

31D Application Checklist

(Revised, Nov 2011)

- **CID Agent Qualifications and Prerequisites** (CID website: http://www.cid.army.mil/join_CID.html)
- **CID Battalion Commander's Memorandum**; required for endorsement of waivers and/or background, financial, and medical issues
- **CID SAC/Detachment Commander's Statement of Interview**, must address all waivers and/or background, financial and medical issues (verify full name checks were done; includes ACI2 & NCIC)
- **Panel Interview Memorandum**, signed by applicant and all panel members (must include SAC)
- **Unit Commander's Endorsement**, current within 3 months of application submission
- **Application Cover Memorandum**, verified and signed by applicant
- **Waiver Request(s)**; must contain justification to support acceptance, and include supporting documentation, as applicable (e.g., Article 15, court documents, etc.)
- **ERB/DA Forms 2A and 2-1**, up-to-date and verified, current within 3 months
- **DA Photo** in appropriate civilian business attire
- **Autobiography**, signed by applicant and witnessed by CID representative
- **Letters of Recommendation**, minimum of 2
- **DA Form 3349 (Physical Profile)**, if applicable
- **DA Form 705 (APFT Scorecard)**, current within 6 months
- **DA Form 5500/5501 (BF Worksheet)**, if applicable; must be current within 6 months
- **DA Form 4254 (Request for Private Medical Information)**, requested by CID office, signed/verified by medical doctor having access to the applicant's complete medical history, and dated within 3 months
- **Transcripts** from Accredited College or University; source document for civilian education level
- **Results of Level A TABE**, (required if less than 60 SH); must reflect 12.9 total battery with no individual score below 11th grade level (not required if applicant has a degree)
- **NCOERs** (all) / **Counseling Statements** (at least 6)
- **Background Questionnaire**; affirmative responses to questions 3-26 must be fully explained
- **Financial Questionnaire**; affirmative responses to questions 6-11 must be explained
- **Credit Report**, current within 3 months; explanations required for each derogatory account (e.g., late payments of 90 days or more; collection accounts; etc.)
- **Driving Record** reflecting license status and driving history; must be current within 3 months
- **CID Form 86(c)4 (Disclosure Form)**, signed by applicant
- **Authorization for Release of Information**, signed by applicant
- **Contingency Statement**, signed by applicant (36 month SRR)
- **Realities of Investigative Profession Statement**, signed by applicant
- **SF 86 - Questionnaire for National Security Position**, taken from eQIP
- **JPAS Printout**, must reflect status of SSBI