



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

OPNAVINST 1500.64C  
N09N3  
6 Jan 04

OPNAV INSTRUCTION 1500.64C

From: Chief of Naval Operations  
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)  
Subj: APPLICATION FOR ATTENDANCE AT THE FEDERAL BUREAU OF INVESTIGATION NATIONAL ACADEMY (FBINA)  
Ref: (a) OPNAVINST 6110.1G  
Encl: (1) Sample Letter of Application for Attendance at the FBI National Academy  
(2) Application to Attend FBI National Academy Program

1. Purpose. To provide application procedures for attendance at the FBI National Academy (FBINA). This instruction is a substantial revision and should be read in its entirety.

2. Cancellation. OPNAVINST 1500.64B.

3. Background. The FBINA offers an 11-week program of advanced professional law enforcement instruction emphasizing leadership development for eligible Navy law enforcement and security personnel and Department of the Navy civilians at Quantico, VA. Further information can be found at <http://www.fbi.gov/hq/td/academy/na/na.htm>.

4. Discussion. The Naval Criminal Investigative Service (NAVCRIMINSERV), as the Navy program manager for law enforcement/security policy and training, is responsible for the administration of U.S. Navy participation at the FBINA.

5. Eligibility Requirements

- a. Be a U.S. citizen.
- b. Be at least 25 years of age.

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c. Be free of physical disabilities and in excellent physical condition, capable of sustained exertion and regular participation in the use of firearms, physical training and defensive tactics. This shall be confirmed by a thorough physical examination (with EKG treadmill exercise) performed by a medical officer/doctor.

d. Meet height/weight and body fat standards as established by reference (a).

e. Possess a high school diploma or a high school equivalency certificate. College credits are desired.

f. Be of outstanding character and reputation, having demonstrated unimpeachable moral conduct and integrity.

g. Have no convictions by courts-martial/civil courts or be currently under charges for any felony violation. A felony is defined as any offense punishable by imprisonment for a term exceeding 1 year, but does not include any offense classified as a misdemeanor by a state and punishable by a term of imprisonment of 2 years or less.

h. Have no convictions by courts-martial/civil courts or be currently under charges for any offenses not included in paragraph 5g, exclusive of minor traffic violations, for the past 10 years. Also be free from non-judicial punishment for the past 5 years.

i. Be in pay grades E-7 to E-9, W-2 to WA, O-1 to O-5, or GS-9 to GS-13.

j. Have a minimum of 10 years of continuous active military or civilian service, with a minimum of 5 years continuous law enforcement/security experience.

k. Have a minimum of 2 years obligated military service remaining after completion of FBINA course of instruction. A Page 13 entry reflecting this obligation will be executed upon acceptance of these orders. If civilian, agree in writing, prior to attending, to continue employment with the Navy in a law enforcement/security capacity for a period of 3 years from the date of graduation.

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l. Have genuine interest in law enforcement/security as it pertains to the naval service, a seriousness of purpose, qualities of leadership, the confidence and respect of one's peers and a demonstrated high potential for outstanding future service to the Navy.

m. Have satisfactorily performed in a supervisory capacity and be assigned or enroute, to a supervisory law enforcement/security billet.

n. Possess the ability to communicate effectively in the English language, both orally and in writing.

o. Possess a secret clearance based on a completed SBI. No interim clearance will be accepted.

6. Application Procedures.

a. All Navy law enforcement or civilians who meet the criteria for attendance and desire to attend the FBINA course of instruction, are to submit applications (enclosures (1) and (2)) via their chain of command to the Director, Naval Criminal Investigative Service (Code 24), 716 Sicard St. SE, Suite 2000, Washington, DC 20388-5384.

b. Applications will be accepted NET 1 March and NLT 30 March of the calendar year. Applicants will be considered for the following calendar year class quotas. This will allow NCIS to program the funding for the next year.

c. Applications will not be held over for consideration for subsequent boards. Those applicants desiring consideration must resubmit an application each year in accordance with this instruction.

d. During the year, should an applicant no longer meet the eligibility requirements, or be brought under investigation, commanding officers will notify the Director, Naval Criminal Investigative Service (Code 24) of the issue and make a recommendation regarding the suitability for attendance to the FBINA as a representative of the U.S. Navy.

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7. Selection Procedures. Selections will be conducted each April by a panel composed of senior military and civilian law enforcement/security professionals. Formal nominations of those selected will be forwarded to the FBINA by DIRNCIS. Final approval to attend the Academy is dependent upon an FBI background investigation and interview. Once the FBINA invites a Navy nominee to attend, the command/activity and the member selected will be notified and reporting instructions forwarded.

8. Travel and Per diem. NCIS will bear the cost of per diem transportation to and from the FBINA and miscellaneous costs for which the applicant would be entitled to as reimbursement. Lodging and meals are provided by the Academy. Accounting data and directions for monthly claim liquidation processing will be provided as part of the notification package.



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Distribution:

SNDL Parts 1 and 2

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## SAMPLE

## LETTER OF APPLICATION FOR ATTENDANCE AT THE FBI NATIONAL ACADEMY

From: \_\_\_\_\_  
 (Rate/Rank/Grade, Name, SSN)  
 To: Director, Naval Criminal Investigative Service (NCIS-24)  
 Via: (1) Commanding Officer, \_\_\_\_\_  
 (2) Chain of Command

Subj: APPLICATION FOR ATTENDANCE AT THE FBI NATIONAL ACADEMY

Ref: (a) OPNAVINST 1500.64C

Encl: (1) High School diploma or GED equivalency certificate  
 (2) Copy of college transcript(s), if applicable  
 (3) Application to attend FBI National Academy Program  
 with requisite photograph

1. I hereby apply for attendance at the FBI National Academy and certify that I meet all the criteria stipulated in reference (a).

2. The following pertinent information is provided:

a. My date of birth is \_\_\_\_\_.

b. The highest rate, rank or grade that I have held is \_\_\_\_\_.  
 My present rate, rank or grade is \_\_\_\_\_.

c. Education

(1) GCT/WK \_\_\_\_\_ ARI/AR \_\_\_\_\_. I  
 attained these scores in \_\_\_\_\_ (approximate date).

(2) I graduated from high school on \_\_\_\_\_.  
 I satisfactorily completed GED in lieu of, date completed  
 (attach copy of certificate).

(3) List civilian colleges, universities, academies,  
 schools, etc., attended, credits or certificates attained  
 (if any), and dates (attach transcripts or copies of  
 certificates).

(4) Military Schools (If none, state so): Class A \_\_\_\_\_  
 from \_\_\_\_\_ to \_\_\_\_\_ Graduated number \_\_\_\_\_ in a class of \_\_\_\_\_.

(5) Navy and other correspondence courses completed and  
 dates.

Enclosure (1)

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d. Extracurricular activities

e. Military/civilian convictions or charges pending, dates, locations, and dispositions (if applicable). Also list any Non-Judicial Punishment.

f. Duty assignment/job history. Include dates from/to, duty stations, rates, ranks or grades held, billets or positions held and brief descriptions of duties including collateral duties. This history should cover a period of at least 10 years prior to the date of submission of this application.

g. Present duty station, Projected Rotation Date, Expiration Active Obligated Service date, and next duty station and billet (if known or applicable).

3. "I, \_\_\_\_\_, if selected for attendance at the FBI National Academy, agree to remain on active duty for a period of 2 years subsequent to graduation from the FBI National Academy."

4. Brief statement of reasons applicant desire to attend the FBI National Academy including any information considered pertinent by the applicant.

/s/ \_\_\_\_\_

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SAMPLE

COMMANDING OFFICER'S ENDORSEMENT

FIRST ENDORSEMENT ON \_\_\_\_\_ ltr  
of \_\_\_\_\_

From: Commanding Officer, \_\_\_\_\_  
To: Director, Naval Criminal Investigative Service (NCIS-24)  
Via: Chain of Command

Subj: APPLICATION FOR ATTENDANCE AT THE FBI NATIONAL ACADEMY ICO  
\_\_\_\_\_

1. Forwarded, recommending approval/disapproval. (Include justification).

/s/ \_\_\_\_\_

## Application To Attend FBI National Academy Program

**Privacy Act** – Solicitation of information on this form is authorized by Public Law 93-83, Section 404. The furnishing of this information is voluntary on your part. The purpose of soliciting this information and the routine use to be made of it are to determine your eligibility for enrollment in the FBI National Academy. Refusal on your part to furnish all of the information requested will result in no further consideration being given to your application for the National Academy. You should be aware that willfully making a false statement or concealing a material fact on this application can be basis for rejection as a candidate for the National Academy. Your social security number is requested on a voluntary basis. It will only be used as a student number to assist in record keeping procedures.

**Attach Photograph to Page 4.**

**Notice:** If space provided is not sufficient for complete answer, or you wish to furnish additional information, you may attach a sheet to this application and number answer to correspond with questions.

Date \_\_\_\_\_

Name of law enforcement agency where candidate is employed			
City		State	
<b>I. Personnel Data</b>			
1. Name in full			
Family name	Given name	Middle name	Social Security Number
a. List all other names you have used, including nicknames. If you have ever used any surnames other than your true name, during what period and under what circumstances were these names used?			
<hr/> <hr/> <hr/>			
b. Have you ever legally changed your name? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If answer is "Yes" designate			
Date	Place	Court	
2. Residence address (street, city, state)		Telephone Numbers/Email addresses:	
		Residence _____	
		E-mail _____	
		Business _____	
		E-mail _____	
3. Date of Birth (MM/DD/YYYY)	4. Birthplace (city, state)	5. Age	6. Height
8. Marital Status			
<input type="checkbox"/> Single			
<input type="checkbox"/> Married (Name of Spouse) _____			

Enclosure (2)



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**II. Physical Status**

- a. Are you capable of performing sustained vigorous physical activity?  Yes  No  
(If answered "No," attach explanation.)
- b. Do you have any physical defects which would preclude unrestricted, regular participation during the National Academy Training Session in physical training and defensive tactics?  Yes  No (If answered "Yes," attach explanation.)
- c. Have you had any serious illnesses or any operations in the past three years?  Yes  No (If answered "Yes," attach explanation.)
- Were you hospitalized?  No  Yes
- | Dates | Hospital | Location |
|-------|----------|----------|
| _____ | _____    | _____    |
- Name, address and phone number of present family physician \_\_\_\_\_

**III. Education**

Name and Location of Schools	Dates attended	Diploma or Degree received
a. High school of graduation		
b. College(s)		
c. If high school equivalency certificate obtained, provide date, name and location of facility _____		

**IV. Former Addresses**

List chronologically all addresses for past 5 years (including street address, city, state, and dates of residence at each address).

**V. Employment**

a. List civilian and military law enforcement experience with various ranks or positions held in chronological order.

Law Enforcement Agency	Position or Rank	Date	
		From	To

b. Have you ever been dismissed or asked to resign by any employer?  Yes  No  
If answered, "Yes," provide:

Employer's name \_\_\_\_\_

Date of employment \_\_\_\_\_

Circumstances and reason: \_\_\_\_\_

**VI. Court Record**

a. Have you ever been arrested or charged with any violation including traffic, but excluding parking tickets?  Yes  No If yes, list all such matters even if not formally charged or no court appearance, or found not guilty, or matter settled by payment of fine or forfeiture of collateral. Attach additional sheets as necessary to provide details.

Date	Place	Charge	Disposition

b. Have you ever been a party to a civil court action?  Yes  No If yes, provide the requested information below.

Month/Year	Nature of Action	Result of Action	Names of parties, (identify plaintiff and defendant the court and address (city, state, zip code, country if a court outside the U.S.

c. Are you presently the subject, or a party, of any investigation (including administrative inquiry/investigation), or pending litigation, civil or criminal?  Yes  No (If answered, "Yes," attach explanation.)

**VII. Subversive Membership or Data**

Are you now or have you ever been a member of any organization which seeks to deny other persons their rights under the Constitution of the United States, which violates the laws of the United States?  Yes  No (If answer is "Yes," attach explanation.)

**VIII. References or Social Acquaintances**

If you desire, you may list three individuals who are responsible adults of reputable standing in their communities, who have known you well during the past five years.

a. Complete name _____		Address _____
No. yrs acq. _____	Occupation _____	Residence _____
		Business _____
b. Complete name _____		Address _____
No. yrs acq. _____	Occupation _____	Residence _____
		Business _____
c. Complete name _____		Address _____
No. yrs acq. _____	Occupation _____	Residence _____
		Business _____

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**IX. Military Service**

(List all military service, including reserves)

Branch	Service Number	Date & Place of Enlistment	Date, Type & Place of Discharge

If not honorably discharged, provide details:

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**X. Miscellaneous**

a. While attending the FBI National Academy, advise if your salary is being continued, if any incidental expenses are being paid by your department or by any individual, group or organizations, of if you are paying your own expenses and transportation. Provide details.

b. Will you abide by rules and regulations of your own department and the FBI National Academy if accepted?  Yes  No

c. Do you agree to remain in law enforcement for a minimum of 3 years after graduation from the National Academy?  Yes  No

**XI. Consent for Disclosure of Information**

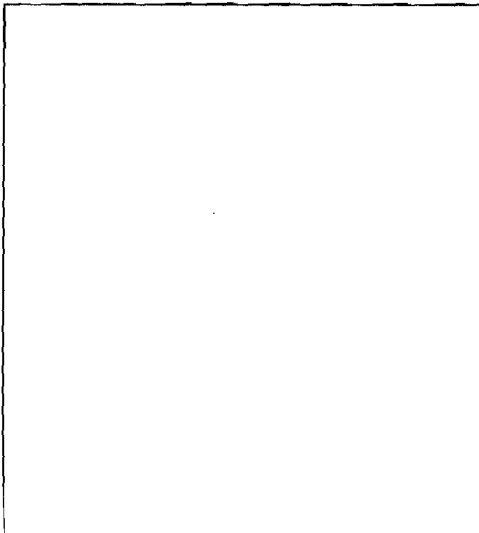
If information is developed which would indicate that you are not eligible for enrollment in the National Academy the reason for your rejection may be furnished to the head of your agency or his/her appropriate representative.

Following graduation from the FBI National Academy, information may be periodically solicited from you for inclusion in the FBI National Academy Directory of Graduates. Provisions of this information will be on a voluntary basis.

By furnishing your signature below, you are providing your consent for the disclosure and/or release of this information by the FBI.

**XII. Certification**

I certify that the foregoing answers are true and correct to the best of my knowledge and belief.



\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

**All Applicants**

Attach an unmounted full-face photograph of yourself, not larger than 2 ¼ X 2 ½ inches. Print your name and date photograph taken plainly on the back of the photograph. The photograph must have been taken not more than 3 months prior to the date of this application.

**No consideration will be afforded any applicant unless such a photograph is furnished.**