

**MARINE HELICOPTER SQUADRON ONE**  
**APPLICANT SCREENING/INTERVIEW FORM**

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MI: \_\_\_\_\_

RANK: \_\_\_\_\_ SSN: \_\_\_\_\_ MOS: \_\_\_\_\_

DOB: \_\_\_\_\_ POB: \_\_\_\_\_ CITIZENSHIP: \_\_\_\_\_  
Date of Birth Place of Birth

TIME ON STATION: \_\_\_\_\_ UNIT: \_\_\_\_\_

**THE BELOW INFORMATION IS FOR SECURITY**  
**ADMINISTRATION ONLY**

PSD RECOMMENDED: YES / NO	GREENSIDE ONLY: YES / NO
CLEOC:	FORWARD TO S-2: YES / NO
CREDIT:	FORWARD TO MEDICAL: YES / NO
50 STATE:	DATE PULLED / SIGNATURE:

# **MARINE HELICOPTER SQUADRON ONE** **APPLICANT SCREENING/INTERVIEW FORM**

**PRIVACY ACT OF 1974 (ADVISEMENT STATEMENT):** The authority for requesting the following information is 10 U.S.C. 3013, and Executive Orders 10450, 11652 and 9397. The requested information will be used in making security determinations, granting access to classified information, and making personnel management decisions. Routine uses include determining the scope and coverage of a personnel security investigation, checking investigative leads to assure completeness of the investigation, and providing evaluators and/or adjudicators with basic personal history information relevant to security and suitability. Information may be disclosed to Federal or other Government agencies and administrative personnel involved in processing actions that evolve during the course of these determinations. **COMPLETION OF THIS FORM IS VOLUNTARY.** Failure on your part to furnish all or part of the requested information may result in non-selection for assignment to Marine Helicopter Squadron One (HMX-1), and your suitability to hold a security clearance.

**GENERAL INFORMATION CONCERNING THIS FORM:** Completion of this questionnaire represents an initial security screening by representatives of HMX-1. If favorably reviewed, additional security screening will follow, including a detailed Single Scope Background Investigation (SSBI) conducted by the Defense Security Service (DSS). This investigation encompasses extensive checks with appropriate law enforcement agencies, credit and financial institutions, school teachers and administrators, friends, neighbors, employers, and other persons who know and are willing to provide information concerning you. Upon completion of all screening and investigation, a determination will be made concerning your eligibility for Presidential Support Duty (PSD). All questions should be answered honestly and completely, regardless of whether you may have been told that any of your records have been sealed or expunged. Falsification or misrepresentation of any facts on this questionnaire may result in denial of assignment to PSD, denial or revocation of a security clearance or access to sensitive information, or possible separation from the military service. **ANY ADVICE YOU MAY HAVE RECEIVED CONCERNING THE WITHHOLDING OF REQUESTED OR APPLICABLE INFORMATION SHOULD BE DISREGARDED.** It is in your best interest to complete all questions honestly and accurately on the attached pages by circling the appropriate "YES" or "NO" response. **If you answer "YES" to any question, fully explain your answer in the corresponding comments section.**

**CERTIFICATION.** Line out whichever of the following does not apply: 1) I have read and understand the above two statements and wish to proceed with the interview; **OR** 2) I do not wish to proceed with the interview.

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(APPLICANT SIGNATURE & DATE)

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(HMX-1 INTERVIEWER & DATE)

**\*\*\* ANYTHING MARKED "YES", GIVE AN EXPLANATION AS TO WHEN, WHERE, AND WHAT HAPPENED \*\*\***

**1. FOREIGN CONNECTIONS.** The questions within this section pertain to you and all members of your immediate family (parents, siblings, spouse, children)

Y	N	
		a. Are you a U.S. citizen?
		b. Have you attained U.S. citizenship other than by birth?
		c. Are you or have you ever been a dual citizen? If yes, please explain below.
		d. Were you or any members of your immediate family born outside of the U.S.?
		e. Have you ever had relatives living outside of the U.S. on other than official government business?
		f. Have you ever lived with a foreign national?
		g. Have you ever maintained personal relationships, ties of affection, obligation or kinship to anyone individual who is not a U.S. citizen?
		h. Have you ever had any financial interests, holdings or dealings with a foreign owned business or individual?
		i. Have you ever owned property or had a bank account in a foreign country?
		j. Have you ever provided financial support to anyone who is not a U.S. citizen?
		k. Have you ever traveled outside of the U.S. on other than official U.S. government business?
		l. Have you ever performed work for or received compensation from a foreign owned or controlled business or individual?
		m. Have you ever received benefits, financial assistance, gifts, or cash from a citizen of a foreign country or from the government of a foreign country?
		n. Have you ever had contact with a foreign government, it's embassies, consulates, or representatives for any reason other than visa inquiries or official U.S. government business?
		o. Have you ever associated or maintained contact with, or worked for a foreign government or interest, or with any foreign intelligence or security service?
		p. Have you ever served in the armed forces of a foreign country, or given volunteer service or been employed as a foreign government employee or contractor?

<b>COMMENTS:</b>	
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**\*\*\*ANYTHING MARKED "YES", GIVE AN EXPLANATION AS TO WHEN, WHERE, AND WHAT HAPPENED\*\*\***

**3. ALCOHOL ABUSE**

Y	N	
		a. Do you drink alcoholic beverages?
		b. Have you ever been drunk?
		c. Have you ever passed-out from too much drinking?
		d. Have you ever experienced memory loss after drinking?
		e. Have you ever been cautioned to cut down on your drinking?
		f. Have you ever arrived at work while still under the influence of alcohol?
		g. Have you ever been investigated, detained, arrested, or convicted for any offense related to your use of alcoholic beverage?
		h. Has your use of alcohol ever resulted in incidents related to fighting, child or spouse abuse, or other confrontations with family, friends, or others?
		i. Have you ever refused medical treatment or counseling which was ordered or recommended by competent authority as a result of your use of alcohol?
		j. Has your use or involvement with alcohol ever resulted in any of the following:
		1) Medical treatment?
		2) Hospitalization?
		3) Employment problems?
		4) Counseling?
		5) Educational problems?
		6) Detainment and/or questioning by any civilian law enforcement agency?
		7) Detainment and/or questioning by any military authority?
		8) A DUI/DWI charge or conviction?
		k. Have you ever illegally manufactured, purchased, used, transported, or sold alcoholic beverages?

**COMMENTS:**

**\*\*\* ANYTHING MARKED "YES", GIVE AN EXPLANATION AS TO WHEN, WHERE, AND WHAT HAPPENED \*\*\***

**4. CRIMINAL HISTORY**

Y	N	
		a. <b>Have you ever</b> been questioned, detained, held cited, charged, or arrested by any law enforcement or juvenile authority <b>(to include traffic offenses ON &amp; OFF BASE)</b> , regardless of whether the citation was dropped, dismissed, or you were found not guilty? <b>I.E. Parking tickets, speeding tickets, etc.</b>
		b. <b>Have you ever</b> been convicted, fined, confined, forfeited bond, or required to appear in court for any reason, regardless of whether the record in your case was sealed, expunged, or otherwise stricken?
		c. Have you ever been awarded parole, probation, suspended sentence or participation in a rehabilitation program or are you currently awaiting action on any charges against you?
		d. Have you ever received disciplinary action under the Uniform Code of Military Justice?
		e. Have you ever engaged in trespassing, vandalism or violence?
		f. Have you ever been charged with income tax evasion or failure to file?
		g. Have you ever had your driver's license suspended or revoked?
		h. Have you declined to list any arrests or convictions because a judge, attorney or any other person told you that your records would be expunged?
		i. Have you ever been expelled or suspended from school for any reason?
		j. Have you ever engaged in black market activities?
		k. Have you ever been investigated by any federal government agency?
		l. Have you ever been the subject of a UCMJ investigative inquiry?
		m. Do you maintain personal relationships or other associations with any persons you know or suspect to be involved in criminal activities?

**COMMENTS:**

**\*\*\* ANYTHING MARKED "YES", GIVE AN EXPLANATION AS TO WHEN, WHERE, AND WHAT HAPPENED \*\*\***

**5. FINANCIAL RESPONSIBILITY.** The following pertains to you; if married, they pertain to both you and your spouse.

Y	N	
		a. Have you ever encountered <u>difficulty</u> managing your finances, or meeting your financial obligations?
		b. Have you ever declared bankruptcy?
		c. Have you ever had a lien placed against your property (excluding mortgages or loans)?
		d. Have you ever incurred indebtedness as a result of drug or alcohol use, or gambling?
		e. Have you ever written checks not covered by sufficient funds?
		f. Have you ever had your check-cashing privileges suspended or revoked?
		g. Have you ever been late on regularly scheduled payments?
		h. Have you ever had any bills that are more than 30 days delinquent?
		i. Have you ever been refused credit?
		j. Have ever had your wages garnished?
		k. Have you ever had any credit account turned over to a collection agency?
		l. Have you ever been sued by a creditor?
		m. Have you ever moved, changed your address, or taken other steps to evade creditors?
		n. Have you ever been ordered by the Court to provide child support or alimony?
		o. Have you ever failed to pay court ordered judgements?
		p. Have you ever defaulted on a loan?
		q. Have you ever engaged in gambling activities involving large sums of money?
		r. Have you ever been evicted from a residence or left a residence owing money for rent, utilities, cleaning, damage, etc.?

**COMMENTS:**





**\*\*\* ANYTHING MARKED "YES", GIVE AN EXPLANATION AS TO WHEN, WHERE, AND WHAT HAPPENED \*\*\***

**8. EMPLOYMENT HISTORY**

Y	N	
		a. Have you ever left any employment under less than favorable circumstances?
		b. Have you ever been fired or removed from any job?
		c. Have you ever quit a job to avoid being fired?
		d. Have you ever been relieved from a duty position?
		e. Have you ever had any problems with employers or supervisors?
		f. Have you ever had any problems with employees or co-workers?
		g. Have you ever had a job where you would not be eligible for rehire?
		h. Have you ever received disciplinary action (e.g., demotion, transfer, reassignment, etc.) for any job-related misconduct?
		i. Have you ever received a formal written or verbal counseling from supervisors indicating that your work performance or conduct was unsatisfactory?
		j. Have you ever received any unfavorable actions based on an unsatisfactory report?
		k. Have you ever had any previous employers, supervisors, or subordinates who might not recommend you for a position of trust and responsibility with the U.S. government?
		l. Have you ever been denied enlistment in, rejected by, or discharged from any branch of the armed forces for reasons other than expiration of active service?

**COMMENTS:**



**\*\*\*ANYTHING MARKED "YES", GIVE AN EXPLANATION AS TO WHEN, WHERE, AND WHAT HAPPENED\*\*\***

**10. SECURITY BACKGROUND**

Y	N	
		a. Have you ever held a security clearance with any branch of the U.S. government or any civilian contractor?
		b. Have you ever been granted access to classified information?
		c. Have you ever been subject to a polygraph examination?
		d. Have you ever been denied or had a security clearance or access revoked or suspended?
		e. Have you ever knowingly or unknowingly disclosed any classified information to unauthorized persons?
		f. Have you ever knowingly or unknowingly violated any regulation pertaining to the security of classified information?
		g. Have you ever been investigated or suspected of compromise of classified information?
		h. Have you ever been the subject of any inquiry involving the loss, compromise, or mishandling of classified material which was under your control?
		i. Have you ever been approached by any agents or representatives of a foreign government to provide information for which they are not authorized?
		j. Have you ever engaged in espionage or sabotage activities?
		k. Have you ever been approached by anyone to engage in espionage or sabotage activities?
		l. Have you ever received any advice from any person, whether directly, indirectly, or implicitly, to withhold any information as it pertains to illegal or security related activities?
		m. Have you ever misinformed, deceived, or withheld background information from recruiters, investigators, security personnel, or any other employers?
		n. Have you ever been interviewed by the Defense Investigative Service?
		o. Have you ever provided false, incorrect, or misleading information to any investigator?
		p. Have you ever falsified official or unofficial documents regarding your involvement in illegal or questionable activities?

**COMMENTS:**



**INTERVIEWEE AND INTERVIEWER CERTIFICATION  
READ AND SIGN BELOW**

I certify that I have read and understand the Privacy Act of 1974 Advisement Statement on Page 1 of this questionnaire, and that the answers I have provided in this questionnaire are true, complete, and correct to the best of my knowledge, memory and belief. I understand that willfully making false statements or omissions of pertinent information may result in my not receiving a security clearance, access, or approval for Presidential Support Duties and that such actions may result in punishment under the Uniform Code of Military Justice and/or separation from military service.

I understand that if accepted for assignment to Presidential Support Duty, I may be the subject of a random counterintelligence-scope polygraph examination.

I further understand that I am obligated to inform the interviewer or the appropriate security manager of any substantial change to the information I have provided herein which occurs subsequent to completion of this questionnaire.

\_\_\_\_\_  
Applicant's Full Printed Name

\_\_\_\_\_  
Last Physical Mailing Address ( No APO or  
PO BOX)

\_\_\_\_\_  
Applicant's Social Security Number

\_\_\_\_\_  
Email address (Work/Personal)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Telephone Number (Work/Personal)

-----  
I certify that I have discussed each aspect of this questionnaire with the above named individual and that I have also informed the applicant of the consequences of providing false, incomplete, misleading, or erroneous information.

\_\_\_\_\_  
Interviewers Full Printed Name

\_\_\_\_\_  
Interviewers Telephone Number

\_\_\_\_\_  
Interviewers Signature

## HMX-1 Applicant Contact Information Sheet

\* Please fill out to the best of your ability in order to enable the HMX-1 Security Administration and Manpower shops in contacting & assisting you in your security application process and PCS move coordination. Provide as many methods of contact as possible in case of deployment, unit reassignment, etc.

**Personal Information:**

Last Name	First Name	Middle Initial	Rank / Grade	Last 4 (SSN)	DOB Mm/dd/yy

Work Email Address (s)	Civilian Email Address (s)	Work / Shop Phone # (s)	Personal Cell Phone # (s)

Home Mailing Address

If you are deployed and we are unable to reach you, what is the best method (s) of contact?

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**Unit Information:**

Current Unit	RUC/MCC	Duty Station	Unit Mailing Address	Duty Officer Phone Number

**If Applicable:**

Future Unit	RUC/MCC	Deployed Duty Station	Unit Mailing Address	Duty Officer Phone Number

- If you have any questions, please contact the HMX-1 Security Administration shop @ 571-494-4631/4966.



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UNITED STATES MARINE CORPS

MARINE HELICOPTER SQUADRON ONE  
2134 ROWELL ROAD  
QUANTICO, VIRGINIA 22134-5064

AUTHORIZATION TO ACCESS CREDIT REPORT

I , \_\_\_\_\_, HEREBY AUTHORIZE MARINE HELICOPTER SQUADRON ONE (HMX-1) TO ACCESS MY CREDIT REPORT FOR THE PURPOSE OF DETERMINING MY ELIGIBILITY/SUITABILITY FOR ASSIGNMENT TO PRESIDENTIAL SUPPORT DUTIES. I UNDERSTAND THIS IS A PRELIMINARY CHECK AND IS VOLUNTARY, HOWEVER, FAILURE TO PROVIDE THE NECESSARY DOCUMENTATION MAY RESULT IN A DELAY IN THE PROCESSING OF MY APPLICATION OR NON-SELECTION. TO ASSIST IN THE PROCESS, THE FOLLOWING INFORMATION IS PROVIDED:

FULL \_\_\_\_\_ NAME :

SSN (FULL) : \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

CURRENT ADDRESS : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF MEMBER

\_\_\_\_\_  
WITNESS SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WITNESS NAME (PRINT)

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