

TRAINING AGREEMENT

POLICE OFFICER

I, _____ agree to accept a Police Officer position at Fort Bliss, Texas. I agree to attend an eight (8) week Police Academy Course at Fort Bliss and to meet all service requirements relating to firearms qualifications and the carrying of weapons for my position. I understand and agree that failure to successfully complete the Police Academy Course or the weapons service requirements will result in the termination of my appointment.

These requirements are in addition to the other conditions of employment, which include, but are not restricted to:

- Passing periodic physical examinations and agility tests
- Maintaining proficiency in the use of firearms
- Maintaining certification in Cardio-Pulmonary Resuscitation techniques
- Successfully passing pre-employment and random drug testing requirements

Signature of Applicant

Date

CONDITION OF EMPLOYMENT FOR CERTAIN CIVILIAN POSITIONS IDENTIFIED CRITICAL UNDER THE DEPARTMENT OF THE ARMY DRUG-FREE FEDERAL WORKPLACE PROGRAM

For use of this form, see DA PAM 600-85; the proponent agency is ODCSPER

1. FROM	2. TO <i>(Employee name, title, series, and grade)</i>
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3. NOTICE TO APPLICANT OR CURRENT EMPLOYEE OF RANDOM DRUG TESTING UNDER THE DEPARTMENT OF THE ARMY DRUG-FREE FEDERAL WORKPLACE PROGRAM

- A. Your position, or the position for which you have applied, meets the criteria for random drug testing under the Department of the Army Drug-Free Federal Workplace Program. Performance of the duties of your position is sufficiently critical that screening to detect the presence of drugs is warranted as a requirement of your position. It is mandatory for your continued employment in this position that you refrain from the use of illegal drugs and submit to drug testing when directed.
- B. If you are an applicant and fail to sign this notice, you will not be selected for the position. If you sign this notice and later in the selection process refuse to submit to drug testing, or if illegal drug use is detected through a verified positive applicant drug test result, you will not be selected for the position. If selected, you will be subject to random drug testing on an unannounced basis as a condition of continued employment.
- C. If you are currently in a testing designated position *(TDP)*, you may be subject to random drug testing on an unannounced basis no sooner than 30 days from receipt of this notice.
- D. The collection, handling, and testing of the urine sample will be conducted under chain-of-custody procedures established by the Department of Health and Human Services. The procedures used to test the urine specimens are very accurate and tightly monitored to ensure reliable results. The test results will be handled with maximum respect for individual confidentiality. In the event your specimen tests positive, you will be given an opportunity to submit medical documentation to a designated medical review officer that may support legitimate use of the specific drug(s) before any administrative action is taken.
- E. If you refuse to furnish a urine specimen or fail to report for testing as directed, you will be subject to the same range of administrative action as a verified positive test result for illegal drug use for failure to meet a condition of employment. If, by any means, illegal drug use is detected, you will be (1) immediately taken out of your TDP through reassignment, detail, or other personnel action to ensure that you do not occupy a TDP, and (2) referred to the Employee Assistance Program *(EAP)*. In addition, you may be reassigned, demoted, or separated according to applicable regulations.
- F. If you believe you have a drug problem, you are encouraged to seek counseling and/or referral services by contacting the EAP *(provide name, address, telephone number of point of contact)*.

4. ACKNOWLEDGMENT OF RECEIPT: Your signature below acknowledges that you have read this notice.

a. EMPLOYEE'S SIGNATURE	b. DATE <i>(YYYYMMDD)</i>
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NOTE: If an employee refuses to sign the acknowledgment above, the supervisor must sign below, thereby certifying that a copy of the notice was provided to the employee.

5a. SUPERVISOR'S SIGNATURE	5b. SUPERVISOR'S TELEPHONE NUMBER AND FAX NUMBER
5c. SUPERVISOR'S E-MAIL ADDRESS	5d. DATE <i>(YYYYMMDD)</i>

**SELF CERTIFICATION
MISDEMEANOR CONVICTION OF DOMESTIC VIOLENCE**

As a condition of your employment, you are required to complete this self-certification form and return it to the Civilian Personnel Advisory Center (CPAC), Fort Bliss, TX. The form will be filed in your official personnel folder. If you have any questions, you may contact the CPAC, Personnel Management Specialist who is handling the recruitment for the position for which you have applied.

An amendment to the Gun Control Act of 1968 (18 U.S.C. 922) makes it a felony for anyone who has been convicted of a misdemeanor crime of domestic violence to ship, transport in interstate or foreign commerce, possess, or receive firearms or ammunition. It also makes it a felony for anyone to allow a person convicted of a misdemeanor crime of domestic violence to possess, receive, or transport firearms or ammunition in the course of their employment. The law pertains to anyone who has ever been convicted of a domestic violence misdemeanor.

Convictions of "misdemeanor crimes of domestic violence" as defined in the amendment do not include summary court-martial convictions, the imposition of non-judicial punishment (Article 15, UCMJ), or deferred prosecutions (or similar alternative dispositions) in civilian courts. A description of the elements of a misdemeanor conviction of domestic violence is listed below.

ELEMENTS OF MISDEMEANOR CONVICTION OF DOMESTIC VIOLENCE

A person shall not be considered as having committed a "misdemeanor crime of domestic violence" for purposes of the firearms restriction added to the Gun Control Act unless all of the following elements are present:

- (1) the person was convicted of a misdemeanor crime under Federal or State law;***
- (2) the offense had, as an element, the use or attempted use of physical force, or threatened use of a deadly weapon;***
- (3) the convicted offender was at the time of the offense;***
 - (a) a current or former spouse; parent or guardian of the victim,***
 - (b) a person with whom the victim shared a child in common,***
 - (c) a person who was cohabiting with or has cohabited with the victim as a spouse, parent or guardian, or***
 - (d) a person who was similarly situated to a spouse, parent or guardian of the victim;***
- (4) the convicted offender was represented by counsel, or knowingly and intelligently waived the right to counsel;***
- (5) if entitled to have the case tried by jury, the case was actually tried by jury or the person knowingly and intelligently waived the right to have the case tried by jury;***
- (6) the conviction has not been expunged or set aside, or the convicted offender has not been pardoned for the offense or had civil rights restored, unless the pardon, expungement, or restoration of civil rights provides that the person may not ship, transport, possess or receive firearms.***

If you have ever been convicted of a misdemeanor crime of domestic violence within the meaning of the law, continued retention of any firearm or ammunition, whether Government-issued or privately owned, may subject you to felony criminal penalties including a sentence of imprisonment of up to ten years and a fine of up to \$250,000, as well as administrative action. If you were ever convicted of a qualifying domestic violence misdemeanor, or if you refuse to self-certify you may not be appointed to this position.

I have read and understand the information provided in this document. I certify that I have not been convicted of a misdemeanor crime of domestic violence as defined above.

Print Name

Signature/date

Title, Series, Grade of position for which you are being considered.

**MEMORANDUM FOR ALL DEPARTMENT OF THE ARMY CIVILIAN
EMPLOYEES AUTHORIZED TO SHIP,
TRANSPORT IN INTERSTATE OR
FOREIGN COMMERCE, POSSESS OR
RECEIVE FIREARMS AND AMMUNITION**

SUBJECT: Qualification to Possess Firearms and Ammunition

An amendment to the Gun Control Act of 1968 (18 U.S.C. 922) makes it a felony for anyone who has been convicted of a misdemeanor crime of domestic violence to ship, transport in interstate or foreign commerce, possess, or receive firearms or ammunition. It is also a felony for any person to sell or otherwise dispose of a firearm to any person so convicted. The law pertains to anyone who has ever been convicted of a domestic violence misdemeanor. There is no exemption for civilian personnel of the Department of Defense.

Convictions of "misdemeanor crimes of domestic violence" as defined in the amendment do not include summary court-martial convictions, the imposition of nonjudicial punishment (Article 15, UCMJ), or deferred prosecutions (or similar alternative dispositions) in civilian courts. A description of the elements of a misdemeanor conviction of domestic violence is enclosed.

If you have ever been convicted of a misdemeanor crime of domestic violence within the meaning of the law, continued retention of any firearm or ammunition, whether Government-issued or privately owned, may subject you to felony criminal penalties including a sentence of imprisonment of up to ten years and a fine of up to \$250,000, as well as administrative action.

If you have ever received a qualifying domestic violence misdemeanor conviction: (1) you may not possess any firearm or ammunition; and (2) you must return any Government-issued firearm or ammunition to your immediate supervisor. Furthermore, any previously issued authorization to possess a firearm or ammunition is revoked.

Complete the blocks below indicating that you have read and understand the information provided. Return the completed information to your supervisor. If you have any questions, you may contact your immediate supervisor.

I have read and understand the information on the previous page of this memorandum and the enclosure "Elements of Misdemeanor Conviction of Domestic Violence."

_____ (Name - Printed)

_____ (Title)

_____ (Organization and Duty Location)

_____ (Signature)

_____ (Date Signed) (YYYYMMDD)

Enclosure