 35 decibels at 500 Hertz or 45 decibels at 4000 Hertz.
- (5) Ulcer - Ulcer history may be disqualifying. The following factors will be taken into account, among other considerations:
- (a) Type of ulcer;
 - (b) Method of treatment and whether applicant is currently under any medication or on a special diet;
 - (c) Whether this condition is currently considered cured; and
 - (d) Whether the pressures to which a Special Agent is subjected are likely to bring about a recurrence of the ulcer.
- (6) Asthma - An applicant who indicates a history of asthma may be requested to secure a statement from his/her doctor establishing, among other things:
- (a) Age at onset of asthmatic attacks;
 - (b) Severity and frequency of attacks;
 - (c) Whether applicant has ever been incapacitated due to asthma; and
 - (d) Whether moving to different geographic locations in the United States would aggravate the condition.
- If information furnished by applicant's physician indicates an asthmatic history extending into applicant's teens, statement should be furnished to HCPU and further instructions awaited. If applicant has had no asthmatic attacks since age twelve, proceed with processing, but ensure information is made available to the government medical examiner.

(7) Insulin-dependent diabetes mellitus and, to a lesser extent, diabetes which is controlled by diet alone or with oral hypoglycemic agents, may be disqualifying for appointment to the Special Agent position.

(a) Applicants with diabetes may be asked to provide medical documentation setting forth a detailed case history, as well as information about how the disease is being treated and a prognosis. Determination of a candidate's eligibility for further consideration may include contacting the applicant's physician to describe the nature of the Special Agent position and obtain his/her opinion about the applicant's suitability for such employment given his/her diabetic condition.

(8) Rheumatic fever - If applicant indicates a history of rheumatic fever, he/she may be asked to secure a statement from his/her physician indicating:

(a) Age at which he/she had the disease;

(b) Whether applicant had more than one attack; and

(c) Whether doctor is aware of any residuals from disease which might affect applicant's suitability for the Special Agent position.

(9) Orthopedic conditions - Orthopedic consultations should be included as a part of the physical examination if applicant indicates a history of bone, joint, or related problems, such as a slipped disc or other back difficulty, trick knee or shoulder, any arthritic condition, etc.

(10) Special Agent applicants and all specialty-type applicants with physical/mental essential job functions who have a history of a seizure disorder or who have a current seizure disorder will undergo a thorough individual case review by HCPU at FBIHQ. Each applicant will undergo an individual assessment and evaluation by an FBI Occupational Health Physician to include: past medical history, current medical status/condition, and medications. Specifically, a determination will be made as to the applicants' medical suitability to safely and efficiently perform the essential functions of the positions for which they have applied, with or without accommodations.

67-8.6.4 Tracking Special Agent Physical Examinations

Physical examinations for Special Agent applicants are tracked through Special Agent Applicant application in the Bureau Personnel Management System (BPMS) as follows:

(1) Processing field offices (PFOs) will schedule applicants for physical examinations within seven calendar days after the notification (from BPMS) that the applicant has passed the polygraph examination. PFO will enter the scheduled date of the physical examination into BPMS.

(2) After the applicant's physical examination has been conducted, the PFO will enter the date the physical was conducted into BPMS.

(3) When the PFO receives the physical examination from the contract facility, the PFO will enter the date the physical was received into BPMS.

(4) Once the PFO has reviewed the physical examination for completeness, the PFO will forward the physical examination (via overnight mail) to the Bureau Applicant Employment Unit (BAEU), Administrative Services Division (ASD), and enter the date the physical was sent out into BPMS.

(5) The BAEU will review the physical examination package for completeness and forward same to the Health Care Programs Unit (HCPU), ASD. BAEU will enter the date the physical was hand carried to HCPU into BPMS.

(6) The HCPU will enter the date the physical examination is reviewed.

(a) If the applicant is determined to be medically qualified for the Special Agent position, HCPU will enter the results ("P" = Passed) into BPMS.

(b) If the applicant is determined to be not medically qualified for the Special Agent position, HCPU will enter the results ("F" = Failed) into BPMS.

(7) If HCPU determines that additional medical evaluation or documentation is required before applicant's medical history can be evaluated, HCPU will enter the results ("I" = Incomplete). HCPU will forward requests for additional information or medical follow-up evaluations to the PFO. HCPU will enter the date of the follow-up request into BPMS. HCPU will conduct appropriate follow-up with the PFO to obtain results of requested information.

(8) The PFO will forward the results of medical follow-up evaluations to HCPU (via overnight mail). The PFO will enter the date the medical follow-up was sent out into BPMS.

(9) HCPU will enter the date the medical follow-up was reviewed into BPMS along with the appropriate results as indicated above in (6)(a), (b) and (7).

67-8.7 Disqualifying Factors (See also MIOG, Part 1, 67-2.7.) (Formerly 67-16.2.2)

In establishing its hiring policies, the FBI identifies various factors which automatically disqualify an applicant from further processing. In addition to the FBI's guidelines concerning use of illegal drugs (MIOG, Part 1, 67-2.7), the following factors are to be considered when processing both support and Special Agent applicants, unless otherwise noted.

67-8.7.1 Applicants Who Have Been Incarcerated

(1) When evaluating the suitability of each applicant to hold a position with the FBI, the applicant's criminal history is a significant factor in making suitability determinations. If it is determined that an applicant has been convicted of a crime and incarceration IS PART OF THE SENTENCE, regardless of how time is served (e.g., work release, time served, etc.), he/she will be considered unsuitable for FBI employment.

(2) However, in cases where mitigating or extraordinary circumstances exist, contact the Bureau Applicant Employment Unit, Administrative Services Division, for adjudication. Provide specific details outlining the details of the arrest, the exact charges against the applicant, disposition of the charges, and the exigent or extenuating circumstances surrounding the arrest.

67-8.7.2 Student Loans (See also MIOG, Part 1, 67-9.7.12.)

Applicants who have federally funded student loans which are in a default status will be considered ineligible for FBI employment.

67-8.7.3 Criminal Charges

(1) Applicants who have been convicted of a felony charge are not eligible for FBI employment.

(2) Title 18, United States Code, Section 922(g)(9) prohibits individuals who have been convicted of a misdemeanor crime of domestic violence from possessing a firearm or ammunition. The statute defines "misdemeanor crime of domestic violence" as any offense - whether or not explicitly described in a statute as a crime of domestic violence - which has, as its factual basis, the use or attempted use of physical force or the threatened use of a deadly weapon. This statute allows no exemption for law enforcement officers or agents. Therefore, applicants who have been convicted of a misdemeanor crime of domestic violence will be determined to be ineligible for the Special Agent and Police Officer positions.

67-8.7.4 Selective Service System (SSS) Registration (See MIOG, Part 1, 67-9.7.15.)

Male applicants, born after December 31, 1959, who have knowingly and willfully failed to properly register with the SSS will be considered ineligible for FBI employment.

67-9 BUREAU APPLICANT BACKGROUND INVESTIGATIONS (Formerly 67-7)

67-9.1 Character - Bureau Applicant (Position Sought)

67-9.2 Deadlines (Formerly 67-2)

(1) Twenty-one (21) calendar days except where FBIHQ advises otherwise. Deadline date is the date report is to be uploaded or received at FBIHQ.

(2) When setting leads to additional offices, advise them of the deadline. Set such leads as expeditiously as

possible to avoid delays in completion of investigation.

(3) If unavoidable circumstances cause delay, field supervisor or the Background Investigations Contract Service (BICS) analyst will notify FBIHQ by Form FD-205 (either typed or legibly handwritten) setting forth all information required on the form. FD-205 should reach FBIHQ by deadline date.

67-9.3 Initiation of Background Investigations (Formerly 67-7.1)

(1) The processing field office (PFO) will initiate Bureau background investigations as soon as it is determined that the applicant PASSED the polygraph examination (after the results are posted in the Bureau Personnel Management System (BPMS) at FBIHQ).

(2) Bureau applicant background investigations will be initiated using an electronic communication (EC) which is to be uploaded into the Automated Case Support System (ACS). Prior to such initiation, if the preliminary processing of the applicant has been unduly delayed, the field office should contact the applicant so that their continued interest in FBI employment can be reaffirmed.

(a) The PFO will ensure that all investigative leads are clearly marked on the Application for Employment (FD-140). The EC initiating the background investigation will contain a lead to each receiving office to conduct investigation as indicated on the attached FD-140. Each lead office will set and assign individual leads so that appropriate credit is given for their completed leads.

(3) All supplemental, updated, or reinstatement investigations are ordered by FBIHQ unless otherwise specifically instructed. In no case is any supplemental investigation of a former Bureau employee to be instituted before FBIHQ has had an opportunity to review the former employee's personnel file and make a determination as to whether he/she is eligible for reinstatement.

(4) PFO will set leads to all Legats when setting out original leads. In areas where no Legat coverage is available, the State Department may be requested to conduct investigation, to include criminal/security checks and verification of employments, education, or residences. Leads to the State Department will be set by the Bureau Applicant Employment Unit (BAEU) at FBIHQ.

(5) Leads should be assigned immediately upon receipt in field office or Background Investigations Contract Service (BICS) region. Each office or BICS region is responsible for assigning and covering their electronic leads in ACS.

67-9.4 Objectives of Investigation (See 67-9.7.3.) (Formerly 67-7.6)

(1) To determine whether applicant is or is not qualified for Bureau employment and whether his/her employment would constitute a security risk.

(2) Following specific points of inquiry are basic and fundamental and must be kept in mind throughout the course of the background investigation. All contacts and interviews should be directed at developing these objectives:

(a) Character - actions and statements which reveal an applicant's general attitude and possession of characteristics such as trustworthiness, reliability, and discretion or lack thereof.

(b) Associates - types of persons, businesses, groups, organizations or movements with which an applicant has been associated, with particular concern as to whether his/her associations have been of a disreputable or disloyal nature.

(c) Reputation - comments concerning the applicant's general standing in the community.

(d) Loyalty - actions and statements revealing the applicant's attitude and allegiance toward the United States and its constituted form of government or sympathies with any foreign government or ideology.

(e) Ability - establishment of applicant's ability to perform Special Agent or support duties is essential. In this regard, the interviewee should be asked if he/she recommends the applicant for the specific position being applied for. In this respect, the investigator should elicit specific statements and concrete examples as to how the interviewee arrived at his/her conclusion. Each interviewee should be questioned concerning applicant's daily appearance, personality, aggressiveness, how he/she reacts under pressure and strain, and his/her amenability to working long hours. 1. With respect to SPECIAL AGENT APPLICANTS only, the investigator should also ensure that specific statements and examples are obtained regarding the APPLICANT's ability to meet the public, physical fitness, agility, and athletic endeavors. If school, military, and employment records contain comments along these lines, they should be secured.

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2. All of the above-mentioned prerequisites ((2) (a) through (e)) have a direct bearing on final selection of Special Agent and support applicants and should be reported so that FBIHQ will be in a position to fully evaluate his/her overall qualifications before rendering final judgment.
- (f) Bias or Prejudice - the existence of bias or prejudice against any class of citizens or any religious, racial or ethnic group, is of interest and concern to the FBI. Investigators should conduct appropriate investigation to obtain comments to resolve any issue and/or allegation of bias or prejudice that is received concerning an applicant.
- (g) Financial Responsibility - each person interviewed who is knowledgeable of the applicant will be asked questions which will elicit information as to whether or not the applicant has a lifestyle or spending habits consistent with his or her means. The purpose of these questions is to determine if the applicant is financially responsible. (See also 67-9.7.12.)
- (h) Abuse of Alcohol or Prescription Drugs and Use of Illegal Drugs - every interviewee should be specifically questioned as to whether the applicant is known to abuse alcohol or prescription drugs or to use illegal drugs, such as cocaine, heroin, LSD, marijuana, etc. An affirmative response will require the development of specific details, including a determination as to whether the knowledge is direct or hearsay. Any positive information should, of course, be fully explored during the course of the investigation in order to completely resolve any allegations of alcohol or drug abuse on the part of the applicant. (See 67-2.7 through 67-2.7.4.)

67-9.5 Instructions for Investigative Personnel (See MIOG, Part 2, 35-9.2.) (Formerly 67-7.7)

- (1) Advise persons interviewed of exact position for which applicant is being considered.
- (2) Do not convey impression that applicant being investigated is under suspicion or that investigation is of a criminal or subversive nature.
- (3) Purpose of interviews is to get information, not to give information. Avoid possibility for accusation of character assassination or spreading of rumors.
- (4) Investigation must be painstakingly exact, fair, and unbiased.
- (5) Interviews must be thorough and exhaustive.
- (6) Request those interviewed to treat inquiries as confidential.
- (7) Investigator should be persistent in his/her effort to pursue every lead to its logical conclusion.
- (8) If derogatory information is developed which impacts the applicant's suitability for Bureau employment and/or holding a security clearance, telephonically advise FBIHQ without delay. All such information should be fully developed during the course of the investigation and original sources identified. Ascertain facts upon which derogatory information is predicated and attempt to determine exact nature of allegations made about the applicant and veracity of same. Attempts should be made to verify or disprove allegations through additional interviews or records checks. All questions concerning information furnished under a promise of confidentiality will be resolved at FBIHQ in accordance with the provisions of the Privacy Act of 1974 (Title 5, USC, Section 552a (e) (2)).
- (9) Do not protract investigation when derogatory information is developed which obviously disqualifies applicant for Bureau employment. Contact the Bureau Applicant Employment Unit to request authorization to hold investigation in abeyance until derogatory information can be reviewed. The results of derogatory information should be reported on an FD-302. Reports should show unbiased and complete inquiry.
- (10) Bear in mind that copies of applicant reports may be disseminated upon request to any agency within the Executive Branch of government, as well as under the provisions of the Freedom of Information and Privacy Act.
- (11) The results of background investigations on Special Agent or support applicants should be submitted to FBIHQ by summary electronic communication (EC) or investigative report. ECs and reports are to be uploaded into the Electronic Case File application on ACS. In cases involving highly sensitive issues, contact FBIHQ for authorization to serialize the EC or report without uploading. Teletypes are not to be used in Special Agent or support applicant investigations.
- (12) A knowing and willful false, fictitious, or fraudulent statement in an application for federal employment is a violation of Title 18, USC, Section 1001, False Statements. For additional instructions see Part 1, Section 46, of this manual, entitled "Fraud Against the Government."

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67-9.6 Privacy Act and Confidentiality (Formerly 67-6)

(1) When interviewing someone under this classification for information concerning themselves or their activities, the interviewing investigator must follow the procedures in Part 1, 190-5 (2) and (3) of this manual.

(2) When interviewing an individual to solicit information concerning someone other than the interviewee (thereby classifying that individual as a source of information), the interviewing investigator must follow the procedure relating to the promises of confidentiality as described in Part 1, 190-7 of this manual. Therefore, persons furnishing information in Bureau applicant matters who request confidentiality may be granted same under the provisions of the Privacy Act.

(3) Reporting results of interviews: If a person is granted confidentiality under the provisions of the Privacy Act, this must be clearly set out in the communication reporting the interview, using the appropriate format(s):

- (a) "(Name, address, etc., of interviewee), who requested that (his/her) identity be protected only from the applicant, (Name of Applicant),...."; or
- (b) "(T-Symbol, e.g., WFO T-1) who requested that his/her identity be protected from anyone outside of the FBI,...."

67-9.7 Scope of Investigation (See MIOG, Part 2, 35-9.2.)**67-9.7.1 Indices Checks (Formerly 67-7.5)**

(1) Each lead office must make a careful search of its general (both manual, if applicable, and automated) indices for the entities listed below. Field offices are not required to search computerized checks of the Criminal Law Enforcement Application (CLEA); Intelligence Information System (IIS); Electronic Surveillance (ELSUR); or Confidential indices. Confidential records will be searched by Bureau Applicant Employment Unit (BAEU) personnel. BAEU will coordinate searches of FBIHQ indices, including OPR and Confidential, through the Information Resources Division personnel.

(a) Applicant - Search name, including variations and additional names developed during the investigation. Advise FBIHQ of any additional names developed. Search indices in each area applicant has resided, been employed, or attended school.

(b) Relatives - Search all close (either listed on FD-140 or developed during investigation) who are residing in field office territory. It is not necessary to search names of relatives under 18 years of age.

(c) References, Social Acquaintances, or Others - Search names of references and social acquaintances residing in field office territory. Search names as they appear on the Application for Employment (FD-140) or as developed during investigation. It is not necessary to search variations in name or initials. Where common sense dictates, names of persons with whom applicant has been closely associated during his/her adult life, such as roommates, close social friends, and others where relationship would warrant, must be searched against field office and FBIHQ indices.

(d) Organizations - If applicant lists membership in any organization, the nature of which is not readily known, determine same during applicant's Personnel Security Interview. No abbreviations are to be utilized. Provide the name(s) of the organization(s) to FBIHQ.

67-9.7.2 Birth Verification/Citizenship Status (Formerly 67-7.8)

(1) Verify applicant's date and place of birth through appropriate records (i.e., Bureau of Vital Statistics or county records). Verification of birth through school or employment records is not acceptable.

(2) If applicant or immediate relatives (spouse, parents, siblings, including step- and half-siblings), children, and current cohabitants are not native citizens of the United States, verify naturalization through the U.S. District Court where they were naturalized. It is not necessary to verify United States citizenship of applicant's in-laws unless they currently reside with the applicant.

(3) If court records cannot be located, verify through the records of the Immigration and Naturalization Service (INS) office in the city where the individual was naturalized. It should be noted that once an individual becomes naturalized, the individual's INS file is retired to one of the federal records repositories and is not easily located. Therefore, court records are the most expeditious means to verify naturalization. If

these methods are unsuccessful, provide details of the attempts to FBIHQ. Copies of naturalization certificates provided by applicants are not acceptable unless all other attempts at independent verification are unsuccessful and have been well documented.

(4) Derivative citizenship (where an individual under the age of 18 received United States citizenship through their parents' naturalization process) must also be verified through the means noted above.

(5) To verify the United States citizenship of individuals born to American citizens residing outside of the United States, obtain the State Department Form 240 (DOS-240).

(6) Individuals residing in the United States, who were born abroad and who are not United States citizens, are considered aliens unless they have been naturalized. Such individuals who enter the United States with the intention of remaining for any length of time for any purpose other than visiting or tourism must be registered with the INS and either remain registered or become naturalized. To verify that these individuals are legal residents of the United States, check the records of the INS offices where the individuals reside.

(7) Applicants who indicate dual citizenship must request that their citizenship of the other country be rescinded by contacting the appropriate embassy in Washington, D.C. Documentation of this request must be furnished to FBIHQ.

67-9.7.3 Marital Status (Formerly 67-7.8)

(1) Verify divorce or legal separation through court records. Ascertain cause of action (grounds) and identify plaintiff/defendant. Ascertain if any adverse publicity, notoriety, or scandal was attached to divorce proceedings. If applicant divorces and remarries the same spouse, both divorce and remarriage should be verified.

(2) If applicant indicates he/she is engaged or contemplates marriage, obtain the full biographical details of future spouse and his/her close relatives. Set leads for indices and arrest checks of same.

(3) Former spouse interview - Attempts should be made to locate and interview all former spouses. The former spouse should be interviewed in accordance with issues set forth in 67-9.4, and asked to provide specific information concerning the circumstances which precipitated the divorce.

(4) If investigation discloses that applicant has children born out of wedlock, the biological parent(s) of the applicant's children should be interviewed as a close personal associate.

(5) Current spouse interviews should be conducted on all Special Agent applicant cases, unless the spouse is currently serving as a Special Agent with the FBI. Such interviews should be conducted by SACs, ASACs, Supervisory Special Agents, Applicant Coordinators, or Senior Resident Agents. The applicant and the spouse are to be interviewed at the applicant's residence, when practical. For Special Agent applicants, the purpose of the spouse interview is to ensure that both the applicant and spouse have a clear understanding of the requirements of the Special Agent position, specifically work performance; odd-hour shift work and unscheduled overtime; temporary duty assignments; FBI transfer policy; availability; FBI Academy training; and promotions/pay matters. Any developed areas of potential problems or concerns which might affect the applicant's availability should be completely and candidly addressed with both the applicant and spouse.

67-9.7.4 Neighborhoods (Formerly 67-7.8)

(1) The neighborhood investigation is one of the most important steps of the investigation. It is here that you get an insight into the applicant. During this phase of investigation, inquiries should be made as to applicant's personal behavior which might affect his/her suitability for Bureau employment.

(2) Verify places of residence for the past five years and interview neighbors. Contact manager or rental agency when appropriate to obtain actual dates of residence, determine if any complaints were lodged, and if all financial obligations were met in a timely manner. Conduct appropriate law enforcement agency checks, both state and local (to include DMV, state computerized law enforcement records or any other appropriate statewide system), covering residences since age 18.

(3) If investigation develops the identity of any current cohabitants, promptly submit identifying data (name and date/place of birth) to FBIHQ so that appropriate record checks can be initiated. Interview individuals (roommates) with whom applicant has resided for the past five years and conduct indices checks. Conduct local arrest check(s) on current cotenants only.

(4) If derogatory information is developed, interview persons, including roommates, if appropriate, in logical

neighborhoods without limitation as to time. Particularly, include all neighborhoods where it might be expected that derogatory information could be further developed. It is not necessary to conduct neighborhood investigations if applicant has resided less than a 30-day period unless special reason exists. Bear in mind applicants may have been forced to leave residence after brief period due to unfavorable activity. When derogatory information is developed which may be based only on gossip, rumor, or personality clash, every effort must be made to resolve such information.

67-9.7.5 References and Social Acquaintances (Formerly 67-7.8)

- (1) Years and extent of association with applicant should be clearly established during interview.
- (2) Interview all references and social acquaintances except an individual about whom information is known which would preclude interview, or if an isolated individual is furnished by applicant, and he/she cannot be contacted without expenditure of unreasonable time and travel which would result in delay of investigation. Request applicant to submit substitute names in such cases. Set forth unavailability of the individual when furnishing results of investigation to FBIHQ.
- (3) If derogatory information exists concerning a reference or social acquaintance, ascertain nature and extent of his/her association with applicant.
- (4) If reference is personal physician of applicant, especially support applicants, specific comments should be secured concerning applicant's medical history and current physical condition. If any serious physical or mental defect is developed as a result of this interview and FBIHQ has not been previously advised, it should be brought to immediate attention of FBIHQ.
- (5) If references or social acquaintances are also listed on the application under a separate heading (employers, social acquaintances, relative, roommate, friends, or acquaintances employed by the FBI), request applicant to submit a substitute name for interview. If applicant provides individuals who are related to one another or who reside in the same household, request applicant to submit a substitute name.

67-9.7.6 Relatives and Associates (Formerly 67-7.8)

- (1) Be alert to developed information concerning applicant's relatives, cotenants, or associates during the course of the investigation which may not have been reported on the Application for Employment (FD-140). In some situations, the definition of close relatives may require broadening (e.g., an individual with whom applicant had a child outside of marriage). In such instances, obtain full biographical details of the individual and set appropriate leads for arrest and indices checks. Also, developed associates should be interviewed about the applicant.
- (2) Although independent investigation (except indices checks in all cases and arrest checks on close relatives) is not normally conducted on relatives or associates, derogatory allegations concerning such persons may necessitate discreet inquiries of informants and reliable sources to verify or refute allegations. If derogatory information exists concerning relative or associate, ascertain nature and extent of his/her association with applicant. (See 67-9.7.11 of this section.)
- (3) It is necessary to interview, conduct arrest checks, and indices checks on CURRENT roommates. FORMER roommates who have resided with the applicant for the past five years should also be interviewed and indices checks conducted on them. Arrest checks should be conducted on former roommates ONLY if a date of birth is provided by the applicant. If the roommate resided with the applicant OVER five years ago; no investigation will be necessary.
- (4) Check records of the Office of Professional Responsibility for reinstatement applicants and for applicant's relatives who are currently FBI employees.

67-9.7.7 Education (Formerly 67-7.8)

- (1) High school education must be verified, unless applicant has received an associate degree. All post-secondary educations (to include colleges, universities, business schools, or other institutions of higher learning) must be independently verified through official records/transcripts. Transcripts provided by the applicant are not sufficient for verification purposes. If investigation discloses that diploma or degree is to be

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awarded at a future date, obtain and report prospective graduation date.

(2) Attendance at any federal, state, or local law enforcement academies should be verified through official records. General professional career development training of short duration (less than 30 days) should not be verified. Training provided through the military should be verified through review of the Military Official Personnel File.

(3) When verifying education at any level, the following points should be fully covered: Dates of attendance; final grade point average; class standing; subjects failed; disciplinary actions; extracurricular activities; honors and awards; and attendance record with specific comments as to reason(s) for absenteeism or tardiness, if available. Many colleges maintain disciplinary and financial records (academic loans) separate from the transcript records. Therefore, it is necessary to determine if the college maintains any disciplinary and financial records separate from academic records, and if so, review them. If the college does not maintain such records separately, include that fact in the report.

(4) For Special Agent applicants, it is necessary to verify that any baccalaureate degree awarded to the applicant is from a school or university with regional or national institutional accreditation by an agency recognized by the United States Secretary of Education. In cases when the bachelor's degree is awarded by a school or university not accredited by one of the above-referenced bodies, a postgraduate degree from a properly accredited school or university is sufficient. This procedure is also required for Special Agent applicants applying through the Law Program, who have only two years of undergraduate work. The undergraduate work must be from a properly accredited college or university.

If a Special Agent applicant's qualifying degree was awarded from a college or university in a foreign country, the applicant must retain the services of a private evaluation organization, which provide foreign credential evaluation services, to determine if the degree is equivalent to a U.S. degree.

(5) For periods of education which occurred within the three years immediately preceding the date of the Application for Employment (FD-140), at least three school officials and/or teachers should be interviewed as to the applicant's demeanor, associates, personality, amenability to instruction or correction, and leadership ability (in addition to the general questions regarding character, associates, reputation, abilities, loyalty, financial responsibility, use of illegal drugs, and abuse of alcohol or prescription drugs). Developed information which raises questions as to the applicant's suitability for Bureau employment must be completely resolved, and if warranted, additional interviews should be conducted. If information derived from education records indicates a necessity to contact a particular instructor, every effort should be made to locate and interview that instructor.

67-9.7.8 Employment (Formerly 67-7.8)

(1) Applicants are required to list all employments, regardless of duration and including part-time employments, on the Application for Employment (FD-140). Verify only those employments within the 10 years immediately preceding the date of the FD-140 or any employment with federal, state, or local law enforcement agencies, regardless of when the employment occurred. The Bureau Applicant Employment Unit (BAEU) has the discretion to expand the scope of the employment background as necessary to resolve issues which may pertain to the applicant's suitability for employment (e.g., dismissal or termination from an employment; employment with an organization of investigative interest to the FBI; incidents of wrongdoing or malfeasance; or employments where the applicant was the subject of allegations/complaints or disciplinary action).

(2) Employments should be verified through personnel records, when available. Periods of unemployment (over 30 days) should be accounted for and confirmed during investigation. It is not necessary to verify an applicant's lack of employment while he/she is a continuing full-time student (such as summers/winters between semesters) since their activities are accounted for. If applicant leaves school for one or more semesters, his/her activities during that period must be confirmed. Periods of unemployment should be confirmed by interviews of applicant's references, associates, and social acquaintances.

(3) Review personnel file at each employment to secure the following information: Dates of employment; position(s) held; nature of duties and responsibilities; starting and ending salaries; attendance/tardiness record; disciplinary actions; performance appraisals; awards; and eligibility for rehire. If applicant was terminated from an employment, ascertain exact reason for termination from personnel file and interview supervisor or other individuals who may have knowledge of the circumstances.

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(4) For any employment with the federal government, the applicant's Official Personnel File (OPF) must be reviewed. OPFs are usually located at the applicant's current federal employment and are usually retired to the Federal Records Center - Civilian Branch (FRC-C), St. Louis, Missouri, at the termination of employment. However, when an applicant has a break in government service, the OPF (which would contain a record of previous government service) may be transferred from the FRC-C to the most recent federal employer and consolidated into one file. In such cases, set leads to FRC-C and to the field office covering the employment investigation to attempt to locate and review the OPF.

For employments with excepted service agencies, such as the Defense Intelligence Agency, U.S. Secret Service, National Security Agency, and various other intelligence agencies, also set leads to the appropriate agency's headquarters to review the main OPF. These entities do not consolidate their employment information with other competitive service agencies. OPFs for former FBI employees will be reviewed by BAEU personnel.

(a) If an applicant is currently employed by a federal agency or has been so employed within the past 60 days, the processing field office must complete Sections A-G, J, L, M and N (question 72 only) of Standard Form 75 (SF-75), Request for Preliminary Employment Data, and forward it to FBIHQ, Attn: Pay Administration and Support Staffing Unit, no later than one week BEFORE the applicant's tentative EOD date.

(b) Requested information on the SF-75 may be obtained by contacting the personnel office which has the applicant's OPF. To expedite processing of the SF-75, you may obtain information telephonically. It is important to obtain this information inasmuch as applicant's OPF may not arrive at FBIHQ for as long as three months or more following his/her entrance on duty (EOD) with the FBI. The information is needed to make appropriate salary adjustments and to ensure that proper insurance, retirement, social security and/or thrift savings plan coverages are applied to the applicant upon his/her EOD with the Bureau.

(5) Other records checks

(a) In addition to reviewing OPFs for federal government employments, leads should be set to check the Offices of Inspector General (OIG) and Security (or equivalent) for each federal agency where the applicant was employed. These offices are usually located at the agency's headquarters. The OIG conducts investigations to prevent and detect fraud, waste and abuse, and malfeasance. In that capacity, the OIG may have a record of wrongdoing by the applicant. The Security Office would maintain records of security clearances and violations, results of background investigations, and any other information which would relate to the applicant's suitability to hold a security clearance. (b) For employments with the Department of Justice (DOJ) and any DOJ entities (FBI, DEA, INS, Bureau of Prisons, U.S. Marshals Service), the Office of Professional Responsibility or Internal Affairs at that agency should be checked in addition to the OIG and Security Office.

(c) If the applicant indicates current or prior employment with the National Security Agency, set leads to the Baltimore office of the FBI to conduct interviews, review personnel records, and conduct OIG/Security Office checks.

(d) FBIHQ personnel will request verification of CIA employment [redacted]

[redacted]

(e) For employments with federal, state, or local law enforcement agencies, check records of the Office of Internal Affairs (IA) (or equivalent). This applies to individuals employed in both law enforcement and nonlaw enforcement capacities (clerical employees, parole officers, police officers, etc.). The IA file MUST be reviewed by the investigator. Review should secure all pertinent information concerning each IA investigation (both founded and unfounded allegations), to include the circumstances predating complaints/allegations, full details of any investigation conducted, and final disposition of each matter.

(f) If applicant indicates employment in any position which requires a special license to practice (e.g., doctor, nurse, attorney, cosmetologist, pharmacist, contractor, etc.), leads should be set to the appropriate state or local licensing agency, bar association, or accountancy board to verify that the applicant is properly licensed or is a member of the bar. Records pertaining to any complaints or grievances filed against the applicant should also be reviewed, if available.

(g) If applicant works in a field which requires oversight by a state or federal regulatory agency, check

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records at those agencies to ensure that the applicant has not been the subject of investigations for fraud or malfeasance (e.g., check Securities and Exchange Commission, Washington, D.C., and equivalent state agency for applicants employed as stock brokers, futures traders, etc.).

(h) For employees of the federal court systems (e.g., U.S. probation officers, court clerks, etc.), check the Administrative Office of the United States Courts (AOUSC), Washington, D.C.

(i) If applicant is or has been self-employed, interview a requisite number of clients/customers and co-workers/subordinates. Check State Attorney General's Office (or equivalent agency in the state where the company is located) to verify that the business operates in good standing and that neither the applicant nor the company has been the subject of any investigations or complaints.

(6) Interviews

(a) Supervisors and a representative number of co-workers and/or subordinates (if applicant is employed in a supervisory position) should be interviewed to obtain specific comments regarding the applicant's amenability to supervision; ability to work under pressure; emotional stability; attendance/tardiness; and maturity, in addition to those pertaining to character, associates, reputation, loyalty, abilities, bias/prejudice, financial responsibility, use of illegal drugs, and abuse of prescription drugs or alcohol. Each interviewee should specifically be asked if they recommend the applicant for the position for which he/she is being considered. Supervisors should specifically be asked if the applicant is eligible for rehire.

(b) For Special Agent applicants, interviews should also secure comments about the applicant's contributions to the organization, if any; writing ability; degree of supervision applicant requires; supervision offered others by the applicant; ability to work with others (supervisors, co-workers, subordinates); and ability to handle stress and deadline situations.

(c) Interviews concerning applicants who are being considered for computer programmer or computer systems analyst positions should specifically address the applicant's technical abilities in the programming and/or analyst field. These comments should be recorded essentially verbatim and made available to FBIHQ when reporting results of investigation. If applicant is not currently employed in a programmer or analyst position, the most recent previous employment where he/she held this type of position should be used for this interview.

(d) For on-board support applicants who are applying for the Special Agent position, a recommendation by the ADIC or SAC (for field office employees) must be secured in addition to interviews of superiors and co-workers. For support applicants assigned to FBIHQ, a recommendation from the AD for the applicant's assigned FBIHQ division should be secured.

(e) Any adverse information developed concerning suitability for employment with the FBI must be completely resolved and, where warranted, additional interviews must be conducted.

67-9.7.9 Verification of Employment Applications (Formerly 67-7.8)

(1) If applicant indicates he/she was tested, polygraphed, interviewed or investigated as a result of applying for employment with another federal agency or any federal, state, or local law enforcement agency, set leads to check the records of those agencies to determine if any adverse information was obtained which precluded applicant from consideration for employment. It is not necessary to check the records of any agencies where the applicant merely submitted a resume or application and received no additional contact from the organization.

(2) If the applicant indicates that he/she applied with or has been employed with the CIA

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67-9.7.10 Organizations (Formerly 67-7.8)

(1) During the course of investigations, make inquiries to determine whether applicant has been affiliated with subversive groups or organizations and extent of his/her participation therein. Make careful

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investigation to verify or disprove such alleged affiliations.

(2) Verification of CPA Status or Admittance to State Bar - If applicant claims to be a Certified Public Accountant (CPA) or to have been admitted to an official state bar, such information should be INDEPENDENTLY verified during course of investigation, with appropriate grievance committee records also being checked. It is not necessary to verify membership in any voluntary bar association, such as the American Bar Association, state and local associations, etc. Copies of CPA or Bar membership certificates obtained from the applicant are not acceptable.

(3) Security Assets - If allegations are received indicating disloyal or subversive affiliations, contact appropriate security informants.

67-9.7.11 Law Enforcement Agencies (Formerly 67-7.8)

(1) In all localities of residence, education and employment, check applicant's name against files of local law enforcement agencies. This should include a check of Military Police records in instances where applicant has resided on base at a military installation. Include spouse in law enforcement checks in areas of residence, education and/or employment since marriage, but have traffic violations and Motor Vehicle Department license checks made for the applicant only. Check campus police records at each post-secondary college or university applicant attended. The processing field office will conduct an NCIC check concerning the applicant only and will report results in the communication initiating the background investigation.

(2) Check names of close relatives and roommates and, in any case deemed advisable, associates, against files of local law enforcement agencies at present place of residence and at present place of employment and/or school attendance. This should include a check of Military Police records in a situation where the relative is residing on base at a military installation. Do not initiate inquiries concerning relatives' traffic violations and Motor Vehicle license checks. (See 67-9.7.6.)

(3) If a record is located, report all data developed which indicates applicant or applicant's relative is identical with the subject of the record.

(4) In reviewing records of law enforcement agencies, it is noted that frequently arrests are made on charges which are generic and indefinite in nature. Examples of such vague charges are disorderly conduct, loitering, suspicious person, investigation, general principles, etc. In such an instance, it is NOT sufficient merely to report that applicant was arrested on such a charge, but exact nature of his/her activities resulting in arrest must be ascertained. Charge of disorderly conduct might encompass activities ranging from sexual deviation to making loud noises. EXACT nature of such charge must be ascertained. If necessary, pursue matter even to extent of locating and interviewing arresting officers to determine exact offense.

(5) Some law enforcement agencies departmentalize their operations making it necessary to check records of various squads and bureaus within agency. Checks of records of each such individual squad or bureau MUST be made. Check should include traffic violations for applicant only.

(6) Checks should not be limited to police departments, but MUST INCLUDE records of sheriffs' offices and other duly constituted law enforcement agencies.

(7) If an arrest check discloses any outstanding warrants on an applicant's relative, the current location of that relative along with any other pertinent information should be forwarded to the agency which issued the warrant.

(8) In states having centralized criminal histories on computer, such records must be checked on applicants and relatives to cover their states of listed residency and employment and, in the case of the applicant, states of listed education and military service.

67-9.7.12 Financial Responsibility (See 67-8.7.2, 67-9.4 and 67-9.8.) (Formerly 67-7.8)

(1) Applicants who have current credit delinquencies will not be allowed to enter on duty until all credit issues have been resolved and a determination has been made as to the applicant's financial responsibility.

(2) Credit checks will be processed by contractor personnel at FBIHQ on applicant's name in all localities covering his/her residence, employment, or education for the most recent seven-year period. Applicant must complete Forms FD-406, DOJ-555, DOJ-461, DOJ-462, and DOJ Letterhead Memorandum entitled "Customer Rights Under the Right to Financial Privacy Act of 1978," which should be forwarded to FBIHQ

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with the communication initiating the background investigation. FBIHQ personnel will set leads to resolve credit issues.

(3) It is not necessary to individually verify accounts which are listed on the Application for Employment (FD-140) but which do not appear on the applicant's credit report if the credit report is favorable. It is not necessary to verify a student loan which is listed on the credit report in a "deferred" status. Federally funded student loans which are in "default" status will result in the discontinuance of the application process.

(4) FBIHQ will set leads and provide appropriate release forms to field offices or BICS regions to review credit records for any accounts which are listed on the credit report as 120 days or more past due; repossessions; charge-offs; collections; bankruptcies; foreclosures; tax liens; or judgments. Investigators should secure the following information: Date account opened; credit limit/high balance; current status/balance (including interest and penalties); date placed for collection/repossession; amount placed for collection; names/locations of collection agencies (set leads to each collection agency); any correspondence or contact with the applicant regarding attempts to resolve the debt or repayment arrangements; and whether the applicant is adhering to the repayment agreement.

(5) FBIHQ personnel will request a reinterview of the applicant if the credit record discloses currently past due accounts or a significant history of late payments. Interview should address each delinquent debt to ascertain that the applicant is responsible for each debt; to obtain the applicant's explanation of the reason(s) or circumstances which prevented him/her from paying the debt(s) as agreed; and the applicant's attempts to resolve the debt.

(6) Review of bankruptcy court records should identify each creditor and the amount discharged for each creditor. Appropriate court records should be reviewed for state and federal tax liens.

67-9.7.13 Records Checks at other Federal Agencies (Formerly 67-7.8)

In accordance with Executive Order 12968 (August 2, 1995), FBIHQ personnel will conduct checks of the records of the Office of Personnel Management (OPM) and the Defense Clearance and Investigations Index (DCII) on each applicant for Bureau employment upon receipt of the opening communication from the processing field office. FBIHQ will set leads to review the results of any prior investigations identified by these checks.

67-9.7.14 Bureau Acquaintances

Processing field office (PFO) will execute a Bureau Acquaintance electronic communication (EC) to obtain comments from Bureau acquaintances listed on the Application for Employment (FD-140). The EC should indicate a Deadline precedence (using the Bureau Deadline (buded) of the case) and include a lead instructing the Bureau employee to provide his/her comments about the length of time and in what capacity he/she has known the applicant and his/her observations or opinions about the applicant's suitability for FBI employment. Results should be submitted to BAEU.

67-9.7.15 Selective Service System Registration (See 67-8.7.4.) (Formerly 67-7.8)

(1) All male applicants born after December 31, 1959, must have registered with the Selective Service System (SSS) within 30 days of their 18th birthday. Individuals who have passed their 26th birthday are prohibited from registering. The Defense Authorization Act of 1986, Section 1622, prohibits any male born after December 31, 1959, from being appointed to a position in an Executive agency if he is required to register with the SSS but has knowingly and willfully not complied.

(2) Processing field offices will verify the applicant's SSS registration by telephonically accessing the SSS computerized system maintained at the Selective Service Data Management Center, Great Lakes, Illinois. The results will be reported to FBIHQ in the communication initiating the background investigation.

(3) Applicants who failed to register should contact the SSS to obtain a Status Information Letter (questionnaire), which is to be completed and returned to the SSS with appropriate documentation. The applicant will be advised by SSS in writing whether he is exempt from registration. The applicant must provide a copy of the SSS letter to the Bureau Applicant-Employment Unit before his processing can

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continue.

(4) If an applicant registered with the SSS prior to April 1, 1975, and received a special classification such as 1-A-0 (conscientious objector), 4-F (not qualified for military service), or 1-Y (qualified for military service only in time of war or national emergency), details regarding reason for same must be obtained from applicant. FBIHQ may request that the applicant provide physicians' statements and/or information from hospital records as part of an FBI physical examination, as complete details regarding a history of illnesses or injuries must be furnished to appropriate examiner at the time of the physical examination.

67-9.7.16 Verification of Military Service (Formerly 67-7.8)

(1) Review military service record at office covering repository of records. The following chart indicates the field offices responsible for reviewing military records:

SERVICE BRANCH ACTIVE DUTY RESERVE SEPARATED

Air Force San Antonio Denver St. Louis Air Force - Generals WFO Denver St. Louis Army - Enlisted Indianapolis St. Louis St. Louis Army - Officer WFO St. Louis St. Louis Coast Guard WFO WFO St. Louis Marines/Navy BICS III BICS III St. Louis

(2) National Guard service records should be reviewed at the National Guard Headquarters (usually in the State Capitol).

(3) Review of military service records should secure the following information:

- (a) Original date of enlistment;
- (b) Periods of active duty;
- (c) Date of honorable release from active duty;
- (d) Military occupational specialty;
- (e) Highest rank attained;
- (f) Dates of Reserve service;
- (g) Date of honorable discharge, if appropriate;
- (h) Status of remaining service obligation, if any;
- (i) Dates and locations of foreign service, if any;
- (j) Statement concerning any disciplinary action, including court martial or periods of AWOL;
- (k) List of awards or training received;
- (l) Ratings and supervisor's comments from performance appraisals and evaluations (positive and negative);
- (m) Any medical information indicating possible disability (mental or physical) which could affect applicant's job performance;
- (n) List of all duty stations; and
- (o) Copies of conduct and efficiency reports, if available.

(4) A copy of applicant's DD-214 form should be obtained for those who have prior military service. For applicants who leave military service just prior to entering on duty (EOD), DD-214 must be received before EOD date.

(5) If military records have been destroyed, verify service through other means, such as Department of Veterans Affairs claims or military records retained by the applicant.

(6) If applicant served in the military within the last five years, interviews of superiors, colleagues, and subordinates from the two-year period immediately preceding the applicant's discharge are required. If applicant is currently serving in a Reserve unit, interview commanding officer and available co-workers.

(7) Veteran's Preference - In reviewing records of those applicants whose dates of service might make them eligible for preference rights, ascertain, where possible, whether or not active duty was for training. (See also MIOG, Part 1, 67-2.6 and 67-7.9; Part 2, 17-6.5 and 17-6.6; and MAOP, Part 1, 10-3.)

(8) For Special Agent applicants who indicate they are currently receiving disability benefits from the military on the Application for Employment (FD-140), set leads to review the applicant's medical file at the Department of Veterans Affairs. (See 67-2.6.1.)

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67-9.8 Updating Background Investigations (See also MIOG, Part 1, 67-3.9 and 67-6.8; Part 2, 35-9.2.) (Formerly 67-7.11)

When initiating a background investigation on any Special Agent or support applicant who was previously investigated or whose application has been on file for over one year, the following should be addressed:

- (1) A new Application for Employment (FD-140) must be obtained if the previous application is more than one year old or if there have been substantial changes since its submission. If a new application is not required, the prior application should be thoroughly and accurately updated.
- (2) Applicants must be refingerprinted if the previous fingerprint card is more than one year old. Applicants requesting reinstatement must be refingerprinted, regardless of length of separation.
- (3) Indices and criminal checks in areas of applicant's most recent residence, employment, or education must be repeated if more than six months have elapsed since previous checks. Indices and criminal checks on applicant's close relatives must be repeated if more than one year has elapsed since previous checks.
- (4) Credit checks on all Special Agent and support applicants should be repeated if an appointment is imminent and more than six months have elapsed since previous checks. Credit checks will be processed by contractor personnel at FBIHQ on applicant's name in all localities covering his/her residence, employment, or education within the most recent seven-year period. (See also MIOG, Part 1, 67-9.7.12.)
- (5) Investigation at the applicant's most recent employment, including review of personnel records and interviews of supervisors, co-workers, and/or subordinates, must be updated if more than six months have elapsed since previous investigation was conducted.
- (6) A new Personnel Security Interview (PSI) must be conducted if more than one year has elapsed since the previous PSI or if the applicant had foreign travel or held a security clearance subsequent to the date of the prior PSI.
- (7) A new polygraph examination must be conducted if more than two years have elapsed since the last polygraph was conducted. All applicants requesting reinstatement must be polygraphed. Applicants who had foreign travel subsequent to their initial polygraph examination may be required to be repolygraphed depending upon the nature of the travel and country visited. Contact BAEU for guidance.
- (8) A new drug test should be conducted if more than one year has elapsed since the previous test.
- (9) FBIHQ records checks should be conducted if more than one year has elapsed since previous checks were conducted. NCIC check on the applicant should be repeated if more than six months have elapsed since the previous check.
- (10) Interviews of references, social acquaintances, Bureau acquaintances, and cotenants should be updated if more than one year has elapsed since previous interviews were conducted.
- (11) Special Agent applicants whose physical examinations are more than six months old or who have experienced any significant medical problems since the original physical must submit an updated Report of Medical History Form (SF-93). If more than one year has elapsed since the previous physical examination was conducted, a new physical examination and laboratory tests must be conducted. (See 67-8.6.)

67-10 HONORS INTERNSHIP PROGRAM (FORMERLY 67-14)

- (1) The FBI Honors Internship Program (HIP) is designed to expose outstanding undergraduate and graduate students to career opportunities within the FBI during the summer months. This program is similar to other internships and cooperative education programs utilized as recruitment vehicles. One objective of the HIP is to enhance the FBI's visibility on college campuses throughout the United States. The program has also been an excellent recruitment vehicle to locate and identify outstanding minorities and women for future careers with the FBI.
- (2) In those field offices where FBI Recruiters (FBIR) are assigned, the FBIR will be responsible for recruiting only highly qualified candidates for the HIP. In those field offices without FBIRs, the Applicant Coordinators (ACs) will continue to assume this responsibility. The FBI HIP is an extremely selective and competitive program with only a limited number of interns being appointed each summer. As such, each field office FBIR or AC is requested to contact appropriate college/university placement offices to ensure that the most recent HIP brochure, entitled "FBI Honors Internship Program, A Summer Internship That Lasts A Lifetime," is available for prospective applicants. Each brochure should include an FD-646a application and FD-804.

67-10.1 Program Objective (Formerly 67-14.5)

(1) The Honors Internship Program (HIP) was implemented in an effort to enhance the FBI's visibility in recruiting efforts at a variety of colleges and universities in the United States. Due to the very selective and highly competitive nature of the few internships to be awarded in this program, only those individuals with strong academic credentials who possess the characteristics and motivations desired in FBI employees and who would be excellent representatives of the FBI upon their return to their various campuses will be selected. Due to the FBI's specific long-range personnel needs which include individuals with skills and education in the areas of engineering, computer science, foreign languages, political science, law, and accounting, particular emphasis will be given to individuals from these academic areas.

(2) There are certain fundamental roadblocks to quick, efficient processing of HIP candidates, that although not problems in and of themselves, may preclude a short-term resolution. Given the short period within which the application, processing and background investigation must occur, and then weighed against the short period of employment, anything in an HIP candidate's background which lengthens this period could mitigate against selection. For instance, applicants with extensive overseas travel, or with relatives overseas, particularly if either involve countries on the National Security Threat List, would be somewhat problematic. The delay and additional investigative steps made necessary by such make it questionable whether these applicants could be fully investigated prior to employment. In summary, the field should weigh such potential complications as these and exercise judgment accordingly. The above is presented to act not as a total bar against such candidates, for, in reality, some of the most competent interns had such security issues that required resolution. Rather, this is an element of the program that needs to be carefully analyzed by the field, prior to making any recommendation.

67-10.2 Selection Procedure (Formerly 67-14.1)

(1) Each Special Agent in Charge may nominate candidates for consideration in the HIP. All candidates must be currently enrolled in a college or university at the time they are nominated.

(2) All field offices, with the exception of those offices listed below, may submit a maximum of five candidates to FBIHQ for consideration. Candidates should not be stack-ranked by the nominating offices; however, all candidates must be highly qualified for the program. Field offices submitting a minimum of three candidates will be guaranteed one intern selection.

(3) The following field offices where Special Agent Recruiters are assigned may submit a maximum of ten candidates to FBIHQ for consideration. Again, candidates should not be stack-ranked by the nominating offices; however, all candidates must be highly qualified for the program. Those field offices submitting a minimum of six candidates will be guaranteed two intern selections.

Atlanta El Paso New Orleans San Diego Baltimore Honolulu New York San Francisco Birmingham Houston Norfolk San Juan Boston Kansas City Oklahoma City WFO Charlotte Los Angeles Philadelphia Chicago Miami Phoenix Cleveland Newark San Antonio Detroit Dallas

(4) When considering nominees, offices should recruit individuals from all ethnic groups to ensure diversity in the class composition. All field office nominations are to be forwarded to the Personnel Resources Unit, Administrative Services Division, along with all appropriate documents necessary for processing, no later than December 1st of each year. A selection committee at FBIHQ will select the finalists and alternates. Each field office is responsible for notifying unsuccessful HIP candidates. This will include those candidates (submitted to FBIHQ) who are not selected to participate in the HIP. After the selectees have been chosen and the field offices have been notified, each field office should generate the appropriate conditional letters of employment to the finalists and alternates. FBIHQ will then order a drug urinalysis, polygraph examination, Personnel Security Interview, and a full-field background investigation for each finalist. The finalists who successfully complete their background investigations will be sent an appointment letter from FBIHQ.

(5) All application packages are to be processed through the field offices before being submitted to FBIHQ. Application packages received at FBIHQ without being processed by a field office will be forwarded to the appropriate field office for processing. Nominees should be interviewed and recommended by the SAC or a designated official. The purpose of the SAC interview/recommendation is to help the selection committee to determine each nominee's suitability for the HIP.

67-10.3 Qualifications (Formerly 67-14.2)

In order to be eligible for the HIP, applicants must meet the following threshold qualifications:

- (1) Undergraduate students must be between their junior and senior years, attending a college or university full time and returning to their schools for at least one semester.
- (2) Graduate-level students must be enrolled in a college or university, attending full-time and returning to their schools for at least one semester.
- (3) Each student, undergraduate or graduate, must be attending a regionally accredited college or university.
- (4) Each applicant must have a cumulative grade point average of 3.0 or above.
- (5) Each applicant must be a United States citizen.

67-10.3.1 Deleted

67-10.4 Application Process (Formerly 67-14.3)

(1) Each field office should ensure appropriate contacts are made with selected colleges/universities so nominations can be made and forwarded to the Personnel Resources Unit, Administrative Services Division, no later than the December 1st deadline. Each HIP applicant is expected to complete/submit the following:

- (a) an FD-646a Preliminary Application
- (b) a current academic transcript
- (c) a resume
- (d) a written recommendation from the appropriate dean or department head
- (e) a 500-word essay addressing the applicant's motivation for participating in the program
- (f) two professional photographs (photographs should be current, approximately 2 X 2 inches in size, a good likeness of the candidate)

The application package should be submitted to the field office nearest to the applicant's college/university by the November 1st deadline. Each field office should ensure that appropriate data, including demographic information, concerning all nominees is entered into the Specialty Applicant System of the Bureau Personnel Management System.

Each nomination package to FBIHQ should include the following:

- (a) an FD-646a (Preliminary Application)
- (b) an FD-140 (Application for Employment)
- (c) an FD-406 (Authority to Release Information)
- (d) an academic transcript
- (e) letter(s) of reference
- (f) a resume
- (g) a 500-word essay
- (h) fingerprint card
- (i) two professional photographs
- (j) SAC's Interview/Recommendation

(2) All nominees must be briefed regarding the beginning/ending dates of the HIP. Any nominee who is unable to participate through the ending date should be considered ineligible for the program.

(3) Selections will be based upon academic achievements, life and work experiences, area of studies, and the needs of the Bureau. A selection committee will convene at FBIHQ in December to make the selections.

67-10.5 Assignments (Formerly 67-14.4)

(1) Interns receive a three-day orientation at FBIHQ in Washington, D.C., and thereafter, are assigned to an FBIHQ division or to the FBI Academy based in Quantico, Virginia. Assignments are made based upon the intern's interest, educational discipline, life/work experience, and potential contribution to the FBI. Each intern will be under the direct supervision of an FBI manager within the appropriate division to which he/she will be assigned. Undergraduate students will be paid at the GS-6 step 1 level and graduate students will be paid at the GS-7 step 1 level on the government pay scale. FBIHQ will reimburse the intern's transportation.

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expenses for round-trip travel to and from the Washington, D.C. area to participate in the HIP. All other related expenses must be borne by the intern. Honors interns will be given the option of receiving a two-week salary advance upon arrival at FBIHQ, and consequently will not receive their last two-week pay check. Interns are also responsible for securing their own housing arrangements; however, the Personnel Resources Unit will provide the interns with information on lodging in the Washington, D.C. area.

(2) Honors interns will be required to have their salary checks direct deposited. All interns will commence their employment with the FBI at the beginning of the first pay period in June. Interns will conclude their employment on approximately the third Friday in August.

67-10.6 Deleted

67-10.7 Deleted

67-10.8 Deleted

67-10.9 Deleted

67-10.10 Deleted

67-10.11 Deleted

67-11 Deleted

Superseded by Security Policy Manual (SPM), Section 2 - Personnel Security, dated 04/03/2006.

<http://home/forms/fd1028/Policy%20and%20Guidance%20Library/spm.pdf>

67-11.1 Procedures for Specific Programs (Formerly 67-18.1)

67-11.1.1 Security Reinvestigations (See MAOP, Part 1, 20-26; MIOG, Introduction, 2-2.4.3; Part 1, 67-11.) (Formerly 67-18.1.1)

The following investigative and recordkeeping instructions are designed to (1) make the most effective use of our limited personnel resources; (2) provide appropriate privacy to the data developed by the investigation; and (3) ensure the FBI is in compliance with National Security Directive 63, Department of Justice Order 2610.2A, and Federal Personnel Manual requirements for government employees with "Top Secret" security clearances.

(1) The SPM's staff will forward directly to the personal attention of the SAC, Legal Attache, Assistant Director in Charge (ADIC), or, in the case of FBIHQ, the Division Assistant Director (AD), a computerized listing of employees subject to a security reinvestigation. These individuals will be mandated to execute Form FD-814, entitled "Security Reinvestigation Questionnaire." Within five years of the date of EOD and at least once every five years thereafter consistent with guidance furnished by the Security Programs Manager (SPM), each employee will be required to execute Form FD-814, entitled "Five-Year Reinvestigation Questionnaire," so that a reinvestigation may be conducted. Failure to complete Form FD-814 could result in the termination of the employee's "Top Secret" security clearance.

(2) Upon receipt of the SPM's computerized listing of employees subject to security reinvestigations, the field division's investigation will be designated a "67E" matter using the Universal Case File Number of the FBIHQ file and thereafter opened and assigned to the Security Officer (SO), Security Countermeasures Program Manager (SCMPM), and/or other individual deemed appropriate to handle this responsibility. This individual must be one able and willing to afford these matters the extraordinary security and privacy warranted due to the sensitive nature of these investigations. All information about the employee is to be

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maintained in the 67 Sub S personnel file and kept under the direct supervision and security of the SAC or ADIC. At FBIHQ, the 67 Sub S personnel file will be maintained in the Special File Room, Information Resources Division.

(3) The SCMPM/SO should obtain a completed FD-814 from each designated employee. The SCMPM, SO, or other designated employee(s) will review the FD-814 with the employee to ensure completeness and accuracy. Forms with questions unanswered or not signed will be returned.

(4) The SO or other designated security-trained individual should conduct a Personnel Security Interview (PSI) to identify any areas of potential concern. The results of this PSI should be reported on an FD-302. During the PSI, the employee's FD-814 should be reviewed and the following additional information should be obtained:

- (a) The names, addresses (both residence and business), and telephone numbers of three references and three associates who preferably are not FBI employees.
 - (b) Identify the name, location, and telephone number of employee's current supervisor.
 - (c) Current addresses and telephone numbers of former roommates should be obtained.
 - (d) Outside employment of employee.
 - (e) Alternate residences, such as vacation homes, where the employee might spend a substantial number of days during the calendar year.
 - (f) Full identifying data will be obtained concerning the other parent of each child born to the employee. This should include name, date of birth, current address, current degree of association, social security number (if available), and any other information available concerning this (these) individual(s).
 - (g) Include an in-depth discussion of the employee's financial and personal situation as it may impact on issues of trustworthiness.
 - (h) As an accommodation to employees who reside in neighborhoods where knowledge of FBI employment could be detrimental and/or whose neighbors are unaware of their employment, the PSI should include questions designed to elicit this information. Neighborhood investigations will be conducted unless a waiver is requested and received from the SPM.
- (5) Each employee will be afforded a reintroduction to their responsibilities in handling sensitive and classified information by reviewing the appropriate briefing form(s). The employee should read and sign each form.

(6) In FBIHQ divisions, the original FD-814, PSI, and additional releases, as necessary, will be forwarded to the SPM, PSU, FBIHQ. The original notes for the PSI will also be forwarded for retention in the Sub S file. FBIHQ PSU personnel will set out leads as required.

(7) In those field offices covered by the Background Investigations Contract Services Unit (BICS), the original FD-814, PSI, results of office indices searches and criminal checks for employee and all individuals over the age of 16 residing with the employee (for field office personnel), and additional releases, as necessary, will be forwarded to the SPM, PSU, FBIHQ, within 30 days from the receipt of the opening communications. A copy of the documentation will also be retained in the employee's field Sub S file. FBIHQ personnel will set out leads as required. (See (12).)

(8) In those offices not covered by BICS, the SCMPM should assign senior, mature Agents in view of the fact that they will be conducting investigations regarding personnel assigned to their office. The sole purpose of the investigation is to assure the employee merits continued access to national security information. Therefore, the investigation will focus in the areas of the character and trustworthiness of the employee.

(a) The full-field reinvestigation will include the following:

- 1. Neighborhood inquiry at any place of residence during the past five years (minimum of four neighbors per residence absent extenuating circumstances).
 - 2. Interview of supervisors and co-workers at all places of employment (including FBI) during the period covered.
 - 3. Interview of references, associates, and any roommates who resided with the employee during the period covered.
 - 4. Law enforcement record checks in all jurisdictions of residence, employment, and alternate residences for the employee and all individuals over the age of 16 residing with the employee.
 - 5. Verification of educational courses completed during the period covered.
 - 6. Verification and documentation should be obtained for any court action.
 - 7. Any other investigation deemed appropriate based upon information developed during the inquiry.
- (b) Leads should be sent by the office of origin (OO) to lead field offices. A 67E file is to be opened and

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assigned. Results of investigation should be returned to the OO in sufficient time for inclusion in the final report which is to be submitted by Buded.

(c) The completed package, consisting of the complete FD-814, the PSI, briefing forms, and the original completed reinvestigation report, should be sent to FBIHQ, Attention: PSU.

(9) In all cases, correspondence is to be sent in a sealed envelope and be directed to the "PERSONAL ATTENTION" of the employee's current SAC, ADIC, or to the PSU for all employees assigned to FBIHQ, so that suitable security will be afforded the transmittal of the investigative results. In those occasions where a lead is required to be sent to BICS, the correspondence is to be sent in a sealed envelope and directed to the "PERSONAL ATTENTION" of the BICS Unit, Northern Virginia Resident Agency.

(10) Adverse information is to be fully developed by the SCMPM, SO, or other designated security-trained individual. The results are to be recorded and furnished to the employee's SAC, ADIC, AD, for consideration and immediate action, if warranted. Simultaneously, the developed information is to be forwarded to the FBIHQ, PSU, for review, further investigation, if necessary, and adjudication.

(11) Information acquired during this reinvestigation that would be considered inconsistent with the standards set forth in Executive Orders 10450, entitled "Security Requirements for Government Employment," and 12968 entitled "Access to Classified Information," requires a security adjudication by the SPM, FBIHQ. The purpose of the security adjudication is to determine the trustworthiness of the employee and whether or not the employee's access to classified or sensitive information should be continued.

(12) In those offices not covered by BICS, completed investigation, including the fully executed FD-814, is to be forwarded to the SPM, PSU, FBIHQ, within 90 days from the receipt of the opening communication. In those offices covered by BICS, the original FD-814, PSI, and other requested information, as indicated supra in 67-11.1.1(7), is to be forwarded to the SPM, PSU, FBIHQ, within 30 days from the receipt of the computer-generated listing.

(13) All communications concerning an employee's reinvestigation should be filed in the employee's "67 Sub S" file. (See MAOP, Part 1, 20-4.1.)

67-11.1.2 Marriage Program (See MAOP, Part 1, 20-2.5.1 (6).) (Formerly 67-18.1.2)

The Security Officer (SO) will review the FD-292, "Change in Marital Status" form, and the results of a field office records check to determine if a Personnel Security Interview (PSI) is required. The PSI is required when the FD-292 and/or the results of a field office records check indicates certain factors (set out below) are present. The following information describes factors under which a PSI should be conducted; who should conduct the PSI; areas to cover during the PSI; if necessary, proper submission of results to FBIHQ, and how to capture time spent on the PSI for Time Utilization Recordkeeping (TURK) purposes.

(1) ROLE OF EXECUTIVE ORDER (EO) 10450 IN BUREAU EMPLOYEE PSIS

(a) EO 10450, entitled "Security Requirements for Government Employment," requires the government employment of or retention in employment of any individual to be clearly consistent with the interests of national security. It requires all federal employees to be reliable, trustworthy, of good conduct and character, and of complete and unswerving loyalty to the United States. It enumerates the following security factors which, depending on the relation of the government employment to the national security, must be considered as criteria in evaluating cases. The security criteria most often emerging with change in marital status cases are:

1. Any behavior, activities, or association which tend to show that the individual is not reliable or trustworthy.
2. Any deliberate misrepresentations, falsifications, or omission of material facts.
3. Any facts which furnish reason to believe that the individual may be subjected to coercion, influence, or pressure which may cause the person to act contrary to the best interests of national security.
4. Other criteria warranting consideration in evaluating cases, but arising less frequently, are enumerated in EO 10450, Section 8(a). (Each SO retains a copy of EO 10450.)

(b) The SO, under the authority of the Special Agent in Charge, utilizing the minimum standards set forth in EO 10450, after reviewing the results of the investigation, adjudicates whether the employee remains reliable, trustworthy, of good conduct and character, and of complete and unswerving loyalty to the United States.

(2) INSTRUCTIONS FOR THE INITIATION AND CONDUCT OF PSI

(a) The processing field office, utilizing guidelines set forth, will review the FD-292 and initiate appropriate

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action for the PSI to be conducted.

(b) The SO of the processing field office will review the FD-292 and will initiate the PSI simultaneously with the initiation of the background investigation.

(c) A PSI will be instituted whenever any of the following factors are present after a review of the FD-292:

1. The intended spouse is foreign born and does not have United States citizenship.
2. The employee may have possible contact with foreign nationals, as a result of the marriage (i.e., future in-laws are not United States citizens residing in or out of the United States).
3. The intended spouse has a criminal record.
4. The intended spouse is sought by law enforcement authorities in connection with an outstanding warrant.
5. The intended spouse has questionable associations.

(d) While the Special Agent in Charge (SAC) will have the discretion to designate the Special Agent (SA) to conduct the PSI, it is considered beneficial to utilize an FCI-experienced Agent when conducting PSIs when the Bureau has an investigative interest in the country of the intended spouse's origin.

(e) When the background of an employee's intended spouse or future in-laws indicates any connection (travel, residence, relatives, contacts, etc.) with a specified foreign country (see NFIP Manual, Introduction, 1-1.1), an FCI-experienced Agent should conduct an in-depth PSI and determine whether the employee would submit to a voluntary polygraph examination to resolve any remaining security concerns, should a substantial basis exist in accordance with existing FBI policy.

(f) In those cases where the concerns center around the criminal record of the employee's intended spouse, an outstanding open warrant(s) exists for the employee's intended spouse, or the intended spouse has dubious associations, the SO of the processing field office and/or other personnel designated by the SAC should conduct the PSI.

(g) Although the main thrust of the PSI should be developed through expertise of the interviewing personnel, the following points, at a minimum, and where applicable, must be addressed:

1. Personal contacts or associations developed with foreign nationals, as a result of employee's marriage.
 2. Degree of association and any relevant background data regarding future in-laws and associates who are not United States citizens.
 3. Intended spouse's immigration status and consideration for seeking United States citizenship.
 4. Determine the employee's awareness of the criminal record of his/her intended spouse.
 5. If the employee is aware of the criminal record of his/her intended spouse and this information was not provided on the FD-292 (Question 8 on the FD-292), determine why this information was not provided.
 6. Determine if employee knows of any circumstances which could cause him/her to be subjected to coercion, influence, or pressure due to employee's marriage.
 7. When the criminal record of the employee's spouse centers around illegal drug usage, possession, or distribution of illegal drugs, determine the employee's knowledge of his/her intended spouse's previous or current involvement with illegal drugs and provide details of employee's knowledge.
 8. Determine if the employee is familiar with any of his/her intended spouse's associates who may have criminal records and ascertain to what extent he/she has contact with those associates.
 9. Determine if the employee's intended spouse or any of the intended spouse's associates made any specific inquiries concerning the FBI duties or the type of information accessible to the employee.
 10. Determine if the employee deliberately or inadvertently disclosed sensitive FBI information to the intended spouse or any of his/her associates.
 11. The field office will ensure all outstanding warrant(s) are resolved as soon as possible, either by the employee or by notifying local law enforcement agencies concerning same.
 12. Solicit an explanation from the employee concerning any delinquency in notifying their SO of their intended marriage (see the MAOP, Part 1, 20-2.5.1), especially when the delinquency is further aggravated by security concerns arising from the marriage.
 13. An unsatisfactory explanation regarding the delinquent submission of Form FD-292 will be referred to the Adjudication Unit, Office of Professional Responsibility, for appropriate administrative action.
 14. Failure to execute Form FD-292 will be construed as insubordination and could result in both administrative action and the suspension of the employee's access to classified information until the matter is resolved.
 15. In all cases, should a substantial basis exist in accordance with existing FBI policy, ascertain whether the employee will submit to a voluntary polygraph examination to dispel any remaining security concerns.
- (h) Following the completion of the PSI, the SO and/or other personnel designated by the SAC, must afford

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the employee a security awareness briefing, specifically tailored to highlight the security concerns of his/her intended spouse's or his/her family's background, associations, or any other circumstances developed during the PSI and the investigation. This briefing should further remind the employee of his/her responsibility to safeguard national security information and to protect information obtained by him/her, as a result of his/her FBI employment. The employee should be reminded of his/her responsibility to report attempts by anyone to obtain information from him/her and of the criminal penalties for unauthorized disclosures.

(i) In all cases, the SO of the processing field office will review the executed FD-292 for completeness. This review should also identify any facts, as enumerated in EO 10450, which furnish reason to believe the employee's marriage could result in the possible coercion or undue influence by the intended spouse over the employee so as to possibly compromise the interests of national security, or whether the intended spouse or intended spouse's family members are non-U.S. citizens which indicates possible security consequences. The SO must also determine if the employee has access to Sensitive Compartmented Information (SCI) or is being considered for such access and should notify the SPM of such. The SPM, in his/her capacity as the designated representative of the Director regarding SCI matters, will evaluate the eligibility of the employee for access to SCI in accordance with the Director of Central Intelligence Directive (DCID) No. 1/14, entitled "Minimum Personnel Security Standards and Procedures Governing Eligibility for Access to SCI." Simultaneously, if necessary, the SPM will address the security issues bearing on the employee's continued trustworthiness and "Top Secret" security clearance. (Each SO retains a copy of DCID No. 1/14.)

(j) The results of the PSI, investigation and security awareness briefing should be forwarded to Personnel Security Unit, National Security Division, FBIHQ. A copy should be retained in the employee's field office security subfile (67 Sub S). The caption should list: Official Bureau Name Position, EOD, Division, Reinvestigation of FBI Personnel, Change in Marital Status.

(k) The time expended on the interview of the employee is to be captured for TURK purposes under the FBI Security Program, entitled "Reinvestigation of FBI Personnel," by utilization of classification 67E. The alpha designator (E) will be followed by the Universal Case File Number of the FBIHQ file.

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67-11.2 Revised and Moved to 67-4.2, 67-4.2.1, 67-4.2.2, 67-4.2.3, 67-4.2.4, 67-4.2.5, 67-4.2.6, 67-4.2.9, 67-4.2.10, and 67-4.2.11.

67-11.2.1 Revised and Moved to 67-4.2.7.

67-11.2.2 Deleted

67-11.2.3 Deleted

67-11.2.4 Deleted

67-11.3 Deleted

67-11.3.1 Revised and Moved to 67-2.2.

67-11.3.2 Revised and Moved to 67-2.4.

67-11.3.3 Deleted

67-11.3.4 Revised and Moved to 67-2.5.2.

67-11.3.5 Deleted

67-11.3.6 Revised and Moved to 67-3.5.3.

67-11.3.7 Revised and Moved to 67-3.6.

67-11.3.8 Revised and Moved to 67-2.3

67-11.3.9 Revised and Moved to 67-4.2.7.

67-11.3.10 Deleted

67-11.4 Revised and Moved to 67-4.2.12.

67-11.5 Revised and Moved to 67-8.5.1, 67-8.5.2, and 67-8.5.3.

67-12 MOVED TO 67-3.9.

67-12.1 Revised and Moved to 67-3.9.1.

67-12.2 Revised and Moved to 67-3.9.2.

67-12.3 Revised and Moved to 67-3.9.3.

67-12.4 Revised and Moved to 67-3.9.4.

67-12.5 Moved to 67-3.9.5.

67-13 MOVED TO 67-1.3.

67-14 REVISED AND MOVED TO 67-10.

67-14.1 Revised and Moved to 67-10.2

67-14.2 Revised and Moved to 67-10.3.

67-14.3 Revised and Moved to 67-10.4.

67-14.4 Revised and Moved to 67-10.5.

67-14.5 Revised and Moved to 67-10.1.

67-15 DELETED

67-16 REVISED AND MOVED TO 67-6.2.

67-16.1 Revised and Moved to 67-6.1.1 and 67-6.2.

67-16.2 Revised and Moved to 67-8.6.3.

67-16.2.1 Revised and Moved to 67-8.3.1, 67-8.3.2, 67-8.6.1, 67-8.6.2, and 67-8.6.3.

67-16.2.2 Revised and Moved to 67-2.7, 67-2.7.1, and 67-8.6.3.

67-16.2.3 Revised and Moved to 67-8.6.3.

67-16.3 Revised and Moved to 67-6.3.

67-16.3.1 Revised and Moved to 67-6.3.1.

67-16.3.2 Revised and Moved to 67-6.3.2.

67-16.3.3 Revised and Moved to 67-6.3.3.

67-16.3.4 Deleted

67-16.3.5 Revised and Moved to 67-6.3.4.

67-16.3.6 Deleted

67-17 REVISED AND MOVED TO 67-6.

67-17.1 Revised and Moved to 67-6.1.

67-17.1.1 Revised and Moved to 67-6.7.

67-17.1.2 Moved to 67-2.2.

67-17.1.3 Deleted

67-17.1.4 Revised and Moved to 67-2.5.1 and 67-2.6.

67-17.1.5 Revised and Moved to 67-2.5.1.

67-17.1.6 Revised and Moved to 67-2.4.

67-17.1.7 Revised and Moved to 67-2.3.

67-17.1.8 Deleted

67-17.1.9 Deleted

67-17.1.10 Revised and Moved to 67-6.6.

67-17.2 Revised and Moved to 67-6.1.

67-17.2.1 Revised and Moved to 67-7.12.

67-17.2.2 Revised and Moved to 67-7.1.

67-17.2.3 Revised and Moved to 67-7.3.

67-17.2.4 Revised and Moved to 67-7 and 67-7.2.

67-17.2.5 Deleted

67-17.2.6 Deleted

67-17.2.7 Revised and Moved to 67-17.2.7.

67-17.3 Revised and Moved to 67-7.6 and 67-7.10.

67-17.3.1 Deleted

67-17.3.2 Revised and Moved to 67-7.7 and 67-7.16.1.

67-17.3.3 Deleted

67-17.3.4 Deleted

67-17.3.5 Deleted

67-17.3.6 Revised and Moved to 67-6.5.

67-17.3.7 Revised and Moved to 67-7.5, 67-7.8 and 67-7.9.

67-17.3.8 Revised and Moved to 67-6.8.

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67-18 REVISED AND MOVED TO 67-11.

67-18.1 Revised and Moved to 67-11.1.

67-18.1.1 Revised and Moved to 67-11.1.1.

67-18.1.2 Revised and Moved to 67-11.1.2.

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