

CI/HUMINT APPLICATION CHECKLIST

1. Administrative (Phase I)

- a. CI/HUMINT Screening Preparation Form.
- b. NAVMC 11324 w/Privacy Act of 1974 Acknowledgement Form.
- c. CI/HUMINT Applicant Initial Screening Form.
- d. Applicant Non-Disclosure Agreement.
- e. Special Security Office (SSO) Pre-Screening letter for TS/SCI **Eligibility**.
- f. Height and weight verification (unit S-3 / **Promotion Photo acceptable**).
- g. Local Records Check.
- h. Leave and Earnings Statement (LES).
- i. Medical Screening, most commonly completed with RELM.
- j. Financial worksheet.
- k. Nelson Denny / TABE Test (*Contact local Base Education Center*)
- l. Marine Corps Total Force System (MCTFS) D119 (unit S-1).
- m. Basic Individual Record (BIR), Basic Training Record (BTR), Education, Awards, Record of Service or two most recent Observed FitReps, & *Master Brief Sheet (MBS).
- n. Copy of Page 11 SRB.
- o. Copy of driver's license and military ID (Front/Back).
- p. Defense Language Aptitude Battery (DLAB) results.
- q. Co-Worker Interview Form

2. Administrative Task Guidance

- a. The DLAB is administered by a Joint Education Center (JEC)
 - i. MCB Camp Pendleton: Bldg 1331 on Mainside / (P) 760-725-6660.
 - ii. MCAS Miramar: Bldg 5305 / (P) 858-577-1801.
 - iii. MCB 29 Palms: Bldg 1530 / (P) 760-830-6881.
- b. The Local Records Check can be done at any Provost Marshall's Office (PMO).
- c. The TS/SCI **Eligibility** Screenings are administered by SSOs.

3. Writing Assessments (Phase II) (Guidance from the Applicant Processing Section)

- a. Autobiography
- b. Research Paper
- c. Essay Questions

4. Testing Day (Phase III) (Passing = 70 Percent **except PFT**)

- a. Inventory PFT / Height & Weight Assessment
- b. Spelling Test
- c. Typing Test (Minimum 30 WPM)
- e. Geography Test
- f. Mapping Skills Test

5. Interview Panel.

- a. Conducted after all applicant processing phases are complete.
- b. Uniform is Service 'C' or 'B' (Seasonal).

6. Board Preparation

- a. Executive Order 12333
- b. MCWP 2-6 (formerly MCWP 2-14, **Focus on chapters 1 & 2**)
- c. Field Manual 2-22.3 (**Focus on chapters 1, 5, & 8**)
- d. Basic Skills Test USMC
- e. Current events: International News, U.S. News

**BEGIN MANAGING YOUR TIME TO STUDY AND FAMILIARIZE YOURSELF WITH
THE REFERENCES AS SOON AS POSSIBLE**

Direct any questions to the CI/HUMINT Applicant Processing Section at (760) 725-6870 from 0800-1600 Mon-Fri, or email 1stCIHUMINTRecruiting@usmc.mil.