

Application Cover Memorandum
(Unit Letterhead)

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Date

MEMORANDUM THRU

Commander, 31st Military Police Detachment, Fort Campbell, KY 42223
Commander, 1000th Military Police Battalion (CID), Fort Campbell, KY 42223

FOR Commander, U.S. Army Criminal Investigation Command, Accreditations Division (CISP-AC), 27130 Telegraph Rd, Quantico, VA 22134-2253

SUBJECT: Application for Acceptance as a USACIDC Special Agent (MOS 31D)

1. In accordance with provisions of AR 195-3, I request acceptance as a CID Agent in the U.S. Army Criminal Investigation Program.
2. The following information is submitted voluntarily. I understand that in accordance with the Privacy Act (5 USC 552 (a)) this information is solicited to facilitate the determination of my eligibility and ensure accuracy of information, which may be acquired during the processing of this application. I understand that the authority to solicit this information is 10 USC 3012(g) and that my failure to provide the required information may result in delay in processing and/or nonselection for the USACIDC Special Agent Program.
 - a. I am a United States Citizen by (*birth*)(*naturalization*).
 - b. My current grade is (*grade*) and I have (*years*) of military service.
 - c. My primary MOS is (*MOS*).
 - d. My ST score is (*ST score*).
 - e. I have acquired a total of (*total semester hours*) from (*college or university*) and hold a (*degree*) in (*program*). (*Requires a waiver if total is less than 60 semester hours.*)
 - f. My law enforcement experience includes (*number of years/type*). (*If no law enforcement experience, state so and provide basis for supporting a waiver of this requirement.*)
 - g. I have normal color vision and meet the physical requirements for CID Special Agent (MOS 31D). My PULHES is (*PULHES*). (*If not, explain any limitations and attach DA Form 3349*).
 - h. On my last APFT taken on (*date*), I scored (*score*).

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i. I meet the Army's height and weight standards prescribed in AR 600-9. My height and weight is (**height/weight**). (***If applicant exceeds the weight standards, state the actual body fat percentage and the maximum allowable body fat percentage and include copy of DA Form 5500/1.***)

j. I have no record of mental or emotional disorders. (***If affirmative, explain in detail.***)

k. I possess a valid motor vehicle operator's license from the State of (**State**), (**license #**), (**expiration date**), and have a good driving record (see attached).

l. I have no record of derogatory credit as verified in my credit report dated (**date**). (***If affirmative explain in detail and if appropriate, request waiver for this requirement.***)

m. I have not been tried by civil or military court. (***If affirmative explain in detail.***)

n. I have not been arrested or apprehended for any offense. (***If affirmative explain in detail.***)

o. I have not received administrative or disciplinary action as a civilian or while serving in the military. (***If affirmative explain in detail.***)

p. I have not been granted a waiver for enlistment. (***If affirmative explain in detail.***)

q. I have no record of time lost under Section 972, Title 10, USC.

r. I am currently assigned to the (**unit address**) and can be reached at (**phone and email address**).

s. My AKO email address is (**AKO email address**).

3. My CID point of contact is: (**Detachment Sergeant's name, email and phone number**).

(Signature)
JOHN SMITH
SGT, 123-45-6789
49th MP Company

(#) Encls

1. Waiver Request(s)
2. Unit Commander Endorsement
3. ERB/DA Forms 2A and 2-1

4. Photo (business attire)
5. Autobiography (signed and witnessed)
6. Letters of recommendation
7. DA Form 4254 (Request for Private Medical Information)
8. DA Form 3349 (Physical Profile)
9. DA Form 705 (APFT Scorecard)
10. DA Form 5500/5501 (Body Fat Worksheet)
11. TABE results
12. Official Transcripts
13. Copies of NCOERs/Counseling
14. Background Questionnaire
15. Financial Questionnaire
16. Credit Report
17. Driving Record
18. Authorization for Release of Information
19. CID Form 86(c)4 (Disclosure Form)
20. Contingency Statement
21. Realities of Investigative Profession Statement
22. SF 86 - Questionnaire for National Security Position (eQip)
23. JPAS printout