DLA POLICE - EMPLOYMENT CONDITIONS STATEMENT OF UNDERSTANDING AND AGREEMENT

Prescribed by: DLAI 4302
Sponsor: DS

PRIVACY ACT STATEMENT

AUTHORITY: U.S.C. 301, Departmental Regulations; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; E.O. 12107, 12196, and 12564 and 5 U.S.C. chapters 11, 33, and 63. Defense Logistics Agency Instruction 4302, "Force Protection and Security Operations."

PURPOSE: Information is collected to comply with regulatory requirements for individuals who are prospective employees of DLA Police Force.

ROUTINE USES: The DoD "Blanket Routine Uses" apply to this system of records.

DISCLOSURE: Voluntary; however, failure to provide the requested data may result in our inability to hire or continue the employment of an individual with the DLA Police Force.

RULES OF USE: Rules for collecting, using, retaining and safeguarding this information are contained in the Government-wide system of records OPM/GOV-10, entitled "Employee Medical File System Records" located at http://dpclo.defense.gov/privacy/index.html.

Section A - General

In accordance with Defense Logistics Agency Instruction 4302, "Force Protection and Security Operations", as a prospective DLA police officer, I understand I must pass drug testing; possess a motor vehicle license; meet Lautenberg Amendment requirements; meet manual dexterity, vision, and hearing tests; pass an annual medical examination; pass an initial/ annual physical fitness test; pass initial/annual weapons qualification; graduate from the basic police training academy (or receive a training waiver if already completed a comparable police academy); meet annual training and re-certification; complete initial/annual CPR recertification and first aid; be able to work shifts, overtime, weekends, snow emergency days, holidays, increased security periods, and national emergencies as required; wear the DLA police uniform, and maintain a high state of appearance and hygiene; and be able to wear chemical protection equipment.

Section B - Training/Continue In Service

I understand and agree, if I am selected for the Defense Logistics Agency (DLA) Police Officer position (job series 0083), I will be required to complete in service training, On The Job Training, and a DLA approved entry level basic police training academy. Attendance to the basic police academy will be scheduled within one year of hiring as slots and funds are available.

I understand and agree, upon completion of the basic police academy, I will serve in the agency three (3) times the length of the training period.

If I voluntarily leave the agency before completing the period of service agreed to above, I understand and agree to reimburse the agency for fees, such as the tuition and related fees, travel, and other special expenses (excluding salary) paid in connection with my training.

I further understand and agree, if I voluntarily leave the agency to enter the service of another Federal agency or other organization in any branch of the Government before completing the period of service, I will give my organization written notice of at least ten working days during which time a determination concerning reimbursement will be made. If I fail to give this advance notice, I understand and agree to pay the full amount of additional expenses incurred by the Government in this training.

I understand and acknowledge, if I do not successfully complete the basic police training academy, I may be separated, demoted, or reassigned to another position or location.

I acknowledge this agreement does not in any way commit the Government to continue my employment.

Section C - Medical and Physical Fitness

I understand the offer of employment is contingent on a medical certification of my ability to perform the essential job functions and ability to participate in a physical fitness program. I must also undergo a medical examination to ensure I am capable of performing my required duties. I must obtain a medical clearance before permission is granted for me to take the physical fitness test. I also understand it is my responsibility to report any changes in health history or health status that may impair my ability to perform my job.

Additionally as a prospective employee, I understand I must meet the physical fitness requirement. The physical fitness test is a critical element on my civilian performance plan. I understand the test requires me to meet prescribed standards for a 1.5 mile run and push-ups.

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Section D - Additional Information

As an applicant for this position, I understand I will not be selected for the position if I decline to sign this form. If I sign this form and cannot meet any of the conditions of employment as specified in the paragraphs above, it serves as a basis for my removal in accordance with applicable Federal and/or agency regulations. If I sign this form and later decline to take the physical fitness test or attend basic police training academy, it also is a basis for my removal in accordance with applicable Federal and/or agency regulations. A copy of the signed agreement will be given to me and to my supervisor. The original will be placed in my Official Personnel File.

Section E - Agreement

This is to certify I understand the contents of the policy described above and the reasons therefore, and I agree to adhere to the terms of this policy as a continuing condition of my employment.

PROSPECTIVE EMPLOYEE'S PRINTED NAME	DATE

SIGNATURE