

APPLICANT SCREENING PROGRAM

ALTHOUGH THE PACE OF APPLICANT TESTING FOR THE FIRST FIVE MONTHS OF 1998 HAS NOT BEEN AS HECTIC AS LAST YEAR AT THIS TIME, IT IS EXPECTED THAT WE WILL BE GETTING BUSIER NOW THAT THE NEW TSL FIGURES FOR BOTH AGENTS AND SUPPORT STAFF HAVE BEEN FORWARDED TO THE FIELD. A REVIEW OF THE OVER-ALL APPLICANT SCREENING STATISTICS REFLECTS THE TREMENDOUS AMOUNT OF WORK THAT HAS BEEN ACCOMPLISHED IN CONNECTION WITH THIS PROGRAM. WE CONTINUE TO RECEIVE COMPLIMENTS FROM BOTH THE FIELD AND FBIHQ ON YOUR RESPONSIVENESS AND COOPERATION. THE SUCCESS OF THE SCREENING PROGRAM IS DUE TO YOUR EFFORTS AND WE HERE IN THE POLY UNIT ARE APPRECIATIVE.



FRIENDLY REMINDERS !!!!!

APPLICANT EXAMS ARE TIME SENSITIVE (ESPECIALLY BUAP SAs). PLEASE SUBMIT YOUR REPORTS AS SOON AS POSSIBLE. IF YOU ANTICIPATE THAT YOU WILL BE LATE, CALL AND ADVISE THE POLY UNIT.

SINCE POLYGRAPH RESULTS ARE BEING ENTERED INTO A VARIETY OF DATA BASES, IT IS VERY IMPORTANT THAT THE FD-497 AND FD-498 REFLECT ACCURATE INFORMATION. PLEASE PROOF READ YOUR REPORTS PRIOR TO SENDING THEM TO HQ. PAY PARTICULAR ATTENTION TO DATES, FILE NUMBERS AND BIOGRAPHICAL DATA.

THOSE OF YOU WHO USE COMPUTER SYSTEMS TO CONDUCT EXAMS, PLEASE SEPARATE YOUR CHARTS BY SERIES AND CHART. IN YOUR OWN HANDWRITING PLEASE IDENTIFY EACH CHART FOR EACH SERIES.

IF YOUR EXAM IS A RE-TEST, PLEASE NOTE THAT IN BOTH THE FD-498 AND 497. PROVIDE DETAIL AS TO PREVIOUS EXAM DATE, EXAMINER, AND RESULTS.

IF AN APPLICANT HAS PREVIOUSLY BEEN TESTED BY ANOTHER AGENCY, NOTE THAT FACT ON THE FD-497 AND ATTEMPT TO DETERMINE WHEN, WHY, BY WHOM, AND THE RESULTS. IF POSSIBLE CONTACT THAT AGENCY TO VERIFY.

IF YOU HAVE ANY QUESTIONS IN CONNECTION WITH APPLICANT TESTING CONCERNING POLICY, PROCEDURES, FORMAT, QUESTION FORMULATION, RE-TESTS/APPEALS, PLEASE CALL ED DIEM OR ANY OF THE HQ STAFF.