

**PERSONNEL POLICIES AND PROCEDURES  
OREGON MILITARY DEPARTMENT  
AGP Policy 99.300.01**

**Subject:** Force Protection Psychological Testing

**Applicability:** Force Protection Officer/Leader

**Effective Date:** 1 September 2008 (Revised)

I. **PURPOSE:** To enhance the recruitment process and hire candidates with traits needed to be successful as a Force Protection team member.

II. **GENERAL POLICY:** This policy establishes pre-employment conditional job offers and hiring procedures for final applicants seeking employment as a Force Protection team member to determine if the individual possesses the requisite fitness to serve.

III. **SCOPE:** This policy will apply to all applicants new to Military Department service who have been offered a pre-employment conditional job offer as a Force Protection team member.

IV. **DEFINITIONS:**

A. **Final Applicant:** An applicant who receives a bona fide job offer subject to passing a pre-employment psychological examination.

B. **Psychological Examination:** A psychological test to determine if a final applicant possesses the psychological characteristics appropriate to be a Force Protection member.

V. **STANDARDS:**

A. **Pre-Employment Psychological Examination:** As a condition of employment, a final applicant must pass a psychological examination.

B. **Cost for Testing:** The security program is responsible for paying for the pre-employment psychological examination.

VI. **RESPONSIBILITIES:**

A. **The Adjutant General:** Has overall responsibility to ensure the Department is in compliance with this policy.

B. **The Director of State Personnel:** Manages the implementation and ongoing testing as required through this policy.

C. **Recruiter or Safety Manager:**

1. Manages the coordination of the psychological testing of final applicants with program directors, supervisors and other personnel staff.

2. Acts as the liaison between the security program and the vendor providing the services.

3. Keeps the Director of State Personnel informed of any unusual circumstances pertaining to the hiring or psychological testing of a final applicant.

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**D. Program Manager:**

1. Obtains a signed release form from a final applicant upon making a conditional job offer to undergo a psychological examination and forwards to the Recruiter.
2. Verifies with the State Personnel Office that the final applicant has successfully completed the psychological examination process prior to making a final employment offer.

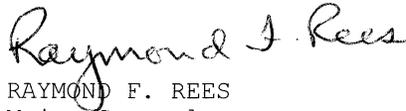
**E. Final Applicants:** Must complete and pass a psychological examination with a vendor designated by the State Personnel Office.

**VII. EXAMINATION PROCEDURES:**

**A. Psychological Examination:** All elements of the psychological examination shall be provided through a private vendor designated by the State Personnel Office. The vendor providing the examination must possess appropriate licensure in the State of Oregon.

**B. Confidentiality of Examination Results:** The vendor shall report to the State Personnel Office a "pass/no pass" result of the final applicant's psychological examination.

**VIII. WITHDRAWAL OF EMPLOYMENT OFFER:** The pre-employment conditional job offer shall be withdrawn anytime a final applicant refuses to submit to a psychological examination or fails to pass the psychological examination. An applicant who refuses the psychological examination or receives a "no pass," may reapply as a Force Protection team member one year from the unsuccessful examination.



RAYMOND F. REES  
Major General  
The Adjutant General