



DEPARTMENT OF THE ARMY
(GARRISON LETTERHEAD)

DRAFT

XXXX-XXX-X

MEMORANDUM FOR US Army Garrison, White Sands Missile Range, West Region Police Academy, ATTN: Commandant Donald Morrison, Bldg 100, Headquarters Ave, White Sands Missile Range, NM 88002-5000

SUBJECT: DA Civilian Police "Qualification Certification" for attending the West Region Police Academy (WRPA)

1. References:

- a. AR 190-56, 27 Sep 06, subject: The Army Civilian Police and Security Guard Program
- b. AR 380-67, 9 Sep 88, subject: The DA Personnel Security Program
- c. AR 600-85, 24 Mar 06, subject: Army Substance Abuse Program

2. The purpose of this memorandum is to certify that the following individual(s):

John Doe
Bill Smith

Date of Birth: XX XXX XX
Date of Birth: XX XXX XX

meet the qualification standards, to include the drug testing, IAW AR 190-56, Chapter 2 and 3. Specifically, the individuals listed above must have had a:

- a. Security screening to the extent possible, consisting of as a minimum, a local installation files check for the most recent five years or since age 18, whichever is shorter.
- b. Pre-employment inquiries, which will include as a minimum, checks with former employers and supervisors and personal references and a credit check.
- c. Check of arrest and criminal history records, in which the individual resided during the most recent five years. Check records through the National Crime Information Center (NCIC). Also request records check through the U.S. Army Criminal Investigations Command Crime Records Center.
- d. Favorable National Agency Check and Inquiry (NACI) or "investigation of greater scope" prior to appointment to the position or and approved exception on file IAW AR 380-67 (request must be in the system).

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e. Drug "free" Test IAW AR 600-85 and a signed DA Form 5019, (Condition of Employment for Civilian Positions Identified Critical Under the DA Drug-Free federal workplace program).

f. Medical Evaluation IAW AR 190-56, appendix C, which medically clears the individual to take the Physical Agility Test during the DACP Academy course.

g. Valid government driver's license.

h. All equipment to be utilized in the academy by the above listed individual(s) has been issued to them by their DES and complies with the standards set forth in AR 190-56.

3. Point of contact is Ms. Jane Doe, (210)295-XXXX, DSN 421-XXXX, or email jane.doe@us.army.mil.

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DES/PM