

<b>OREGON MILITARY DEPARTMENT</b>	<b>NUMBER: AGP-99.300.01</b>
<b>ADJUTANT GENERAL PERSONNEL</b>	<b>EFFECTIVE DATE: August 24, 2023</b>
<b>SUBJECT: Force Protection Officer Psychological Testing</b>	

**APPLICABILITY:** This policy applies to state employees of the Oregon Military Department (OMD) and to all applicants new to the OMD who have been offered a pre-employment conditional job offer as a Force Protection team member.

**AUTHORITY/REFERENCE:** Master Cooperative Agreement (MCA) between the State of Oregon and National Guard Bureau, Appendix 23 (Air National Guard Security Cooperative Agreement), Section 2308, Appendix Administration; Air Force Instruction (AFI) 31-207 (Arming and Use of Force by Air Force Personnel); AFI 31-122 (Department of the Air Force Civilian Police/Security Guard Program).

**PURPOSE:** To enhance the recruitment process and hire candidates with qualities required to be successful as a Force Protection team member. Establishes standards intended to balance agency and society needs with the legal rights of candidates seeking employment while ensuring that individuals in this job classification are free from psychological impairment that might adversely affect the performance of safety-based duties of the position.

**BACKGROUND:** Under the terms of the Americans with Disabilities Act (ADA), medical examinations - which include the assessment of mental or emotional impairment - are deferred until after a conditional offer is extended (i.e., post-offer). Therefore, the preemployment psychological evaluation will be conducted as part of a conditional job offer.

Persons convicted of a misdemeanor crime of domestic violence are prohibited by the Gun Control Act of 1968 (18 U.S.C. 922) from shipping, transporting, possessing, or receiving firearms or ammunition. Individuals convicted of domestic violence are not eligible for hire or retention as Air National Guard Security Cooperative Agreement employees.

**DEFINITIONS:**

1. **Final Applicant:** An applicant who receives a bona fide job offer subject to passing a pre-employment psychological examination.
2. **Psychological Examination:** A psychological test to determine if a final applicant possesses the psychological characteristics appropriate to be a Force Protection team member.

**POLICY GUIDANCE:** 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 and carry a firearm.

**1. General Standards:**

**Pre-employment Psychological Examination:** As a condition of employment, a final applicant for a Force Protection Officer position must pass a psychological examination.

**Cost for Testing:** The security program that is offering the job position is responsible for paying for the pre-employment psychological testing.

**2. Examination Procedures:**

**Psychological Examination:** All elements of the psychological examination shall be provided through a private vendor designated by the Adjutant General Personnel (AGP) office. The vendor providing the examination must be a licensed psychologist in the State of Oregon under provisions of Oregon Revised Statute (ORS) 675.010 to 675.150.

**Confidentiality of Examination Results:** The vendor shall report directly to the Safety Specialist in AGP the result of the final applicant's psychological examination ("Pass or No Pass"). Any reports from the vendor or confidential information regarding the assessment shall be shared with the appropriate individuals strictly on a need-to-know basis only. Only "pass or no pass" information shall be provided to the hiring manager.

**3. Withdrawal of Offer of Employment:**

The pre-employment conditional job offer shall be withdrawn if a final applicant refuses to submit to a psychological examination or fails to pass the examination. An applicant who refuses the psychological examination or received a "no pass" may reapply as a Force Protection team member one year from the unsuccessful examination.

**RESPONSIBILITIES:**

**1. Adjutant General State Personnel Director:**

- Manages the implementation and ongoing testing as required throughout this policy.

**2. Adjutant General State Personnel Safety Specialist:**

- Manages the coordination of the psychological testing of final applicants with program directors or hiring managers, supervisors and other AGP staff as applicable.
- Acts as the liaison between the security program and the vendor providing the services. Oversees the agreement of services provided and locates new vendor(s) as needed.
- Keeps the AGP Director informed of any unusual circumstances pertaining to the hiring or psychological testing of a final applicant.
- Works with the final applicant to arrange a time to complete the psychological examination with the vendor.

**3. Recruiter:**

- Notifies the hiring manager and the AGP Safety Specialist of the need for a psychological assessment to be completed after the conditional job offer is accepted for a Force Protection team member.
- Maintains a record of the “pass/no pass” record status as determined by the vendor in the recruitment file.

**4. Hiring Manager:**

- Verifies with the AGP office that the final applicant has successfully completed the psychological exam process prior to making a final employment offer.
- Keeps the AGP Safety Officer apprised of any unusual circumstances.

**5. Final Applicant:**

- Must complete and pass a psychological examination with a vendor selected by the AGP office prior to receiving a final offer.

**INQUIRIES / QUESTIONS:** Questions pertaining to this guidance may be directed to AGP at (503) 509-2152 or [OMD\\_AGP@omd.oregon.gov](mailto:OMD_AGP@omd.oregon.gov).



Tracy Garcia  
Director  
Adjutant General State Personnel