

## NCIS Background Security Questionnaire for Interns

### PRIVACY ACT STATEMENT:

**PURPOSE:** The Naval Criminal Investigative Service (NCIS) is conducting a pre-internship inquiry regarding you as the result of your application for an internship. The Privacy Act of 1974 requires that each individual asked to provide personal information be advised of the following:

**AUTHORITY:** 5 U.S.C. 301.

**ROUTINE USES:** The information provided in this questionnaire will be analyzed by the NCIS. The information provided by you will become a permanent part of your NCIS record if you are offered and accept an NCIS internship position, or will be destroyed after one year if an internship position is offered and declined, or if you are not accepted for an internship position with NCIS. The information provided will not be divulged outside of the Department of Defense without your written authorization other than to federal, state, and local law enforcement bodies for their required official use, and to other authorized regulatory agencies.

**PARTICIPATION:** You are not required to provide this information; however, failure to do so will result in your disqualification as an applicant.

**IMPORTANT NOTE:** The information provided below is used to screen potential interns. All answers are verified through an extensive background suitability investigation, which involves database queries, credit bureau reports and interviews of supervisors, co-workers, friends, neighbors and other persons who know you and can provide information concerning your suitability. Your willingness and ability to accurately and thoroughly answer the following questions significantly affects the decision to continue processing your application. All questions must be answered honestly and completely, regardless of whether you may have been told that any of your records have been sealed or expunged. Attention to detail is critical. Therefore, if you fail to fully answer all questions, to include providing explanations, your questionnaire will be deemed to be incomplete. Incomplete questionnaires will result in disqualification from further processing. Candor is a crucial character trait. Falsification of any facts, through either omission or misrepresentation, on this questionnaire will, in most circumstances, result in immediate disqualification from further processing. Any advice you may have received concerning the withholding of requested and/or applicable information must be disregarded. \_\_\_\_ Initial

Applicant's Name (First MI Last): \_\_\_\_\_

Last 4 of Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

RESPOND TO THE FOLLOWING QUESTIONS BY CHECKING THE APPROPRIATE BOX.

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 1. Are you a U.S. citizen?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2a. Do you hold dual citizenship?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. If yes, list the country or countries  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Are there any members of your immediate family who are not U.S. citizens?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Would your past actions result in others characterizing you as indiscreet, unstable, or of questionable character? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

NCIS Background Security Questionnaire (continued)

5. Do you have any reason to think that anyone would believe you to be disloyal to the U.S.?  Yes  No
6. Have you ever been convicted of any criminal offense, other than a traffic infraction? If yes, state the offense charged, the offense convicted of, the date of conviction, the punishment imposed and location of the Court.  Yes  No
7. Have you ever been arrested or detained or charged with any criminal offense regardless of the disposition? If yes, state the specific conduct for which you were arrested/detained/charged. Explain how the matter was resolved. Include the date, location and entity that made the arrest/detention/charge.  Yes  No
8. Have you ever been convicted of any offense by a military court? If yes, state the offense charged, the date of conviction and the punishment imposed.  Yes  No
9. Have you ever been the subject of a criminal investigation conducted by any local, state, federal and/or military law enforcement agency? If yes, state the nature of the investigation and your involvement.  Yes  No
10. Have you ever been punished under Article 15 of the UCMJ? If yes, state the circumstances, offense charged, date and punishment.  Yes  No
11. Have you ever experienced any financial difficulties in your lifetime? This includes, but is not limited to declaring bankruptcy; having liens against your property; writing checks not covered by sufficient funds; being late on regularly scheduled payments; had any bills that are more than 30 days delinquent; had your wages garnished; failed to pay child and/or spousal support; been sued by creditors; had an account closed at the request of the credit grantor; failed to pay court ordered judgments, moved, changed your address or taken other steps to avoid creditors; had a loan modified, had a debt forgiven and/or defaulted on a loan or consumer debt.  Yes  No
12. Do you know of, or have any reason to believe, that there is any unfavorable credit information about you on record with any credit bureau, business or court? Unfavorable credit information includes, but is not limited to late payments (i.e. 30, 60 or 90 days) for loans and/or consumer credit, accounts which have been closed at the request of the credit grantor, accounts which have been turned over to a debt collection agency, and tax liens  Yes  No
13. Have you reviewed your credit reports (e.g. Transunion, Experian and Equifax) within the past 12 months?  Yes  No
14. Have you used marijuana at all within the last three years?  Yes  No
15. Have you ever used marijuana in your lifetime?  Yes  No
16. Have you used anabolic steroids at all within the last three years?  Yes  No
17. Have you ever used anabolic steroids in your lifetime?  Yes  No

Last Name: \_\_\_\_\_ SSN (Last 4): \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

NCIS Background Security Questionnaire (continued)

18. Have you used any other illegal drugs within the last 10 years?  Yes  No
19. Have you ever used any other illegal drugs in your lifetime?  Yes  No
20. Have you used any prescription drug and/or a legally obtainable substance in a manner for which it was not intended within the last three years?  Yes  No
21. Have you ever used any prescription drug and/or a legally obtainable substance in a manner for which it was not intended in your lifetime?  Yes  No
22. Have you ever been involved in the illegal possession, purchase, manufacture, trafficking, production, transfer, shipping, receiving, handling, or sale of any controlled substance (including prescription drugs) for profit?  Yes  No
23. Have you ever used an illegal drug and/or misused a prescription drug while in the military, a law enforcement or prosecutorial position, or while employed in a position requiring a U.S. Government security clearance and/or a position designated for drug testing?  Yes  No
24. Have you ever been punished, expelled, received a failing grade or no credit, or received any other type of sanction as a result of cheating since graduating high school?  Yes  No
25. Has your use of alcohol resulted in intervention by law enforcement?  Yes  No
26. Are there any incidents in your life which could subject you to blackmail, such as extramarital affairs, undetected theft, fraud or embezzlement?  Yes  No
27. Are you now or have you ever been a member of any organization, association, movement, group, or combination of persons advocating the overthrow of the American constitutional form of government, or which has adopted the policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the U.S.?  Yes  No
28. Are you now or have you ever been affiliated or associated with any organization listed or described in item 27 as an agent, official or employee?  Yes  No
29. Have you ever contributed to any organization listed or described in item 27?  Yes  No
30. Have you ever been approached to engage in espionage or sabotage against the U.S.?  Yes  No
31. Have you ever had any unauthorized contact with a representative of a foreign government?  Yes  No
32. Have you ever been approached to give or sell any classified information?  Yes  No

Last Name: \_\_\_\_\_ SSN (Last 4): \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

NCIS Background Security Questionnaire (continued)

33. Have you ever been approached to give or sell any national defense information and/or controlled unclassified information to a person or an organization you knew to be an unauthorized recipient?  Yes  No
34. Have you ever been involved in a violation of security rules or loss or possible compromise of classified information?  Yes  No
35. Have you ever deliberately provided and/or leaked classified information, national defense information and/or controlled unclassified information (e.g. SBU, FOUO, LES) to a person or an organization you knew to be an unauthorized recipient?  Yes  No
36. Have you been fired or left a job under unfavorable circumstances?  Yes  No
37. Have you ever resigned in lieu of termination?  Yes  No
38. Have you ever been told you would be fired before resigning from a job?  Yes  No
39. Did you ever resign, by mutual agreement, following allegations of misconduct or unsatisfactory performance?  Yes  No
40. Have you ever received a written warning, been officially reprimanded, suspended, or disciplined for misconduct in the workplace?  Yes  No
41. Have you ever received a written warning, been officially reprimanded, suspended, or disciplined for violating a security rule or policy?  Yes  No
42. I understand that if I receive a conditional offer of employment, I am required to disclose any and all prior personal, government, military and/or VA medical and psychological treatment histories.  Yes  No

Use the space below to explain any "yes" answers (with the exception of 1, 13 & 42). Annotate the question # for each response. A complete answer is one which addresses all the basic interrogatives (i.e. who, what, when, where, how & why). Your answers need to describe the situation, your actions and the outcome. **IMPORTANT NOTE:** It is important you consider how your answers and/or non-answers potentially reflect on your candor. If you are in doubt as to whether or not you should provide information, it is **STRONGLY** recommended that you include the information to ensure NCIS can consider the both the context and the totality of the circumstances. Attach additional sheets if necessary.

I certify the entries made by me are true, complete and accurate to the best of my knowledge and belief. I understand that an intentional false statement and/or omission on this form can lead to immediate disqualification from the internship process.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ SSN (Last 4): \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

NCIS Background Security Questionnaire (continued)

Continuation

Blank lined area for continuation of the questionnaire.

(Use additional sheets if more space is required)

Last Name: \_\_\_\_\_ SSN (Last 4): \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_