

**Army Regulation 190-56**

**Military Police**

# **The Army Civilian Police and Security Guard Program**

**Headquarters  
Department of the Army  
Washington, DC  
21 June 1995**

**Unclassified**

# ***SUMMARY of CHANGE***

AR 190-56

The Army Civilian Police and Security Guard Program

This revision--

- o Deletes introduction paragraph (para 1-5).
- o Deletes the requirement for a urinalysis test as part of the physical examination (para 2-3g).
- o Adds sexual harassment awareness training to required training (para 4-5b(5)).
- o Revises weapons qualification on assigned weapon from yearly to every 12 months (para 4-5c).
- o Adds mandatory training on safety functions, capabilities, limitations and maintenance of firearms (para 4-5c).

Effective 21 July 1995

Military Police

The Army Civilian Police and Security Guard Program

By Order of the Secretary of the Army:

GORDON R. SULLIVAN  
General, United States Army  
Chief of Staff

Official:



JOEL B. HUDSON  
Acting Administrative Assistant to the  
Secretary of the Army

**History.** This printing publishes a revision of this regulation. Because the publication has been extensively revised, the changed portions have not been highlighted.

**Summary.** This regulation prescribes policies and procedures for the Army Civilian Police and Security Program. It contains provisions for the selection, management, employment, and training of civilian police and security guards.

**Applicability.** This regulation applies to the Active Army and the U.S. Army Reserve. Although not specifically applicable to the Army National Guard, the policies and procedures contained herein are appropriate for

Army National Guard activities. It is applicable to security guard personnel at Government-owned, contractor-operated facilities. It is applicable worldwide, although outside continental United States commanders must consider such factors as host nation support and status of forces agreements when implementing its policies and procedures. It applies to all Department of the Army employees who are assigned to civilian police and security guard positions involving the enforcement of law and or the protection and safeguarding of personnel and property, and to contract and contractor security personnel involved in the protection and safeguarding of personnel and property.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff for Operations and Plans. The Deputy Chief of Staff for Operations and Plans has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The proponents may delegate the approval authority in writing to a division chief under their supervision within the proponent agency who holds the grade of colonel or the civilian equivalent.

**Army management control process.** This regulation contains management control provisions in accordance with AR 11-2, but does not contain checklists for conducting

management control reviews. Alternate management control reviews are used to accomplish assessment of management controls.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval of the Deputy Chief of Staff for Operations and Plans, ATTN: DAMO-ODL, 400 ARMY PENTAGON, WASH DC 20310-0400.

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested Improvements.** Users are invited to send comments and suggested improvements through established command channels on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Deputy Chief of Staff for Operations and Plans, ATTN: DAMO-ODL-S, 400 ARMY PENTAGON, WASH, DC 20310-0400.

**Distribution.** Distribution of this publication is made in accordance with the requirements on DA Form 12-09-E, block 2133, intended for command levels A, B, C, D, and E for Active Army, Army National Guard, and U.S. Army Reserve.

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\*This regulation supersedes AR 190-56, 10 September 1986.

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## Chapter 1 General

### 1-1. Purpose

This regulation establishes the Army Civilian Police and Security Guard Program. Also, it assigns responsibilities, and establishes policy, standards, and procedures for the effective implementation of the program.

### 1-2. Reference

Required and related publications and prescribed and referenced forms are listed in appendix A.

### 1-3. Explanation of abbreviations and terms

Abbreviations used in this regulation are explained in the glossary.

### 1-4. Responsibilities

*a.* The Deputy Chief of Staff for Operations and Plans (DCSOPS) will develop policies, standards, and procedures to enhance the overall effectiveness of the Army Civilian Police and Security Guard Program. Under the direction of the DCSOPS, the Chief, Security, Force Protection, and Law Enforcement (DAMO-ODL) will act as the principal Army staff officer responsible for efforts to enhance program effectiveness. The Chief, DAMO-ODL, will designate a project officer to oversee and manage the Army Civilian Police and Security Guard Program. The project officer will be the principal point of contact within the Army Staff and major commands on all program matters.

*b.* Under the direction of the Deputy Chief of Staff for Personnel (DCSPER)—

(1) The Director of Civilian Personnel (DCP) will ensure that civilian personnel management policies support a skilled and professional civilian police and security guard work force. These policies include recruitment and placement; reassignment and termination; job evaluation; classification; pay administration; development of model job descriptions and pay grades; incentives; employee relations and morale; uniforms and allowances; performance appraisal; training; and career development. The DCP will act as the principal point of contact with the Office of Personnel Management (OPM) concerning civilian personnel management matters affecting civilian police and security guards.

(2) The Chief, Leader Policy Division, Directorate of Human Resources Development, will determine policies relating to civilian police and security guard participation in the Army Civilian Employee Drug Testing Program. Such policies will be coordinated with the Office of Labor and Employee Relations, Office of the DCP.

(3) The Commanding General, U.S. Total Army Personnel Command (PERSCOM), will implement policies affecting civilian police and security guards assigned to nuclear and chemical surety or nuclear reactor positions.

*c.* The Deputy Chief of Staff for Logistics (DCSLOG) will accomplish actions pertaining to issuance of special clothing and equipment for civilian police and security guards.

*d.* The Deputy Chief of Staff for Intelligence (DCSINT) will ensure that personnel security policies and procedures are supportive of the Army Civilian Police and Security Guard Program.

*e.* Heads of other Army Staff agencies will—

(1) Determine policies within their assigned functional areas.

(2) Designate a single organizational element as a sole point of contact responsible for coordination of civilian police and security guard matters within their respective agency.

(3) Coordinate such matters with the DAMO-ODL project officer.

*f.* The Commanding General, U.S. Army Training and Doctrine Command (TRADOC) will provide training development, training, and training support activities for the Army Civilian Police and Security Guard Program.

*g.* Commanders of major Army commands and heads of Staff Agencies commanding field operating agencies will—

(1) Provide guidance and staff assistance to subordinate commands, installations, and activities to ensure compliance with the intent and requirements of this regulation.

(2) Effect necessary planning, programming, budgeting, and accounting actions to meet command-wide training needs for civilian police and security guard personnel.

(3) Designate a project officer to oversee and manage the civilian police and security guard program.

(4) Closely monitor the installation, activities, and Government-owned, contractor-operated (GOCO) facilities under their command to ensure compliance with applicable regulatory guidance.

*h.* Installation and activity commanders, and commanders of tenant activities or subordinate units employing security guards or civilian police (for example, airfields) will—

(1) Implement and ensure compliance with this regulation in a manner appropriate for their activities.

(2) Ensure that only individuals who are qualified, physically fit, reliable, and trustworthy are employed in civilian police and security guard positions.

(3) Identify training needs and allocate necessary resources to meet their needs.

(4) Ensure that contingency contracts under the Logistics Civil Augmentation Program provide for use of contract and contract security guard services in support of U.S. Forces during crisis, including wartime.

*i.* Provost marshals and or security managers will—

(1) Ensure that civilian police and security guard personnel are adequately trained to perform assigned duties and to react to terrorist incidents and other high-risk, special threats.

(2) In coordination with local civilian personnel officers (CPOs), accomplish the following:

(*a.*) Ensure that personnel employed in civilian police and security guard positions are qualified, capable, reliable, and trustworthy.

(*b.*) Ensure that appropriate reliability investigations are conducted on Army employees before they are assigned to civilian police and security guard duties.

(*c.*) Develop individual training plans to ensure that the training needs of civilian police and security guards are met.

(3) In coordination with contracting officers, accomplish the following:

(*a.*) Establish adequate work performance standards for security guard services contracts. This will assist contracting officers to negotiate contracts in which specific security guard needs are met, and only qualified, capable, reliable, and trustworthy personnel are hired to perform such work. For GOCO facilities, work performance standards will be established by the command issuing or modifying contracts for operation and or maintenance of the facility.

(*b.*) Ensure provisions in security guard services contracts authorize provost marshal personnel as the contracting officer's representative, to monitor and inspect the performance of such contracts. For GOCO facilities, the statement of work will ensure that the provost marshal, security officer, and other designated Army personnel may monitor and inspect the performance of such contracts.

(*c.*) Ensure appropriate reliability or security clearance investigations are conducted on contract personnel before such personnel are assigned security guard duties.

(*d.*) Ensure that contracts clearly define the limits of authority, jurisdiction, and use of force.

(4) In coordination with the local intelligence office, ensure personnel requiring access to classified material have the appropriate security clearance.

*j.* Local CPOs, contracting officers, and heads of supporting intelligence activities will provide technical assistance and coordinate all employment matters affecting the Army Civilian Police and Security Guard Program with the appropriate provost marshal.

*k.* Managers and or supervisors at all levels will—

(1) Implement internal controls per AR 11-2 to ensure adherence to this regulation, and to ensure the Army Civilian Police and Security Guard Program is managed efficiently and effectively.

(2) Develop job descriptions (per DA Pams 690-8 and 690-10)

that adequately describe the duties to be performed, including physical demands, physical fitness requirements, and security screening requirements. Contractors operating GOCO facilities will prepare job descriptions prescribed by their company procedures.

(3) Ensure position descriptions conform to the mission and an analysis of respective areas of responsibility.

#### **1-5. Objectives**

The objectives of the Army Civilian Police and Security Guard Program are to—

*a.* Provide centralized and cohesive direction to the program, while reinforcing the commander's responsibility to manage local assets.

*b.* Enhance the professionalism, quality, and effectiveness of civilian police and security guards.

*c.* Facilitate the overall security of Army installations and activities by employing nonmilitary personnel to perform security and law enforcement services.

## **Chapter 2 Personnel Qualification and Selection**

### **2-1. Basic character traits**

Basic character traits of honesty, courtesy, tact, cooperation, personal appearance, and bearing are important factors required of civilian police and security guards. Personal qualities of good conduct and character, integrity, dependability, and good mental and physical fitness are also required of such personnel.

### **2-2. Qualification standards**

Army civilian police and security guards will be required to meet the OPM qualification standards for the Police Series (GS-083) or Guard Series (GS-085). To ensure such personnel are qualified and capable of performing their prescribed duties, local provost marshals, in close coordination with local CPOs, will develop job descriptions and performance standards that accurately describe the duties to be performed based on job analysis. OPM qualification standards for the Police Series, GS-083 and Guard Series, GS-085 (TS 224, Feb 88, or later versions that may be approved by the Office of Personnel Management including separate and approved Army standards), contain minimum qualification requirements for police and guard positions. Job-related functions, such as strenuous activity, physical exertion, physical ability, and levels of stress as they pertain to a specific job will be considered for both normal and emergency operations. Minimum physical requirements will be per the Office of Personnel Management (OPM) qualification standards, the command's job analyses, and written performance plans cited above, and will be standardized at each installation or activity. More stringent physical demands will be supported by valid job analyses and written performance plans. In preparing job analyses, careful consideration must be given to whether or not waivers of physical demands can be considered. The physical agility test found in ST 19-138, chapter 1, may be used as a guide.

### **2-3. Employment security screening procedures**

*a.* All applicants tentatively selected for appointment to Army civilian police and security guard positions will be security screened to the extent possible (for example, a minimum of a local files check) prior to being offered an appointment to such positions. The time period covered by the security screening will be the most recent 5 years, or since age 18, whichever is shorter, provided it covers the most recent 2 years of the applicant's life. No security checks are required prior to the applicant's 16th birthday.

*b.* Preemployment inquiries will be conducted by the local CPO and will include, at a minimum, checks with former employers, former supervisors, and personal references.

*c.* The local CPO will request the local provost marshal to conduct a check of arrest and criminal history records (except where

prohibited by local and State law) of the State(s) in which an applicant has resided during the most recent 5 years. Provost marshals will make the record checks through their supporting police or sheriff's department under the authorization of the Federal Bureau of Investigation (FBI) National Crime Information Center (NCIC). (See AR 190-27.) Provost marshals will also request a records check from the U.S. Army Criminal Investigation Command Crime Record Center (CRC). (See AR 190-30.)

*d.* The provost marshal will forward the results of such inquiries to the CPO with a recommendation to continue or discontinue the processing of the applicant.

*e.* The security screening requirements in *a*, *b*, and *c* above also apply to contract security guard personnel, except that the contractor will be responsible for conducting the security screening checks. The contracting officer, in conjunction with the provost marshal, will include in the solicitation/contract/statement of work, a requirement that security guard personnel meet the suitability requirements of this regulation as well as appropriate security clearance requirements of AR 380-67 or DOD 5220.22-M, if applicable. The contractor will be required to furnish the contracting officer and provost marshal a record of the results of each employee's security screening prior to entry on duty. In coordination with the contractor and contracting officer, the provost marshal may conduct the arrest and criminal history checks through the NCIC and CRC. If security clearances are required for contract security guards, requests for investigations should be made to the supporting Defense Investigative Services office. (See DOD 5220.22-M.)

*f.* In addition to the requirements above, contract security guards not required to have security clearances will undergo a credit check as part of the security guard services contract. Results of credit checks will be furnished the contracting officer and provost marshal. The costs of all such checks and inquiries will be the responsibility of the contractor unless the Government explicitly undertakes to pay for the requirement.

*g.* In addition to the employment security screening procedures prescribed above, Army civilian police and security guard positions are categorized as noncritical-sensitive, and require favorable completion of a National Agency Check and Inquiry (NACI) prior to appointment to such positions. (See AR 380-67 and DOD 5220.22-M.)

(1) Filling a position before completion of the NACI will be kept to a minimum, but if absolutely necessary, an exception to AR 380-67 must be authorized in writing by an authority listed in AR 380-67 or delegated authority, and will contain specific justification. The commander will be notified of all exceptions. In such instances, the position may be filled only after the NACI has been initiated.

(2) Certifying officials (discussed in chap 3) will implement a tracking system to ensure that records of personnel hired under such exceptions to policy are monitored. Results of the NACI will be forwarded to the certifying official on receipt by the CPO.

*h.* Commanders of outside continental United States (OCONUS) major Army commands (MACOMs) will establish necessary security screening procedures for security guard personnel to ensure that the spirit and intent of this regulation are met. The cooperation of the host country will be solicited.

*i.* All tentative selectees for appointment in the GS-083, Police Series and GS-085, Guard Series will be required to undergo a medical examination (at Government expense) to determine the physical qualifications, and the emotional and mental stability of such individuals.

(1) This requirement also applies to personnel currently employed in police and guard positions.

(2) Employees assigned to police and guard positions will be reexamined annually, at Government expense, to determine their continued physical and emotional suitability to perform the functional requirements of such positions.

(*a*) A copy of the OPM qualification standards and physical standards required for the position concerned (para 2-2), along with a copy of the requirements in this chapter, will be provided to the

examining physician with SF 78 (United States Civil Service Commission Certificate of Medical Examination).

(b) To be finally selected, examinees must be medically certified to the appointing officer as eligible under such standards.

j. Administrative action, as determined by management in consultation with the servicing CPO and staff judge advocate labor counselor, will be taken in the case of currently employed Army civilian police and security guards who are determined by medical examination to possess lasting physical conditions that, in the judgement of competent medical authorities, constitute a health danger to themselves or others when placed in circumstances involving arduous physical exertion or a stressful situation, or will adversely effect performance of assigned job duties.

k. In the case of contract security guards, the provost marshal, in coordination with the contracting officer and staff judge advocate (SJA) labor counselor, will prescribe in security guard services contracts or contractor statement of work, the specific qualification standards, including physical fitness, suitability, and medical examination requirements, for such personnel. Medical examinations for contract employees will not be conducted at Government expense. Medical examinations for contractor guards are a reimbursable expense at GOCO installations. The standards will be those outlined in ST 19-138 and as found in the performance statement of work (SOW), dated 9 February 1981, (or later version) when issued by the Office of the Assistant Secretary of the Army (Research, Development, and Acquisition) (Contract Administration). The statement of work contains a standard format for security guards services contracts. Additionally, FM 19-30, appendix G, contains guidance and a sample contract for security guard services. Contracting offices, in coordination with provost marshals, will monitor hiring actions to ensure compliance with qualification standards. Procedures will be established for periodic review of personnel records for contract security guards. The specific provisions of the contract may include the requirement that Government personnel administer or monitor the contractor's administration of required physical fitness testing. Depending on the size of the contract security guard force and the complexity of its mission, the provost marshal or his or her representative may be appointed as a contracting officer representative or contracting officer technical representative.

l. The Individual Reliability Program (IRP) (as outlined in chap 3) supplements the employment security screening requirements.

#### **2-4. Drug abuse testing**

a. AR 600-85 establishes the Civilian Employee Drug Testing Program for certain selected Army employees working in critical jobs or classes of jobs. It includes guidance on Army civilian police and security guards.

b. Contract security guards will be subject to the requirements of AR 600-85 on the same basis as Federally employed Army civilian police and security guards. These requirements will be incorporated in any contract for security guard services.

#### **2-5. Standards of appearance**

Civilian police and security guard personnel will maintain high standards of personnel appearance, as reasonably expected by the public served. (See AR 670-10.)

### **Chapter 3 Individual Reliability Program (IRP)**

#### **3-1. General**

This chapter establishes the IRP for Army civilian police and security guards, including contract security guards. The IRP provides a means of assessing the reliability and suitability of individuals being considered for employment, and provides for continuous assessment of personnel assigned to civilian police and security guard positions.

#### **3-2. Exemption**

Security guards performing duties associated with nuclear (including nuclear reactors) and chemical surety material are exempt from the requirements of this chapter. These personnel are covered under the Personnel Reliability Program criteria and procedures in AR 50-5 and AR 50-6. Contract security force personnel will be subject to the work rules established by the responsible contractor regarding counseling and employment. The individual may be terminated per those rules and no right to counseling or further employment shall exist, except as provided for by the responsible contractor.

#### **3-3. Policy**

a. Personnel who are assigned to civilian police and security guard positions will be required to maintain a high standard of conduct at all times. The protection of many installations and activities, particularly those storing classified and sensitive material, depends heavily on these individuals. Personnel engaged in civilian police and security guard duties work with relatively little supervision, and frequently in isolated locations.

b. Army assets must be safeguarded against the actions of untrustworthy and emotionally unstable security personnel. All personnel performing civilian police and security guard duties must be continuously evaluated to determine if their character, trustworthiness, and fitness are consistent with the high standards expected of the law enforcement and security profession.

#### **3-4. IRP applicability**

The IRP is considered a condition of employment and applies to—

- a. Prospective employees tentatively selected for civilian police or security guard positions.
- b. Employees currently in such positions.
- c. Contract security guards.

#### **3-5. IRP certifying official**

a. The IRP certifying official will be the commander, or designated representative, charged with the maintenance of law and order at an installation or facility. Commanders may designate the provost marshal/security officer or CPO as the IRP certifying official. The provost marshal may in turn further delegate this function to a senior individual within the provost marshal/security office. At GOCO facilities, the plant manager may be delegated as the IRP certifying official, and may, in turn, further delegate this function to a senior individual within the contractor security department.

b. The IRP certifying officials must make every effort to maintain frequent personal contact with persons performing duties under the IRP.

c. Certifying officials will establish a system for periodic (at least annual) review of employee records to ensure that any adverse information added to the file after initial certification is reviewed and considered.

(1) The certifying official will review available personnel records and those records obtained as the result of the employment security screening procedures (see chap 2) and make a suitability determination. The purpose of this review is to determine if information contained in these records may preclude assignment or continued assignment to civilian police or security guard positions.

(2) In the case of medical records, the procedures in paragraph 3-9 apply.

#### **3-6. Reliability factors**

a. The following reliability factors will be used by the certifying official in making determinations with respect to an individual's eligibility for employment, retention in sensitive duties, or eligibility for access to classified information.

- (1) Loyalty.
- (2) Foreign preference/connections.
- (3) Security responsibility safeguards.
- (4) Criminal misconduct.
- (5) Mental or emotional disorders.

b. The reliability factors are per AR 380–67, and are discussed further in paragraph 3–7 of this regulation.

### 3–7. Disqualifying factors

a. AR 380–67 lists the disqualifying factors for civilian police and security guard duties unless overriding evidence of reliable duty performance exists. Examples of disqualifying medical conditions, traits, or behavioral characteristics for civilian police and security guard duties are listed below:

(1) *Loyalty*. Any behavior or knowing membership in an organization that unlawfully advocates the overthrow of the Government of the United States.

(2) *Foreign preference/connections*. Any behavior or acts which would be considered serving the interests of another government in preference to the interests of the United States. Any behavior that would make the individual vulnerable to coercion, influence, or pressure that may cause conduct contrary to the national interest.

(3) *Security responsibility consistent with paragraph 3–6 safeguards*. Any behavior that disregards public law, statutes, executive orders, or regulations, including violation of security regulations or practices or unauthorized disclosure of classified information.

(4) *Criminal misconduct*. Court-martial convictions; civil conviction of a serious nature (felony), or equivalent disciplinary actions; or a pattern of behavior or actions reasonably indicative of a contemptuous attitude toward the law or other duly constituted authority.

(5) *Mental or emotional disorders*. Any significant physical or mental condition, substantiated by competent medical authority, that may impair the individual's ability to perform assigned duties, or any character trait, or aberrant behavior that the certifying official believes is prejudicial to reliable performance of the duties of a particular police or security guard position.

(6) *Financial matters*. Excessive indebtedness, recurring financial difficulties, or unexplained affluence.

(7) *Alcohol and drug abuse*. Any possession, use, or distribution of alcohol or drugs that adversely affects reliability or job performance. Persons medically diagnosed as alcohol or drug dependent may not be selected for, or retained in, the Army Civilian Police and Security Guard Program. Other instances of substance abuse will be evaluated by the certifying official on a case-by-case basis. Those persons disqualified for substance abuse are not eligible for requalification until satisfactory completion of the Alcohol and Drug Abuse Prevention and Control Program, as outlined in AR 600–85, or a civilian equivalent.

(8) *Falsification/refusal to answer*. Any knowing and willful falsification, cover-up, concealment, misrepresentation, or omission of material used by DoD or any other Federal agency. Failing or refusing to answer or to authorize others to answer questions or provide information required by a Congressional committee, court, or agency in the course of an official inquiry when information is relevant to the evaluation of an individual's reliability.

(9) *Sexual misconduct*. Any acts of perversion indicative of moral turpitude, poor judgement, or lack of regard for the laws of society.

(10) *Work performance*. Any behavior that is considered negligence, insubordination, or delinquency in performance of duty.

b. When, despite the presence of disqualifying factors, an individual is retained for duty in the IRP because of overriding evidence of reliable performance of duty in a particular civilian police or security guard position, the certifying official will record this information. A memorandum for record (MFR) clearly outlining the facts considered and the basis for the decision made, shall be prepared.

(1) A copy will be provided to the employee who will sign, acknowledging receipt and the fact that he or she may rebut the matters asserted within a reasonable time (normally 5 working days).

(2) Both the MFR and any attached rebuttals will be placed in the employees official personnel folder per *c* below.

c. Adverse information not already on record may be placed in the employee's official personnel folder only per current laws and

regulations. Forward the information to the servicing CPO for evaluation and filing.

d. As soon as it is suspected that a disqualification may occur, the certifying official must contact the servicing CPO. The CPO must be involved at the earliest. Coordination with the staff judge advocate labor counselor is the responsibility of the CPO.

### 3–8. Unreliability determination

a. An unreliability determination may be made at any time during screening.

b. Commanders who disqualify Army civilian employees from the IRP will seek the advice of their servicing CPO for assistance in placing or separating those employees. When personnel are disqualified from the IRP, this becomes a personnel action, and appropriate guidance is found in civilian personnel regulations.

c. In the case of contract security guards, the contractor will be required to replace any individual who is disqualified under the IRP.

### 3–9. Review of records

The certifying official will review available personnel records and those records obtained as the result of the employment security screening procedures in chapter 2 for suitability determination. The purpose of the review is to determine if information contained in the these records may preclude assignment or to continue assignment to civilian police or security guard positions.

### 3–10. Medical evaluation

a. The results of the medical examination (para 2–3i) will be evaluated by a competent medical authority (licensed physician or military physician assistant (PA)) to determine physical and mental condition.

b. The certifying official will be advised promptly of any condition that may impact on fitness for IRP duty. The certifying official will also be advised of any prescribed medication that may detract from the individual's ability to perform assigned duties. When the certifying official suspects that there is a medical condition that has not been discovered, or the medical finding is unclear, the certifying official will consult the competent medical authority before making a final determination.

c. The competent medical authority will make a recommendation to the certifying official on the reliability of the individual. The final decision will be made by the certifying official or, where appropriate, a reviewing official (designated by the commander concerned), and will be based on a thorough review of pertinent information and consultation with appropriate medical personnel and the CPO.

### 3–11. Certifying official's evaluation

a. After the personnel and medical records are screened, the certifying official will determine whether the person is acceptable for assignment to, or retention in, the IRP. If acceptable, the certifying official will interview the individual and cover the topics below:

(1) The behavioral traits and medical conditions that are disqualifying for assignment or retention in the IRP.

(2) The importance of the assignment and the responsibilities involved.

b. DA Form 5557–R (Individual Reliability Screening and Evaluation Record) will be used to record screening and evaluation of Army employees and contract personnel. A copy of DA Form 5557–R is available at the back of this regulation for reproduction purposes. It will be reproduced locally on 8 1/2 by 11–inch paper. Such information will be safeguarded to prevent unauthorized access, use, disclosure, alteration, and destruction per AR 340–21 and AR 25–55.

(1) The original DA Form 5557–R will be filed in the individual's official personnel folder, and a copy will be retained in the files of the certifying official.

(2) A copy will be forwarded to the screening medical activity and retained in the individual's medical records where it will serve to identify the individual as a member of the IRP, so that medical personnel can carry out their responsibilities per paragraph 3–11a.

### 3-12. Continuing evaluation

a. Continuing evaluation of IRP personnel is essential. Any incident or problem that might be cause for temporary or permanent removal from IRP duty must be promptly reported to the certifying official. This is done by IRP personnel, supervisors, associates, personnel officers, and those who provide medical care and maintain medical records. Any prescribed use of medication that may detract from the ability of a person to perform assigned duties must also be reported. Oral or telephone notice will be confirmed in writing.

b. The IRP is a commander's program. The commander must therefore be aware of, and concerned with, the personal status of his or her personnel at all times. In order for the IRP to work, total team effort and interaction is necessary. Supervisors at all levels have an inherent responsibility to inform the commander of all cases of erratic performance and poor judgement by personnel on or off duty that could affect on-the-job reliability. All personnel are responsible for reporting behavior affecting reliability of their co-workers to their immediate supervisors.

c. To ensure that certifying officials are aware of patterns of behavior that may indicate unreliability, installations should establish systems to incorporate reference counseling of employees in both supervisor and employee records. These records will be periodically reviewed by certifying officials.

d. If the commander becomes aware of behavior that may reflect adversely on an employee's loyalty, as outlined in AR 380-67, DA Form 5248-R (Report of Unfavorable Information for Security Determination) will be forwarded to the Commander, U.S. Army Central Personnel Security Clearance Facility, ATTN: PCCF-M, Fort Meade, MD 20755-5250. A copy of DA Form 5248-R is available at the back of this regulation for reproduction purposes. It will be reproduced locally on 8 1/2 by 11-inch paper.

### 3-13. Temporary disqualification

When performance of duty may be impaired by the use of prescribed medication or short-term stress, the person will be immediately restricted from civilian police or security guard duties. The employee will be assigned duties which do not conflict with this condition, or if no such duties are available within the work unit, management will coordinate with CPO to find other suitable duties to which the employee can be temporarily detailed.

### 3-14. Contractor requirements

a. The requirements of this chapter will be incorporated in all contracts for security guard contracts or statement of work for contract security guard services. Contracts will be updated as needed to comply with substantive changes to this regulation.

b. The contract will require that contract employees performing security guard duties meet the reliability standards of the IRP. Contractors will—

(1) Instruct contract personnel on the purpose, standards, and procedures of the IRP, and on physical fitness and agility standards.

(2) Instruct each employee that assignment to a security guard position is subject to the standards and procedures of the IRP.

(3) Ensure that employees assigned, or to be assigned, to a security guard position have the required medical examinations and evaluations.

(4) Provide for sufficient observation by contract security personnel of employees assigned to security guard positions.

(5) Give the results of a medical evaluation of any contract employees assigned, or to be assigned, to a security guard position to the certifying official. Promptly report any data about employees that is relevant to assignment, retention, or disqualification under the IRP.

(6) Assign to security guard positions only those employees who are found by the certifying official to be eligible.

(7) Promptly on notice of information that is, or appears to be, reason for disqualification, temporarily remove an employee from a security guard position, and inform the certifying official promptly of the action and the reason.

(8) Promptly inform the proper activities so that entry control and

access lists may be updated to bar removed or disqualified personnel.

(9) Immediately suspend an employee from a security guard position when the certifying official informs the contractor that the employee has been temporarily removed from the IRP.

(10) Remove the employee when informed that he or she is unacceptable because of failure to meet reliability standards and has been permanently disqualified.

## Chapter 4 Training

### 4-1. General

The effectiveness of a security force is influenced by the quality of its training program. Effective training depends on leadership, imaginative planning, and efficient use of resources.

### 4-2. Training and qualification policy

Each individual who performs civilian police and security guard tasks or duties will, prior to assignment, be trained and qualified to perform such tasks or duties, per guidance in ST 19-138 and local requirements.

### 4-3. Contract security guards

Security guard services contracts or contractor statement of work will include training and qualification requirements appropriate to assigned job tasks or duties per guidance in ST 19-138 and local requirements.

### 4-4. Documentation

The training and qualifications of each individual will be documented by the training manager or training supervisor. These documents will be readily available for review and inspection. In the case of contract security guards, such documentation will be made available to the responsible provost marshal for review and approval prior to assignment of the contract security guard. Contractor training courses and supporting material will be available for the provost marshal's review.

### 4-5. Minimum training standards

a. Training standards will conform, as local requirements dictate, to the performance-oriented tasks, conditions, standards, supporting skills and knowledge, and performance measures contained in ST 19-138. Installation commanders should use this publication, in conjunction with local threat analyses and job requirements, to design their local training program.

b. Commanders will also provide training, as appropriate, in the following areas:

(1) Standards of conduct and ethics.

(2) Jurisdiction and authority.

(3) Use of force.

(4) Equal opportunity training.

(5) Sexual harassment awareness training.

(6) Safety.

(7) Local organization and chain of command (civilian and military).

(8) Security command and control system during normal and contingency operations.

(9) Federal magistrate system (continental United States (CONUS)).

(10) Status of forces agreements (outside continental United States (OCONUS)).

(11) Alarm system operation.

(12) Recognition of sabotage-related devices and equipment that might be used against the installation or in-transit shipment.

(13) Location of sensitive or vital areas within an installation, activity, or facility, and protection of them.

(14) Protected area security and vulnerability.

(15) Locks and key control system operation.

(16) Vulnerabilities and consequences of theft of sensitive critical material.

(17) Protection of security system information.

(18) Communications system operation.

(19) Response force organization, mission, deployment, tactical movement, and rules of engagement.

(20) Use of and defense against chemical and riot control agents.

(21) Unarmed self-defense and restraint techniques.

(22) Use of night vision devices.

(23) Alcohol and drug identification and intervention (for supervisors).

c. Weapons training will be conducted according to guidance provided in AR 190–14 and ST 19–138. Civilian police and security guards will be required to qualify every 12 months with their assigned weapon and familiarize yearly with other weapons they are required to use while on duty or in response situations (for example, crew served weapons, rifles and shotguns). Initial qualification will be accomplished prior to performing security functions. At GOCOs, initial qualification may be accomplished after employment, but must be accomplished prior to assignment to duties requiring the carrying of a weapon. Qualification training must include instruction on safety functions, capabilities, limitations, and maintenance of the firearm to be carried.

#### **4–6. Overtime authority for training**

a. Installation commanders are authorized blanket overtime authority for initial and continuing training of Army civilian police and security guards to ensure such personnel are trained to perform duties competently, and are able to respond in a crisis situation. This regulation and AR 690–400, chapter 410, will be cited as the authorities for such overtime training.

b. In coordination with local CPOs, commanders will maintain the following documentation for such overtime training:

(1) Number and identity of employees trained or to be trained.

(2) Number of hours in each training session.

(3) Total number of hours in training course.

(4) Dates of training.

(5) Tasks trained.

(6) Amount of funds expended for such training.

c. Funding for such overtime training will be the responsibility of the installation or activity concerned.

## **Chapter 5 Authority of Federally Employed Civilian Police and Security Guards**

### **5–1. General**

This chapter prescribes the authority of civilians performing law enforcement or security functions on Army installations.

### **5–2. Authority**

a. Federally-employed civilian police and security guards performing law enforcement and security duties authorized by the installation commander, and contract guards performing security duties, may apprehend any persons found on the installation for offenses committed on post that are felonies, breaches of the peace, or otherwise a threat to property or welfare. Such apprehension authority is limited to issuing citations and turning the subject over to the appropriate civilian or military authorities.

b. Civilian police and security guard personnel, while on duty at an installation, are considered part of the Army, and are therefore subject to the restrictions on aid to civilian law enforcement imposed by section 1385, title 18, United States Code, commonly known as the Posse Comitatus Act. Accordingly, any proposed aid to civilian law enforcement must be reviewed by the servicing SJA.

c. The authority and liability of civilian security guards overseas will depend on applicable international agreements and local law.

Thus, the advice of OCONUS SJAs will be sought regarding the status of such personnel.

### **5–3. Written instructions**

The provost marshal, in conjunction with the SJA, will provide written instructions for Army civilian police and security guards describing procedures and the limits of their authority. Such instructions will include the limits for apprehension or detention and the limits on the use of force, to include reaction force and hostage situations. Written instructions will be reviewed at least once a year and updated, if necessary. At GOCO facilities, the contractor will provide such instructions, subject to directions and review by the commander and or appropriate security staff.

## **Chapter 6 Clothing and Equipment**

### **6–1. Uniforms**

a. Army civilian police and security guards normally will be uniformed for the purpose of ready recognition and identification of their authority. If serving as a nonuniformed detective, the individual will carry identification indicating his or her official status as a GS–083 detective.

b. Army civilian police and security guards are authorized to be furnished a uniform, or monetary allowances in lieu thereof, under the provisions of AR 670–10. It should be noted that uniform allowances are established by Federal law (sections 5901–5903, title 5, United States Code); therefore, any increase in such allowances requires legislative approval.

c. Uniform standards and specifications for Army civilian police and security guards are prescribed in AR 670–10, chapter 2. Requests for authority to deviate from established standards of quality or uniform items, or for exceptions to standards of AR 670–10, chapter 2, will be submitted through command channels to the Deputy Chief of Staff for Operations and Plans, ATTN: DAMO–ODL, 400 ARMY PENTAGON, WASH DC 20310–0400. Major overseas commanders will make the final decisions on requests concerning non-U.S. citizen employees. (See AR 670–10.)

d. In the case of contract security guards, the contractor will be required to furnish the necessary initial and replacement items for a uniform of a design, material, and color approved by the installation commander or his or her duly authorized representative (such as provost marshal or security officer in coordination with the contracting officer). This uniform will include a badge, a patch displaying the name of the contractor, and a name tag for the individual employee that will be prominently displayed on the outer garment. The contractor will also be required to provide uniform clothing for use during foul weather, such as rain, sleet, snow, and extreme cold, meeting the requirements stated above.

### **6–2. Protective clothing and equipment**

Under the provisions of AR 670–10, Army civilian police and security guards may be issued, at local expense, special items of equipment based on locally dictated requirements. Normally, such items will be related to local environmental considerations, such as extreme cold weather gear or safety requirements. These items will be hand receipted to users, and will be returned to the U.S. Government when no longer needed or unserviceable. Policy and procedures for providing protective clothing and equipment against biological, chemical, environmental, or physical hazards are contained in AR 385–10.

### **6–3. Weapons, ammunition, and security equipment**

a. Army civilian police and security guards will be provided with the weapons, ammunition, and security equipment needed to perform their assigned duties. Contract guards will use equipment furnished by the contractor, unless the contract explicitly obligates the

U.S. Government to furnish equipment. Privately-owned (individually-owned) equipment, except for uniform items, will not be permitted.

*b.* The use of privately-owned firearms and or ammunition by Federally employed Army civilian police and security guards is strictly prohibited.

(1) Government-owned firearms will be turned in at the end of duty; Federally employed Army civilian police and security guards are not permitted to retain firearms or ammunition after completing their normal tour of duty (that is, standby at residence).

(2) AR 190–11 outlines arms and ammunition storage and accountability procedures.

*c.* AR 310–34 contains detailed policies and criteria for authorization and use of Army equipment, including weapons. It also prescribes policies and procedures to be followed by commands and agencies responsible for the development, preparation, processing, review, approval, and publication of common tables of allowances (CTAs) in effecting modifications thereto.

*d.* CTA 50–909 provides the basis of issue that may be used to acquire ammunition to support training and mission requirements for Army civilian police and security guards.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 11-2**

Management Control. (Cited in para 1-6j.)

#### **AR 25-55**

The Department of the Army Freedom of Information Act Program. (Cited in para 3-10b.)

#### **AR 190-11**

Physical Security of Arms, Ammunition, and Explosives. (Cited in para 6-3b.)

#### **AR 190-14**

Carrying of Firearms and Use of Force for Law Enforcement and Security Duties. (Cited in para 6-3.)

#### **AR 190-27**

Army Participation in National Crime Information Center (NCIC). (Cited in para 2-3c.)

#### **AR 190-30**

Military Police Investigations. (Cited in para 2-3c.)

#### **AR 310-34**

The Department of the Army Equipment Authorization and Usage Program. (Cited in para 6-3c.)

#### **AR 340-21**

The Army Privacy Program. (Cited in para 3-11b.)

#### **AR 380-67**

The Department of the Army Personnel Security Program. (Cited in paras 2-3d and i, and 3-12d.)

#### **AR 600-85**

Alcohol and Drug Abuse Prevention and Control Program. (Cited in paras 2-3g, 2-4, and 3-7.)

#### **AR 670-10**

Furnishing Uniforms or Paying Uniform Allowances to Civilian Employees. (Cited in para 6-1c.)

#### **ST 19-138**

Civilian Law Enforcement and Security Officer Training. (Cited in paras 2-2, 2-4b, 4-1, 4-2, 4-3, and 4-4.) (Available through user's MACOM, ATTN: Publications DOD Control Officer.)

#### **DOD 5220-22-M**

Industrial Security Manual for Safeguarding Classified Information.

### **Section II Related Publications**

#### **AR 5-20**

Commercial Activities Program.

#### **AR 27-40**

Litigation.

#### **AR 50-5**

Nuclear and Chemical Weapons and Material-Nuclear Surety.

#### **AR 50-6**

Nuclear and Chemical Weapons and Material, Chemical Surety.

#### **AR 190-54**

Security of Nuclear Reactor and Special Nuclear Materials.

#### **AR 385-10**

The Army Safety Program.

#### **AR 690-400**

Total Army Performance Evaluation System.

#### **CTA 50-909**

Field and Garrison Furnishings and Equipment.

#### **OPM Handbook X-118**

Qualification Standards for Positions Under the General Schedule.

### **Section III Prescribed Forms**

#### **DA Form 5248-R**

Report of Unfavorable Information for Security Determination. (Prescribed in para 3-12d.)

#### **DA Form 5557-R**

Individual Reliability Screening and Evaluation Record. (Prescribed in para 3-11b.)

### **Section IV Referenced Forms**

#### **SF 78**

United States Civil Service Commission Certificate of Medical Examination.

## **Glossary**

### **Section I Abbreviations**

**CONUS**  
continental United States

**CPO**  
civilian personnel officer

**CRC**  
Crime Record Center

**DA**  
Department of the Army

**DCSLOG**  
Deputy Chief of Staff for Logistics

**DCP**  
Director of Civilian Personnel

**DCSINT**  
Deputy Chief of Staff for Intelligence

**DCSPER**  
Deputy Chief of Staff for Personnel

**GOCO**  
Government-owned, contractor-operated

**IRP**  
Individual Reliability Program

**MFR**  
memorandum for record

**NACI**  
National Agency Check and Inquiry

**NCIC**  
National Crime Information Center

**OCONUS**  
outside continental United States

**OPM**  
Office of Personnel Management

**PRP**  
Personnel Reliability Program

**SJA**  
Staff Judge Advocate

**SOW**  
Statement of Work

### **Section II Terms**

There are no entries in this section.

### **Section III Special Abbreviations and Terms**

There are no entries in this section.

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# REPORT OF UNFAVORABLE INFORMATION FOR SECURITY DETERMINATION

For use of this form, see AR 190-56; the proponent agency is ODCSOPS

|                                                                                                                                                                                                                                    |                                                                                                    |                                                                                            |                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|---------------------------------|
| 1. REPORTING COMMANDER                                                                                                                                                                                                             |                                                                                                    | 2. SUPPORTING SPECIAL SECURITY OFFICE<br><i>(Sensitive Compartmented Information Only)</i> |                                 |
| 3. UNIT IDENTIFICATION CODE                                                                                                                                                                                                        |                                                                                                    | 4. SOCIAL SECURITY NUMBER                                                                  |                                 |
| 5a. NAME <i>(Last, first, MI)</i>                                                                                                                                                                                                  |                                                                                                    | 5b. ALIASES <i>(Former/Maiden name)</i>                                                    |                                 |
| 6a. DATE OF BIRTH <i>(Year, month, day)</i>                                                                                                                                                                                        | 6b. PLACE OF BIRTH <i>(State or Country)</i>                                                       | 7a. RANK                                                                                   | 7b. STATUS <i>(see Item 16)</i> |
| 8a. CURRENT CLEARANCE                                                                                                                                                                                                              | 8b. SCI <i>(Check appropriate box)</i><br><input type="checkbox"/> YES <input type="checkbox"/> NO | 8c. DATE GRANTED                                                                           | 8d. DATE/TYPE OF INVESTIGATION  |
| 9. TYPE OF REPORT <i>(Check appropriate box)</i><br><input type="checkbox"/> INITIAL <input type="checkbox"/> FOLLOW-UP <input type="checkbox"/> FINAL                                                                             |                                                                                                    |                                                                                            |                                 |
| 10. UNIT ACTION TAKEN <i>(Check appropriate box)</i><br><input type="checkbox"/> SCI ACCESS SUSPENDED <input type="checkbox"/> COLLATERAL ACCESS SUSPENDED <i>(873 Forwarded)</i><br><input type="checkbox"/> ACCESS NOT SUSPENDED |                                                                                                    |                                                                                            |                                 |
| 11. BASIS OF REPORT<br>a. OFFENSE/ALLEGATION                                                                                                                                                                                       |                                                                                                    |                                                                                            |                                 |
| b. ACTION TAKEN                                                                                                                                                                                                                    |                                                                                                    |                                                                                            |                                 |
| c. CDR'S RECOMMENDATION                                                                                                                                                                                                            |                                                                                                    |                                                                                            |                                 |
| 12. INCLOSURES                                                                                                                                                                                                                     |                                                                                                    |                                                                                            |                                 |
| 13. DATE                                                                                                                                                                                                                           | 14. TYPED NAME, GRADE, TITLE, AND AUTOVON NO.                                                      | 15. SIGNATURE OF SECURITY MANAGER/AUTHORIZED OFFICIAL                                      |                                 |

- |                                                                                                                                                          |                                                                                                                                           |                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| 18 A - AAFES<br>C - DA CIVILIAN (DAC)<br>E - ACTIVE ENLISTED/OCS<br>F - NAF<br>G - ACTIVE GENERAL OFFICER<br>I - INACTIVE USAR<br>OTHER <i>(Explain)</i> | J - DAC AND ACTIVE USAR<br>k - DAC AND INACTIVE USAR<br>l - DAC AND ARNG<br>M - DAC AND DOD AFFILIATION<br>N - ARNG<br>O - ACTIVE OFFICER | R - ACTIVE USAR<br>s - SUMMER HIRE<br>T - CIVILIAN CONTRACTOR<br>W - ACTIVE WARRANT OFFICER<br>X - RED CROSS<br>Z - ROTC CADET |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|



## INDIVIDUAL RELIABILITY SCREENING AND EVALUATION RECORD

For use of this form, see AR 190-56; the proponent agency is ODCSOPS

### PART I - PERSONNEL RECORDS SCREENING

|                                             |       |     |
|---------------------------------------------|-------|-----|
| NAME OF INDIVIDUAL BEING SCREENED/EVALUATED | GRADE | SSN |
|---------------------------------------------|-------|-----|

Personnel records (including personnel security/suitability records) have been reviewed in accordance with AR 190-56. Information  is  is not attached which may preclude assignment. The individual possesses a security clearance of  Confidential  Secret  Top Secret based upon a  NAC  NACI  Exception (NACI requested on \_\_\_\_\_ (date)  BI granted on \_\_\_\_\_ (date).

|                                                 |           |      |
|-------------------------------------------------|-----------|------|
| NAME AND GRADE OF OFFICIAL CONDUCTING SCREENING | SIGNATURE | DATE |
|-------------------------------------------------|-----------|------|

### PART II - MEDICAL RECORDS SCREENING

Medical records (including medical examination) have been reviewed in accordance with AR 190-56. Information  is  is not attached which may preclude assignment.

|                             |           |      |
|-----------------------------|-----------|------|
| NAME AND GRADE OF PHYSICIAN | SIGNATURE | DATE |
|-----------------------------|-----------|------|

### PART III - CERTIFYING OFFICIAL'S EVALUATION

Individual has been evaluated in accordance with AR 190-56. Information reflecting possible unsuitability has been thoroughly reviewed. Individual  was  was not interviewed. I find the individual to be  suitable  unsuitable for assignment. Temporarily suspended (if applicable) \_\_\_\_\_ (date). See Part V if unsuitable or temporarily suspended.

|                                                     |           |      |
|-----------------------------------------------------|-----------|------|
| NAME, GRADE AND ORGANIZATION OF CERTIFYING OFFICIAL | SIGNATURE | DATE |
|-----------------------------------------------------|-----------|------|

### PART IV - BRIEFING CERTIFICATE (If found suitable)

I have briefed this individual on the reliability standards and objectives contained in AR 190-56. Briefing is acknowledged by the individual.

| DATE | ORGANIZATION | SIGNATURE OF INDIVIDUAL | SIGNATURE OF CERTIFYING OFFICIAL |
|------|--------------|-------------------------|----------------------------------|
|      |              |                         |                                  |
|      |              |                         |                                  |

### PART V - DISQUALIFICATION

Individual's status at time of disqualification

- Being screened for employment according to AR 190-56.  Employed in a position under AR 190-56.

Reason or reasons for disqualification (Continue on reverse side or attach additional explanation, if necessary)

### PART VI - RECORDS IDENTIFICATION

This form is filed in personnel and medical records to identify an individual whose current duty, position requires a high degree of reliability, trustworthiness, physical fitness, and emotional stability. Any information received for entry into personnel or medical records which reflects adversely on the individual must be reported to the certifying official or commander concerned.



**Unclassified**

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