

NATIONAL CENTER FOR CREDIBILITY ASSESSMENT



PSYCHOPHYSIOLOGICAL DETECTION OF DECEPTION PROGRAM AND CONTINUING EDUCATION CATALOG 2016



CATALOG OF THE NATIONAL CENTER FOR CREDIBILITY ASSESSMENT 2016

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Policy Changes

The provisions of this catalog should not be construed by applicants or students as an irrevocable contract. The National Center for Credibility Assessment (NCCA) reserves the right to effect policy and regulatory changes at any time. The Center does not assume responsibility for giving advance notice of changes made in policies.

However, changes in such vital areas as curriculum or requirements for graduation will not be made retroactively unless they are to the students' advantage and can be accommodated within the remaining time before graduation.

Students and graduates of the Center must also recognize that changes in the law or agency policy may affect their rights and obligations.

**Psychophysiological Detection of Deception Program
(PDD/Polygraph)
Academic Calendar 2016**

Class 16-1

30 Nov 15	Completed application packet due
5 Jan 16	Classes begin
18 Jan 16	Martin Luther King Holiday
15 Feb 16	Washington's Birthday
6 Apr 16	Graduation

Class 16-2

11 Feb 16	Completed application packet due
22 Mar 16	Classes begin
30 May 16	Memorial Day Holiday
21 Jun 16	Graduation

Class 16-3

26 Apr 16	Completed application packet due
7 Jun 16	Classes begin
4 Jul 16	Independence Day
7 Sep 16	Graduation

Class 16-4

8 Jul 16	Completed application packet due
16 Aug 16	Classes begin
5 Sep 16	Labor Day Holiday
10 Oct 16	Columbus Day Holiday
11 Nov 16	Veterans' Day Holiday
17 Nov 16	Graduation

Continuing Education Courses 2016

Contact your Program Manager or Educational Services, NCCA, (coned@ncca.mil) for dates and information concerning Continuing Education courses.

Multiple classes of the following courses may be conducted throughout the year or at the agency's request.

- Countermeasures (CE 839)
- Countermeasures II (CE864)
- Faculty Development (CE 838)
- Lab Instructors Training Course (CE 814)
- Managing Conversation in the Counterintelligence Screening Environment (CE 817)
- Pre-deployment Examiner Course (CE 866)
- Advanced Polygraph Topics (CE 859)

The following courses are generally conducted once a year.

- Advanced Sex Crimes Investigations Course (CE 813)
- Advanced Counterintelligence Screening Elicitation (CE 818)
- Advanced Operational Source Testing (CE 822)
- Asset Forfeiture (CE 852)
- Credibility Assessment through Linguistic Analysis (CE 834)
- Federal Interagency Polygraph Seminar (CE 845)
- Interview & Interrogation (INTEL) Course (CE 863)
- Kinesic Interview Techniques (CE 841)
- Law Enforcement Applicant Screening (830)
- Law Enforcement Pre-Employment Screening (864)
- PDD Refresher Course (CE 831)
- Psychology of a Spy (CE 842)
- PDD Managers Course (CE860)

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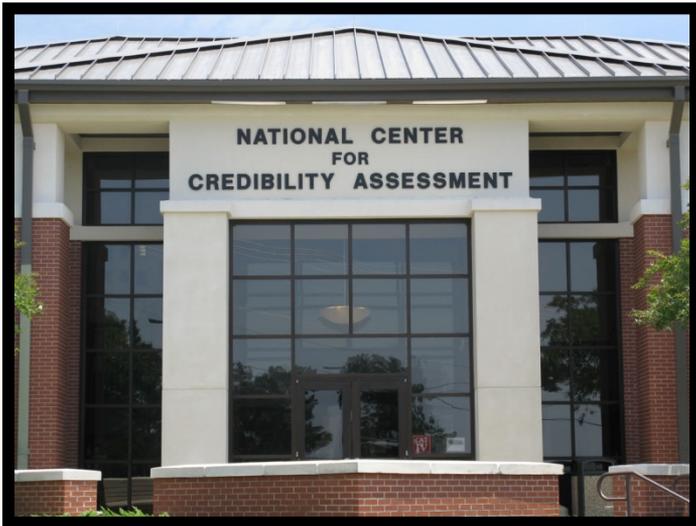
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Appendix

Polygraph Expert Working Group

Part I

The Center



Message from the Director, NCCA

Welcome to the NCCA. For more than 60 years the forensic discipline of PDD has played a major role in protecting our nation and its citizens. In addition to its traditional roles in counterintelligence and law enforcement, the federal polygraph community is being called upon to help combat an insidious new threat: terrorism. NCCA graduates are now engaged in that fight, where they deliver crucial information to the Warfighter, combatant commanders, analysts, and others engaged in the Global War on Terrorism.

In preparation for these varied missions, NCCA offers students the very finest polygraph educational program, an ideal learning environment, an unparalleled faculty, state-of-the art facilities, and practica based on real-world events. This educational experience gives graduates the skills to resolve critical questions that can only be answered with the polygraph. It is through academic excellence, research, and professional standards that NCCA graduates go on to become important contributors to the success of their agency's missions, and ultimately, to the protection of our way of life.

During your studies at NCCA you will be exposed to advanced teaching methods and research paradigms that are the pride of the government's educational programs. NCCA has a well-earned reputation for high academic standards, and through sustained commitment, augmented by faculty support, students discover that they are equal to the task, and come to appreciate how the program has brought out the best in them. The high standards of NCCA's PDD program is a recognition that only the very best and brightest are selected to attend this graduate level academic institution.

We welcome you to NCCA, knowing that becoming one of the best exists within every graduate. Our nation is depending on you.



Missions

NCCA is a federally funded institution providing graduate and continuing education courses in PDD. Its missions are to:

- Qualify DoD and other Federal personnel for careers as PDD examiners.
- Research, develop, validate and field credibility assessment tools that increase and enhance operational capabilities.
- Manage the PDD continuing education certification program for Federal agencies.
- Manage the Quality Assurance Program that develops, implements, and provides oversight of PDD standards for the Federal polygraph programs.
- Provide analysis and strategic support to Federal polygraph programs.

The Center staff consists of recognized subject matter experts in all aspects of PDD. As such, they assist and participate in operational activities throughout the Department of Defense. NCCA personnel conduct operational PDD examinations in support of counter-intelligence, security, law enforcement, and counter-terrorism efforts to satisfy unique and specific missions that require a thorough knowledge of relevant laws, law enforcement procedures, counterintelligence methods, and specialized PDD processes and analytic tools.

Goals

- Enable students to acquire an in-depth knowledge of PDD.
- Provide Continuing Education programs for professional career development.
- Provide flexible methods of instruction to meet the unique learning styles of students.
- Conduct research in all areas of PDD and credibility assessment.
- Develop, implement, and provide oversight for standards involving the conduct of PDD examinations.
- Continue its high standing as an academic and research institute.



History

The Origin and Evolution of NCCA

The original U.S. Army Polygraph School was established in 1951 as part of the Provost Marshal General School at Fort Gordon, Georgia, and graduated its first class that same year. In September 1962, the Provost Marshal School was designated the U.S. Army Military Police School (USAMPS) and the Army Polygraph School remained under the auspices of USAMPS. In 1975, USAMPS and its Polygraph School transferred to Fort McClellan, Alabama. In November 1986, USAMPS Polygraph School was realigned and designated as the Department of Defense Polygraph Institute (DoDPI).

In 1983, the President signed National Security Decision Directive No. 84 (NSDD 84) directing the expansion of security programs. In 1985, Congress passed a bill directing and authorizing the Secretary of Defense to institute a program of counterintelligence polygraph examinations for military, civilian, and contractor personnel whose duties involved access to classified and highly sensitive compartmented information. Based upon NSDD 84, DoDPI expanded its curriculum to address increasing concerns in the counterintelligence area.

In August 1985, the Deputy Secretary of Defense signed a memorandum designating the Secretary of the Army as Executive Agent for polygraph training within DoD and DoDPI. In 1986 under the guidance of DoD Directives 5210.48, 5210.48-R, and 5210.78, the Army Polygraph School became DoDPI.

Shortly thereafter, DoDPI transitioned from a vocational/technical polygraph training school to an educational institute in PDD. In April 1988, as a result of this mission expansion, construction of a new building at Fort McClellan was undertaken. This multi-million dollar facility was dedicated in November 1989 to support DoDPI's educational mission in law enforcement and counterintelligence

issues. In 1988, an agreement was signed with Jacksonville State University (JSU), Jacksonville, Alabama, to award a Master's Degree in Polygraph with core requirements taught at DoDPI. This agreement was terminated in 1994 by JSU for financial reasons. Between 1988 and 1994, all students at DoDPI received graduate credit awarded by JSU for the DoDPI curriculum.

In September 1991, DoD Directive 5210.78 was revised, and the Secretary of the Army executive agency responsibility was eliminated. This change placed the authority, direction, and control of DoDPI under the Assistant Secretary of Defense for Command, Control, Communications, and Intelligence.

In June 1993, the Joint Security Commission (JSC) was formed to address security concerns within the Federal Government, specifically within the intelligence community and the defense community. As part of its process, the JSC specifically reviewed polygraph procedures within the intelligence community. In February 1994, the JSC published its report that contained several security recommendations specifically relating to polygraph. One of the recommendations was to consolidate the Central Intelligence Agency (CIA) Polygraph School with DoDPI to form a polygraph institute that would conduct all PDD education and training of government polygraph examiners. Another recommendation was to develop standards within the intelligence polygraph community to ensure consistency in the administration, application, and quality control of screening polygraphs. Finally, the JSC recommended that DoDPI: be the executive agent for a robust, interagency-coordinated, and centrally funded research program concentrating on developing valid and reliable security and applicant screening tests; investigate countermeasures; and conduct developmental research on PDD techniques, instrumentation, and analytical methods. Eventually, most of the JSC recommendations to increase the DoDPI mission in the polygraph community were adopted.

In October 1995, administrative and budget responsibilities for DoDPI were placed under the Defense Investigative Service now designated as the Defense Security Service (DSS). In February 1996, DoD Directive 5200.32 replaced DoD Directive 5200.42 as the governing document for DoDPI.

In early September 1996 in accordance with JSC recommendations and under the guidance and direction of DoD, DoDPI developed and established a Quality Assurance Program (QAP) for establishing and maintaining PDD standards within the federal government. While participation in the QAP is mandatory for DoD polygraph programs, all federal law enforcement and intelligence agencies with PDD programs voluntarily agreed to participate. QAP inspection teams consisting of PDD experts evaluate the policies and procedures, structure, approval process, statistics, continuing education, and implementation of technology for an inspected agency's polygraph program. In 1998, QAP drafted federal standards for establishing PDD program procedures and facilitated a discussion with the federal polygraph program managers that led to adoption of the Federal PDD Examiner Handbook as the standard within the federal polygraph community. The implementation of these procedures is monitored by QAP through biennial inspections of each of the participating agencies.

Also in 1996, DoDPI was established as the Executive Agent for the Federal Polygraph Continuing Education Certification Program (FPCECP). This program requires every examiner employed by the Department of Defense (DoD) to complete a minimum of 80 hours of relevant training every two years. Non-DoD entities are encouraged to participate in this program. The FPCECP requirement can be met in a variety of ways. As the primary source of polygraph education and training, The Center presents a varying schedule of approximately 18 courses, each generally providing 40 hours of training to attendees. In addition, a limited number of hours may be amassed through agency in-service training. Other training opportunities include professional, scientific, and academic offerings. Examples include the annual seminars of the American Polygraph Association and the American Association of Police Polygraphists, as well as seminars conducted through the Society for Psychophysiological Research.

In January 1999, DoDPI began an effort to broaden its presence in the scientific and academic communities. In response to the need for more advanced technical expertise, DoDPI revitalized its Scientific Review Committee to develop a coherent research agenda. DoDPI seeks to locate multiple sites around the country to support this initiative. In addition to providing funding to

investigators, DoDPI offers temporary post-doctoral positions, visiting faculty positions, and possible sabbatical assignments to bolster its production. Moreover, it is looking to take advantage of the highest quality university labs and industrial technology that may have ideas on subjects of interest. Collaboration is not new to DoDPI. It has been awarding extramural research awards since 1987. This increased effort to collaborate is an adjustment in the strategic plan for increasing the amount of research to: (a) evaluate the validity of PDD techniques used by DoD; (b) investigate countermeasures and counter-countermeasures; and (c) conduct developmental research on PDD techniques, instrumentation, and analytic methods. While the Center will evaluate all research proposals within its mission objectives, those which address the topics of Special Projects, New Technology, Applied Topics, PDD Data Analyses, and Deterrence receive priority.

On May 13, 1999, operational responsibilities for DoDPI were placed under DSS in accordance with DoD Directive 5105.42. This change made DoDPI part of DSS. As part of the Base Realignment and Closure, in June 1999, DoDPI moved to its present location at Fort Jackson, South Carolina.

Also in 1999, as a result of the JSC, 12 of the 13 members of the U.S. Security Policy Board Forum signed a memorandum of agreement to provide standardization of polygraph examinations in personnel security evaluation programs.

In July 2000, graduate level academic credit was again recognized for the DoDPI PDD Program. Argosy University–Washington, DC, will transfer graduate credit for this program towards a Master's Degree in Forensic Psychology, Forensic Psychophysiology track.

In December 2002, DoDPI was functionally transferred from the DSS to the newly established Counterintelligence Field Activity (CIFA) in accordance with DoD Directive 5105.67, dated February 19, 2002. As of October 1, 2003, DoDPI was under the operational control of CIFA.

In January 2003, DoDPI was accredited by the Accrediting Council for Independent Colleges and Schools to award a Certificate of Graduate Study in the Psychophysiological Detection of Deception.

On January 25, 2007, the Deputy Secretary of Defense signed a Directive renaming DoDPI the Defense Academy for Credibility Assessment (DACA), a change that reflected a broadening of vision that includes all technologies useful in the assessment of credibility.

With the disestablishment of CIFA effective August 3, 2008, DACA transitioned under the operational control of the Defense Intelligence Agency.

The Under Secretary of Defense for Intelligence recommended the redesignation of DACA as the National Center for Credibility Assessment (NCCA), stating “formal designation of DACA as a national center acknowledges Congressional recognition of DACA as the leader for federal credibility assessment issues and provides a clear focal point for this discipline within the federal government.” The recommendation to designate the organization as the NCCA was approved by the Deputy Secretary for Defense on August 26, 2010.

On September 14, 2014, James Clapper, Director for National Intelligence, issued Security Executive Agent Directive 2 which designated NCCA as “the office of primary responsibility for polygraph examiner education and training, continuing education certification, audits of agencies’ quality assurance programs against federal standards, and credibility research.”

Administration

Director, NCCA

Chief, Instruction Branch

Chief, Quality Assurance Program

Chief, Alternate Technologies Branch

Chief, Research Branch

Chief, Support Branch

Chief, Special Studies

Chief, Educational Services

Accreditation

The NCCA is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award a Certificate of Graduate Study in the Psychophysiological Detection of Deception. ACICS is listed as a nationally recognized accrediting agency by the U.S. Department of Education. Its accreditation of degree-granting institutions is recognized by the Council for Higher Education Accreditation.

The ACICS may be contacted at:

750 First Street, NE, Suite 980
Washington, DC 20007
Tel: (202) 336-6780

North Central Association of Colleges and Schools, Commission on Institutions of Higher Education, accredits the Master of Arts in Forensic Psychology program at Argosy University where, through an articulation agreement, graduates of NCCA may transfer up to 15 semester hours of credit.

The NCCA is accredited by the American Polygraph Association.

Institutional Memberships

Professional affiliations of NCCA include membership in the American Association of Collegiate Registrars and Admissions Officers. Faculty and administration hold individual memberships in various professional organizations, such as:

American Academy of Forensic Sciences
American Association of Police Polygraphists
American Polygraph Association
American Society for Testing and Materials
International Association of Chiefs of Police
Society for Psychophysiological Research
State and Regional Polygraph Associations
American Society of Military Comptrollers

Part II

Psychophysiological Detection of Deception Program



Chapter 1

Admissions

Admission Requirements

Admission requirements to the PDD Program are outlined in DoD Instruction 5210.91. Admission to the NCCA PDD Program is by formal approval by the Director, NCCA, or designee. All inquiries regarding admission should be directed to:

National Center for Credibility Assessment
ATTN: Registrar's Office
7540 Pickens Avenue
Fort Jackson, SC 29207-6804
(803) 751-9100 or DSN 734-9100
FAX: (803) 751-9137

Requirements

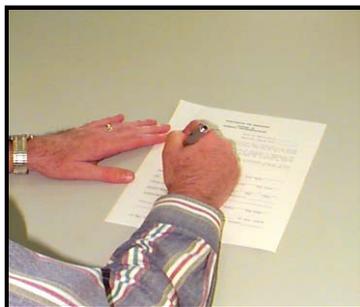
- U. S. citizenship;
- At least 25 years of age;
- Earned baccalaureate degree from a four-year college or university accredited by an accrediting agency recognized by the U.S. Department of Education to award such degrees;
- At least two years investigative experience with a recognized U.S. Government agency or other law enforcement agency; and
- Successful completion of a PDD examination.

Students may receive a waiver for the age and experience requirements. The student's agency is responsible for requesting all waivers for the PDD Program from the DoD Credibility Assessment Program Manager, Defense Intelligence Agency, 200 MacDill Blvd., ATTN: Russell Knox Building-Quantico/OCI3E, Washington, DC 20340.

A completed application must include all waiver requests and responses. The agency should furnish a copy of its initial request and a copy of the waiver response from the DoD Credibility Assessment Program Manager to the Registrar's Office. A student's application cannot be processed until this is accomplished.

All waivers should be forwarded to the Registrar's Office prior to the date the application is due.

The DoD Credibility Assessment Program Manager's office number is (571) 305-7126.



Registration

To be officially enrolled in the PDD course, students must have the following no later than 30 days prior to the start of the course:

- Completed NCCA application form.
- Sponsorship by a federal agency. Agencies should submit their projections upon request at the beginning of each fiscal year.
- Official transcripts for undergraduate or graduate degree(s) from an accredited college or university. Transcripts must be sent directly to NCCA, Office of the Registrar, 7540 Pickens Avenue, Fort Jackson, SC 29207-6804.
- Verification of successful completion of a PDD examination conducted by an approved examiner. Sponsoring agencies are required to submit the polygraph results in writing to NCCA prior to the student's attendance.

Books and Supplies

NCCA furnishes books, materials, and other equipment required for completion of courses taught at NCCA. Unless otherwise specified, these books, materials, and equipment remain the property of NCCA upon completion of the course.



Chapter 2

Academic Regulations

Academic Freedom

NCCA is committed to an academic freedom policy that “fosters and properly encourages thorough and lively academic debate and examination of appropriate curriculum issues.” Academic freedom for our faculty and students is fundamental and essential to the health of the academic institution. Academic freedom is intertwined in the uninhibited search for insight and knowledge and includes the following guiding principles:

- Freedom to teach, conduct research, and publish research findings.
- Freedom to discuss in a classroom any material or ideas relevant to the subject matter as provided in the course objectives.
- Freedom to seek changes in academic and institutional policies.
- Responsibility to pursue excellence, intellectual honesty, and objectivity in teaching.
- Responsibility to encourage faculty, students, and colleagues to engage in free discussion and inquiry.
- Responsibility to encourage and nurture innovative and critical thinking, discussion, and writing concerning national security issues in the PDD Program and the enhancement of the standing and credibility of NCCA.

Grading Procedures

Student grades are indicated by letters with a designated quality point value assigned as follows:

Grade	Range	Quality Point
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	Below 60	0

Course Numbering System

500-599 Graduate level credit courses

600-699 Internship credit courses

Other Grade Symbols

W Withdrawal: Student withdraws for a personal reason excused by the Center or a student is removed from a class by his/her agency for mission purposes. A withdrawal is not included in the calculation of the student's GPA and carries no penalty.

WP Withdrawal Passing: Student withdraws for a personal reason and is passing. A Withdrawal Passing is not included in the calculation of the student's GPA and carries no penalty.

WF Withdrawal Failing: Student withdraws for a personal reason and is failing or a student is removed from a class by his/her agency because he/she is failing. A Withdrawal Failing counts as an F in the calculation of the student's GPA.

P Pass: Student passes a class which is measured as Pass or Fail. A Pass or Fail is not included in the calculation of the student's GPA.

R Repeat: Student repeats a course previously failed. Total grade-points are computed on the basis of all attempts. A student who has a passing grade may repeat the course with the approval of the Director, NCCA. A repeated course may be counted only once toward graduation, but all grades are recorded on the student's transcript and are counted in determining quality points.

T Transfer Credit: Students who have an extensive educational foundation for a course may be afforded the opportunity, at the discretion of the Director, NCCA, to take a written examination for that course. If the student passes this examination, that grade may be used in lieu of taking the course for credit. However, the student will still be required to attend the course.

AU Audit: Course taken on a non-credit basis.

Evaluations

NCCA's evaluation system emphasizes high academic standards appropriate to graduate level education. Grading is based on a variety of oral and written evaluations. The aim of all evaluations is to determine whether a student has achieved the educational objectives of a course of instruction. All evaluations require a practical application solution, a narrative or essay response, or a multiple-choice answer. In some cases oral briefings are used to amplify or defend the student's solution or answer. Examinations may also be presented through computerized systems and programmed instruction methods.

Satisfactory academic standing is determined by an evaluation of the cognitive, psychomotor, and affective domains of the course by written examination performance, laboratory performance, and attitudes and attributes judged by the graduate faculty to be important for success as a PDD examiner. These include factors such as honesty, integrity, reliability, perception, balanced judgment, personal insight, and the ability to relate to others.

Academic success is defined as a grade point average of B (3.0) or greater. Failure is defined as any grade below C. A student may not graduate with a grade below B in PDD 506 (PDD Laboratory) or PDD 507 (Field Familiarization Lab) or below a B overall. A student whose GPA falls below a 3.0 during the course will be placed on academic probation. The student will be notified within five working days of the determination that he or she is in an academic deficient status. The Chief of Instruction will conduct this notification and the student's faculty advisor will provide follow-up assistance to include mentoring and tutoring. If a grade of D or F is earned in a required course, the student must repeat the course and earn a passing grade in order to receive credit that will be applied to the graduation requirements for the certificate.

In the event a student fails a course, the student will be returned to his or her parent organization and will not graduate. The student may be readmitted in a subsequent semester to complete the PDD Program. If the student returns to NCCA beyond one year of withdrawal or termination, he or she will be required to audit previously completed courses to ensure that he or she is

knowledgeable of new techniques, methodology, and technology in the field.

Student Evaluation of NCCA Instruction

As part of the continuing effort to improve the curriculum of NCCA, an evaluation of the instruction is conducted through course critiques. These critiques are conducted at the end of each course. All critiques are treated with confidentiality, and students are encouraged to give NCCA their complete and candid thoughts.

Students will be afforded the opportunity to frankly express their opinion on their academic experience at a scheduled out-brief with the Director, NCCA.

Grade Change Policy

Grade changes based on transcription or computation errors shall be reported directly to the Registrar's Office by memo signed by the Chief of Instruction. Request for a grade change is submitted by the course manager to the Chief of Instruction no later than one calendar year from the date on which the grade was reported.

Appeals Policy

Students are encouraged to discuss any grievance they may have regarding grading, course requirements, or instructional subject matter with the responsible faculty member.

This should take place within three days of occurrence of the event causing the grievance. Students should bring all supporting material, e.g., handouts, text, or class notes, to this informal meeting, and they should be prepared to openly discuss all aspects of the grievance. If desired, students may confer with their faculty advisor in lieu of discussion with the responsible faculty.

In the event this meeting does not resolve the issue, the student is encouraged to schedule an appointment with the Chief of Instruction. During this meeting the student must present in writing all issues in question. To aid the Chief of Instruction in rendering a

fair and equitable decision, the student should be prepared to provide all supporting materials. The appeal should include information regarding the action the student is appealing and any related mitigating circumstances. The Chief of Instruction will act on all student grievances, and provide a written response to the student within one week of receipt of the written request for appeal.

If the student is not satisfied with the decision by the Chief of Instruction, the student may elect to file a written grievance to the Director, NCCA. The grievance should include all information deemed pertinent for final disposition of the matter. The Director will review and render a decision within three working days of receipt.

Upon following the above procedures, if the student is not satisfied with the decision by the Director, NCCA, the student may elect to file a written grievance with ACICS. The grievance should include all information deemed pertinent for final disposition of the matter. They may be contacted at:

750 First Street, N.E., Suite 980
Washington, DC 20007
Telephone: (202) 336-6780

Academic Records

Students' academic records are intended to serve as a complete history of their academic career at NCCA. As such, they will not be altered except in accordance with institutional policy.

Academic Records Disclosure

NCCA complies with the Family Educational Rights and Privacy Act, 1974 (the Buckley Amendment). Thus NCCA will:

- Permit students to inspect their educational records.
- Disclose academic records to non-NCCA personnel other than parent agency only upon written consent of the student.
- Provide students the opportunity to seek correction of their educational records when appropriate.

Transcripts

A transcript of a student's record carries the following information: student name and number, date graduate certificate was conferred, a detailed statement of the scholastic record showing courses pursued with semester hours carried, semester hours earned, grades, grade points, grade point average, and system of grading.

All requests for transcripts must be in written form. Any student who requires a transcript should contact the Registrar's Office by FAX at (803)751-9137 or send a signed and dated letter containing the student's name during attendance at NCCA, social security number, dates of attendance, the student's signature, and duty phone number to: Director, National Center for Credibility Assessment, ATTN: Registrar's Office, 7540 Pickens Avenue, Fort Jackson, SC 29207-6804. With the exception of copies made for internal use, no copy of a student's permanent record (transcript) will be released to anyone without the student's written consent.

The student has the right to review his or her transcript. Contact the Registrar's Office for an appointment. The Registrar may be contacted at (803)751-9100.

Transfer of Credit

Transfer of graduate credit may be awarded to applicants who possess a graduate degree in the subject area from where the transfer of graduate credit is requested. This will apply only to: PHY 501, PSY 501, LAW 501 and RES 501.

Additionally, the applicant must take an equivalency examination in that course and obtain a B (3.0) or better to receive credit. The course will be credited on the transcript but no letter grade will be given. It will not be incorporated in the student's final grade point average. The request and examination must be completed 30 days prior to the start of the program. Submit the request to Director, National Center for Credibility Assessment, 7540 Pickens Avenue, Ft. Jackson, SC 29207-6804.

Graduation Requirements

The NCCA Certificate of Graduate Study in PDD is conferred upon completion of the PDD Program. A student must have an overall 3.0 to graduate and not have a grade below B in PDD 506, PDD Laboratory or PDD 507 Field Familiarization Lab. This program provides graduate education for federal PDD examiners and serves as recognition that an individual has received graduate education in the discipline of PDD.

The Certificate of Graduate Study is signed by the Director, NCCA, and a representative of the Office of the Secretary of Defense. Additionally, students completing this program may apply graduate level credit towards a Master of Arts in Forensic Psychology, Forensic Psychophysiology track, from Argosy University–Washington, DC, campus. There are other universities that will accept transfer credit from NCCA. Award of the certificate of graduate study requires satisfactory completion of 520 hours of resident coursework at NCCA.

Attendance

Due to the challenging nature of the PDD program, students are expected to attend all sessions. Students accepted to this program should be relieved of official duties from their respective agencies for the entirety of the course so that they may be free to concentrate on coursework and skill development. The program accepts necessary absences totaling up to three days during the course, after which dismissal may be imposed. Student absences beyond three days will be considered on a case-by-case basis in coordination with the student's program manager. Any absence in excess of one day due to illness will require a doctor's verification. Upon return to class, a sick-leave request must be submitted to the Chief of Instruction who will forward a copy to the student's sponsoring agency. Military students must submit a doctor's verification to the Chief of Instruction. Court subpoenas are also handled on a case-by-case basis. Students are responsible for obtaining all materials and information covered during absences in order to maintain the academic standards of the program. Students with excessive

absences will be dismissed and may apply for another session. Readmission should occur within one year.

In the interest of all students, tardiness is not tolerated. The program manager will be notified when a student arrives to class after the start time on more than three occasions. If the tardiness continues after notification to the student's program manager, the student will be dismissed from the course. Students dismissed for tardiness may apply for another session. Readmission should occur within one year.

Standards of Conduct

Academic

There are three categories of student performance that can result in a review by faculty as to whether the student should be retained in the academic program; and a fourth category for sponsor withdrawal. The first category is poor academic performance, the second is academic dishonesty, the third is behavior that is illegal or inappropriate, and the fourth is sponsorship withdrawal by the sponsoring agency. Faculty will investigate each case and refer the student to the Chief of Instruction regarding such instances. If necessary, their recommendations will be forwarded to the Director, NCCA. The Director's office will notify the sponsoring agency as appropriate.

Category 1. Poor Academic Performance

Based on the student's deficiencies, the faculty may recommend a range of actions from academic probation to dismissal. Poor academic performance is defined as failure to maintain a 3.0 average.

Category 2. Academic Dishonesty

Meaningful research and scholarship are impossible without honesty and truthfulness in all areas. In addition, honesty and integrity are indispensable for PDD examiners. Anyone who believes an incident involving academic dishonesty has occurred should contact the Chief of Instruction. If the incident appears to be

valid, the Chief of Instruction will appoint a faculty committee to investigate. The committee will be composed of not fewer than three faculty members to include one senior faculty member as chair. If the committee determines an incident of academic dishonesty has taken place, the committee will recommend appropriate action to the Chief of Instruction. They will review the findings and make an appropriate recommendation to the Director, NCCA. The Director's office will notify the sponsoring agency as appropriate.

Category 3. Illegal or Inappropriate Behavior

Military students will be subject to the Uniform Code of Military Justice or appropriate administrative/punitive measures through their assigned organizations for actions that are illegal or inappropriate. Federal civilian students are subject to state and federal laws that are enforced on Fort Jackson by the Military Police. The penalties for violation of local laws are determined by the civilian court system. In addition, civilian students may be subject to administrative measures for behavior which, while not illegal, may be inappropriate for a NCCA student. All students who are convicted of a violation of local laws or who have been accused of inappropriate behavior will have the case examined by a department review committee composed of three faculty members. The committee will inform the Chief of Instruction and make recommendations to the Director, NCCA.

Category 4. Sponsorship Withdrawal

Sponsorship withdrawal by the sponsoring agency will incur immediate dismissal of the student. Students may voluntarily withdraw only after NCCA receives instructions from the student's sponsoring agency.

Readmission

A student who has been dismissed for poor grades or lack of progress may apply for readmission. Application materials required for the second application are identical to the first application. However, transcripts and test scores will already be on file in the Registrar's Office and are not required to be resubmitted. Students

who have been dismissed for cheating, dishonesty, or violating federal, state or local laws will not be readmitted to NCCA.

Review Committee Recommendations

The faculty review committee may recommend the following sanctions:

Disciplinary Warning: A finding in writing that behavior violates acceptable standards and a warning that any repetition of such behavior will result in stronger sanctions.

Disciplinary Probation: A finding in writing that behavior is a serious violation of accepted behavior and repetition will result in dismissal.

Dismissal: A finding in writing that exhibited behavior warrants removing the student from class.

The Director, NCCA, shall make the final determination regarding action(s) taken against the student(s) concerned.

Weapons

The possession and use of weapons at NCCA are prohibited. There is absolutely no requirement for bringing a firearm to this program. Fort Jackson regulations require that military students turn in weapons for storage. Civilian and Government employees are responsible for securing their weapons.

Smoking

Smoking at NCCA is only allowed in marked areas outside of the NCCA buildings. All students are expected to abide by the NCCA posted smoking policy.

Dress Code

Students are required to dress in conservative business attire (males, coat and tie; females, equivalent attire). Deviation from this policy is at the discretion of the Chief of Instruction.

Warning Concerning Copyright Restrictions

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Additional guidance pertaining to the duplication of copyrighted material can be found in the Copyright Act of 1976, as amended, which is codified at 17 U.S.C. Sec.101 et seq.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Chapter 3

Student Life

Discrimination, Sexual Harassment, and Equal Opportunity

NCCA will provide equal opportunity for all military and civilian employees and students without regard to race, gender, religion, age, national origin, sexual orientation, or disabilities consistent with the law, regulations, and requirements for physical and mental abilities.

The Office of Affirmative Action and Equal Opportunity Policy is responsible for the development and implementation of all affirmative action and Equal Employment Opportunity Commission (EEOC) programs. Students who believe they have been discriminated against based on their race, color, religion, national origin, age, sex (including sexual harassment), disability, or retaliation must initiate contact with an EEOC counselor at their respective agency within 45 days of the alleged discriminatory act. Contact the Support Branch, NCCA, at (803) 751-9170 for assistance or the Accrediting Council for Independent Colleges and Schools may be contacted at:

750 First Street, NE, Suite 980
Washington, DC 20007
Tel: (202) 336-6780

Americans with Disabilities Act Policy

NCCA endeavors to provide students, employees, and the community an opportunity for success with as few deterrents as possible. NCCA strives to create a welcoming environment and will work in good faith to provide reasonable accommodations for students with special needs.

Persons with special needs should notify the Registrar prior to arrival at NCCA. The prospective student is encouraged to contact the Registrar's Office if assistance is required in making agency application for admission.

Housing

It is the student's responsibility to make arrangements for lodging while attending classes at the Center. On-post lodging must be coordinated through the Fort Jackson Welcome Center, (800) 276-6984 or (803) 782-9802, extension 67007 or 67008. NOTE: On-post lodging is not always available.

If needed, the Registrar's Office, (803) 751-9100, and the Educational Services Office, (803) 751-9134, may provide contact numbers for off-post lodging. NOTE: Students electing to stay off-post should ensure their orders reflect Columbia, South Carolina. Statements of non-availability will not be issued if lodging is available on Fort Jackson.

Health Services

Students assigned to NCCA are responsible for their own health insurance and health needs. Moncrief Army Community Hospital is located on Fort Jackson and provides ambulatory care and urgent care services for its TRICARE Prime beneficiaries.

Emergency care is not available on post. Sick Call for military students is available at the McWerthy Clinic adjacent to Moncrief Army Hospital. Sick Call hours are 0700-1600 Mon-Sat, and holidays. Call 751-6789 for information. Civilian medical facilities are located near Fort Jackson.

Learning Resources

Dr. William J. Yankee Library

Central to the intellectual life of the Center, the library supports teaching and research by providing information and services to the academic and research community. The William J. Yankee Library is located within NCCA and houses books and periodicals along with the microfiche reader/printer, study carrels, and work tables. There are computer workstations for computer-based instruction and database usage, and equipment for viewing audio visual materials. The library has a comprehensive and relevant collection

of print and non-print material in support of the attending students and the mission of the Center. It is established as a universal repository for PDD and is available to students during normal duty hours of 0700-1700. Arrangements can be made to use the library after hours.

NCCA has the largest and most comprehensive collection of publications and information databases dedicated to PDD and credibility assessment in the world. The following represents the current collection:

- 4,200 volumes of books and monographs
- 7,750+ full-text articles in NCCA's electronic database
- 1,080 volumes of periodicals on microfiche
- 63 titles in the permanent collection of periodicals
- 300+ audio-visual items
- 17 current subscriptions, including electronic journals
- 128 linear-feet of historical files
- Online Databases

The William J. Yankee Library continually adds to the collection of reference material in coordination with the curriculum and needs of the students, staff, and faculty. Students, faculty, and researchers are invited and encouraged to participate in the growth of the collection. For additional information contact: Library@ncca.mil

Thomas Cooper Library

The University of South Carolina Thomas Cooper Library, located in downtown Columbia, SC, has affiliated with NCCA to utilize its facility. The Thomas Cooper Library seats approximately 3,500 readers. Included in the seating are more than 900 private, secured facilities for faculty and graduate students involved in research. Also included in the building are 40 study rooms seating up to four persons each, two conference rooms, and three classrooms. The library subscribes to 300 online databases and the entire collection consists of 3 million volumes. Notable additional resources include the Science Library, Special Collections, the Map Library and the Federal Repository for Government Documents.

Staff recommends you bring a USB flash drive to copy materials. Anyone coming to the library may have access to most databases. Access to the Thomas Cooper Library collection is online at <http://library.sc.edu/>.

Examiner Laboratories

The PDD laboratories are state-of-the art. Students employ the latest and most advanced computerized PDD instrumentation, sensors, and software available. Student testing laboratories and instructor monitoring rooms have integrated audiovisual and communication equipment through which students receive real time feedback and guidance during the conduct of their PDD laboratory exercises. The unique two-to-one student-to-faculty ratio ensures individualized attention and instruction, further enhancing NCCA's reputation as the finest PDD institution in the world.

Computer Usage

Computer use policy applies to all NCCA students. For purposes of this policy, computer systems include all computers and software owned by NCCA, any communications hardware and software provided by NCCA for the purpose of accessing its computers, and any computer network governed in part or whole by NCCA.

Computer systems at NCCA support students as they carry out the educational mission of NCCA. NCCA encourages and promotes use of computing and network resources in keeping with its mission.

Computing activities not involving instruction, research, continuing education, quality control consultation, or administration are subject to regulation and restriction to ensure they do not interfere with the educational mission of the Center.

Access to any NCCA computer system is provided with the understanding the recipient is personally responsible for proper use of the resources thereby respecting the work of others. The only way to ensure limited resources are utilized fairly and privacy is protected is to rely on the integrity of each computer user. Improper use of computer or network resources is prohibited.

Examples of improper computer use include (but are not limited to):

- Using government information systems to transmit or receive pornography, chain letters, unofficial advertising, improper disclosure of classified information, or any other unofficial personal business.
- Attempting to access or accessing data without explicit permission from the owner.
- Violating software license agreements, copyrights, or intellectual property rights. This includes copying software without permission from the copyright holder or continuing to operate software for which the license has expired.
- Using or attempting to use the computer to harass, threaten, or abuse others or to transmit obscene or fraudulent messages.
- Tampering with, stealing, disabling, or destroying NCCA hardware or software, or attempting any of these.

NCCA is committed to promoting ethical and responsible use of computer and network resources and will not tolerate their misuse. Improper use may lead to one or more of the following consequences:

- Loss of access privileges,
- Requirement to reimburse the government for misappropriated computer or network resources, or
- Disciplinary action – administrative or judicial.

Electronic Equipment

Laptops are available to students as needed for educational use while at NCCA.

The Computer Work Center allows students to access the Internet, type documents, research class materials, etc.



Computer Work Center

The polygraph examination monitoring room allows an instructor to monitor a live examination being administered.



Instructor Lab Room



Examination Room



Classroom



Classroom Building

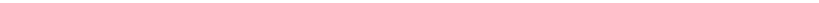


Student Breakroom



Chapter 4

Academic Program



Curriculum Overview

The PDD Program is taught at the graduate level. It is designed to prepare students from federal law enforcement, intelligence and counterintelligence agencies in PDD. The intent of the curriculum is to:

- Provide a challenging and supportive academic environment where students may mature professionally and intellectually.
- Offer a curriculum of graduate-level rigor to prepare students in the relationships between the complexities associated with the strategic and operational principles in PDD and adjunct methods of credibility assessment.

To this end, the curriculum provides instruction in the psychology of deception, physiology of deception, research methods, history, theory, and methodology of PDD. Realistic scenario-based practical exercises are conducted throughout the course.

Graduates of this program are qualified to enter their respective agency internship program for certification to conduct PDD examinations and evaluations in law enforcement, intelligence, and counterintelligence.

Broad Objectives

The general objectives of the PDD Program curriculum are to:

- Produce educated PDD examiners who possess in-depth knowledge and experience in the psychophysiological detection of deception to serve as senior military and career civil service special agents, competent to conduct valid examinations and make effective decisions and policies regarding PDD applications in a complex, rapidly changing national security environment.
- Educate, inform, and influence the national security community, the scientific community, and the legal community with regard to the field of PDD.
- Remain the nation's premier educational and research institution in the area of PDD, with special emphasis on

learning resource material acquisition, to remain the nation's foremost repository of knowledge and expertise on the subject.

- Develop and retain a nationally prominent faculty which grows in tandem with advanced educational and research systems and adapt the curriculum to reflect an ever-evolving science.

Learning Objectives

- Understand critical theories, concepts, and principles related to the psychophysiological detection of deception.
- Apply these theories, concepts, and principles through the conduct of PDD examinations that address a wide range of issues, both specific and general in nature, regarding criminal, intelligence, counterintelligence, and screening situations.
- Analyze physiological data to identify patterns of arousal on which valid inferences of deception, truthfulness, or concealed knowledge can be based.
- Synthesize a broad range of theories and concepts suggested from research material, lectures, and other acquired knowledge; think critically and creatively about the relevance and applicability of the ideas, and formulate effective strategies and examination approaches to address national security, criminal, intelligence, and counterintelligence issues.
- Incorporate ethical considerations, evaluate the propriety of various alternative methodology designed to address national security, criminal, and intelligence issues, and defend decisions regarding the selection or rejection of alternatives.
- Participate effectively in laboratory practica and live field applications of various PDD approaches, in which learned theories, concepts, and principles are utilized in solving problems and making decisions.
- Demonstrate professional-level competency and capability in PDD through technical application, oral presentation, and written communication.

A description of the courses in the PDD Program follows. One semester hour of credit equals, at a minimum, 15 classroom hours of lecture, 30 hours of laboratory, or 45 hours of internship.

The minimum requirement for the Certificate of Graduate Study in the PDD is successful completion of the following core courses totaling 26 semester hours of credit:

PHY 501	Physiology of PDD	4 credits
PSY 501	Psychology of PDD	3 credits
PDD 501	Interview Techniques	4 credits
PDD 502	PDD Analysis I	2 credits
PDD 503	PDD Analysis II	2 credits
PDD 504	PDD Methods I	2 credits
PDD 505	PDD Methods II	2 credits
PDD 506	PDD Laboratory	3 credits
PDD 507	Field Familiarization Lab	2 credit
LAW 501	Legal and Ethical Aspects of PDD	1 credit
RES 501	Research Theories and Issues in PDD	1 credit

Course Descriptions

PHY 501 - Physiology of PDD

4 credits

This course integrates an in-depth knowledge and understanding of the major human physiological systems as they pertain to the clinical applications of PDD. Emphasis is placed on the integrated functions of the nervous, cardiovascular, respiratory, and integument systems, with some attention given to the skeletal and muscular systems. Special attention is placed on the physiology of the neuron resting and action potentials, synaptic transmission, sensory and motor pathways, brain lateralization, and autonomic nervous system modulation. Cardiovascular and respiratory system dynamics are described with an emphasis on neural integration. Eccrine gland dynamics and its innervations are the focus of the integument system. The physiological dynamics of this systemic

approach to human body function are described with respect to PDD assessment. Computerized CDs, PowerPoint, videos and handouts are used extensively in the lecture presentations as learning aids.

Recommended Prerequisite: Undergraduate course work in anatomy and physiology.

PSY 501 - Psychology of PDD

3 credits

The psychological theories and processes underlying human behavior and its relationship to PDD are examined. Topics include sensation, perception, human learning, memory, cognition, motivation, emotion, stress, personality, psychological disorders, social processes, and social psychology. All topics covered will be developed specifically with respect to their relevance to the PDD process. In addition, topics of relevance will be developed in relation to causes and explanations for criminal behavior. Finally, psychological concepts relevant to extraction and retention of information of criminal incidents as perceived by eyewitnesses will be covered.

Recommended Prerequisite: Introduction to Psychology

PDD 501 - Interview Techniques

4 credits

Interviewing skills facilitate and complement the PDD process from the pre-test development of suitable test questions to the post-test discussion of the examination results. Through class lecture and live exercises, this course provides the student examiner with a foundation for building rapport with examinees, preparing them for testing. Dependent on the testing format utilized, students are taught how to encourage self-report of behaviors relevant to the test issues. Students learn to become sensitive to nonverbal cues, tailoring their approach according to individual characteristics, and consider cultural aspects that may pertain to an examinee. Several methods of pre-test and post-test interviews are presented to students, who practice them under field-like conditions in mock crime scenarios.

Prerequisite: PSY 501

PDD 502 - PDD Test Question Construction

2 credits

Constructing proper test questions is an important and integral part of the PDD examination process. If inappropriate or improper questions are used, it could have a significant impact on the outcome of a PDD examination. This course studies the theory and formulation of PDD questions based upon case investigative analysis. The students are acquainted with the use and purpose of all types of questions utilized in specific issue and expanded counterintelligence (CI) screening PDD examinations. The various types of relevant questions utilized in specific issue and expanded CI examinations are discussed in detail. The students are acquainted with the various categories of comparison questions authorized for most major crime specific issue and expanded CI examinations. They will then learn how to formulate the most appropriate comparison questions based upon an examinee's personal history and tested relevant issue for all NCCA specific issue PDD formats. From a discussion of the basic principles of psycholinguistics, the students will apply these attributes in developing specific issue and expanded CI examination questions. For investigative matters having multiple relevant issues, the students will utilize the concepts of relevant target selection in determining the primary issue for initial testing. Through a review of investigative mock-crime scenarios, the students will learn how to construct the most appropriate relevant and comparison questions for selected specific issue major crimes and CI matters.

Prerequisite: PSY 501

PDD 503 - PDD Test Data Analysis

2 credits

This course teaches the student the NCCA Three- and Seven-Position Numerical Evaluation Scoring System. It prepares the student examiner to recognize and evaluate each of the recording channels and associated physiological phenomena, or diagnostic features, of interest in PDD. The decision rules for various PDD testing formats are presented and the means for rendering a diagnostic

opinion are taught. Using the knowledge gained in Physiology of PDD and Psychology of PDD, the student examiner gains a greater understanding and appreciation for the inter-relationship between physiology, psychology, and PDD.

Prerequisite: PSY 501 and PHY 501

PDD 504 - PDD Methods I

2 credits

This course provides the student with the historical aspects of PDD from the crude methods of detecting deception in ancient history to the scientifically founded approaches of the present. The student examiner is acquainted with the early pioneers of PDD who had a tremendous influence in the development of the field and the evolution toward modern-day sensors and PDD instrumentation. The student also becomes familiar with key individuals who contributed to the development of the various PDD testing formats. The student is presented with information about significant and high profile cases beginning with the early 1900s and leading up to present day that have shaped modern day PDD practices.

The student is exposed to proper utilization and operation of the various computerized polygraph systems (hardware) and associated software programs. The student is taught acquaintance test protocols (ACQT), selected intelligence and screening PDD formats Test for Espionage and Sabotage (TES), Law Enforcement Pre-employment Test (LEPET), and Relevant/Irrelevant (R/I Screening), along with associated operational methodologies currently being taught at the NCCA.

Prerequisite: PSY 501 and PHY 501

PDD 505 - PDD Methods II

2 credits

This course acquaints the student with the various specific-issue PDD testing formats utilized within the Federal Government. It also introduces the student examiner to the various types of mental, physical, and pharmacological countermeasures that might be encountered in PDD testing and provides methods an examiner can

use to deter or neutralize them. The course provides insight into the utilization of interpreters in conducting PDD examinations of an examinee whose primary language capability is something other than what the examiner possesses. Additionally, the relationship is explored between the field examiner and quality control oversight to ensure that adequate standards and controls are maintained at all times.

Prerequisite: PDD 504

PDD 506 - PDD Laboratory

3 credits

Students are introduced to state-of-the-art instrumentation available to PDD examiners. Hands-on experience with examinees enables students to apply the principles, theory, and methodology gleaned from their studies of PDD to simulated law enforcement and counterintelligence scenarios. Students will be graded on their ability to utilize, interpret, analyze, and evaluate specific PDD methods of investigation.

PDD 507 - Field Familiarization Lab

2 credits

This course familiarizes the student examiner with field applications of PDD formats and testing techniques. Under the supervision of NCCA faculty, student examiners conduct PDD examinations and evaluations utilizing their agency's PDD formats and procedures under the auspices of a representative from the students' parent organization.

LAW 501 - Legal and Ethical Aspects of PDD

1 credit

This course acquaints the student examiner with ethical and legal issues affecting PDD. During the ethics portion, students are furnished information and practical dilemmas in an effort to acquaint them with situations they may be confronted within field PDD procedures. Students are also assigned to various readings and may be required to research an ethical issue on a current PDD situation. During the legal aspects of PDD, students are provided

case law on PDD issues and the Federal court systems starting with the first attempt to enter PDD evidence into a court environment in 1923. Additionally, the student examiner is provided information on the legal and technical applications involved in qualifying as an expert witness for PDD issues that the courts have articulated in their various decisions.

RES 501 - Research Theories and Issues in PDD

1 credit

This course is designed to expose the student examiner to the various research theories and issues of PDD. The student is acquainted with scientific research terminology and the procedures for conducting laboratory and field PDD research as it applies to operational polygraph testing. Through assigned readings and individual research, the student is expected to recognize and articulate deficiencies in research design, procedure, and implementation as it relates to the PDD.

PDD 600 - PDD Internship

3 credits

This internship gives the student supervised practical application of previously studied PDD knowledge, tools, skills, and experiences. The student can synthesize in-class learning while gaining meaningful professional work experience. The student works with his or her assigned agency mentor throughout this internship period. This course is open to students working with federal criminal justice, intelligence, counterintelligence or security agencies only.

Prerequisite: Certificate of Graduate Study in the Psychophysiological Detection of Deception program from NCCA.

Part III

Continuing Education Program

Chapter 5

**Federal Polygraph
Continuing Education
Certification Program
(FPCECP)**

Background

In 1994, the Joint Security Commission published its findings in “Redefining Security.” In that section of the report dealing with polygraph matters and specifically education, the Joint Security Commission recommended that a mandatory certification program be established under the auspices of a single entity. On March 19, 1996, the Assistant Secretary of Defense issued an order implementing that recommendation. Participation for the DoD components is mandatory. Participation for other federal agencies was mandated by and through their respective Memoranda of Agreement with the Security Policy Board. Officially, the program took effect on October 1, 1996. On that date, all examiners who held current certification by their respective agency were granted initial certification under the newly developed Federal Polygraph Continuing Education Certification Program (FPCECP).

Subsequent to the completion of the PDD Program (which provides initial PDD education for all federal examiners) it is essential, as is the case in any scientific discipline, that graduate PDD examiners have available to them a broad variety of continuing education(CE) opportunities.

Purpose

The purpose of the FPCECP is to standardize CE requirements and establish a centralized location for reporting, recording, reviewing, assessing, and certifying (to include approving) CE and training received by federal PDD examiners.

Objectives

The FPCECP recognizes the following objectives which define the purpose and nature of this program.

1. Enable federal PDD examiners to remain current with the state of the science, increasing the level of individual competence.
2. Promote consistency in CE among federal agencies.

3. Ensure quality courses are available when, where, and on those topics that reflect the current needs of PDD programs and promote development and use of new courses, adjunct faculty, satellite locations, and the most current instructional technology.
4. Maintain CE records for all federal PDD examiners.
5. Advise program managers when training levels fall short and assist programs in meeting federal standards.
6. Assist program managers in developing NCCA approved courses.
7. Provide an avenue for examiners who have been performing extended duties other than polygraph to regain their previous level of functional competence necessary to again perform PDD duties.

Responsibilities

NCCA:

1. Provide instructors, facilities, equipment, and educational materials for NCCA resident courses.
2. Provide a core of resident and adjunct faculty to develop and to deliver CE instruction to federal PDD examiners.
3. Maintain the position of Chief of Educational Services (ES) to oversee the FPCECP.

Chief of ES:

1. Ensure NCCA approved courses are consistent with NCCA doctrine and that creditable courses relate to PDD topics meaningful to examiners and promote the overall effectiveness of agency PDD programs.
2. Determine credit awarded for particular courses.

3. Maintain CE records for all federal examiners.
4. Provide, at a minimum, an annual summary of credit report to participating agencies.
5. Make recommendations and promote the development and inclusion of new education methods, PDD topics and satellite locations, and appoint adjunct faculty members of the highest quality.
6. Provide information regarding ongoing and newly developed NCCA approved courses to agency PDD program managers.
7. Certify successful fulfillment of the requirements and obligations of FPCECP for federal examiners.
8. Maintain the database, files, and vitae regarding qualifications of resident and adjunct faculty.
9. Monitor the conduct of courses eligible for crediting under FPCECP.

Each Agency:

1. Schedule PDD education for agency examiners.
2. Ensure prior notice to the Chief of ES and secure approval for the attendance of agency examiners at any course of instruction not generated by or through NCCA.
3. Register students through the NCCA Educational Services.
4. Ensure registered students attend scheduled classes.
5. Record NCCA-approved courses attended, and maintain CE records for each examiner.
6. Submit documentation of attended CE courses to NCCA within 90 days of completion.
7. Ensure agency examiners meet FPCECP requirements.

8. Ensure funding is available to fulfill the agency FPCECP requirements.

FPCECP Policies and Procedures

With reduced federal budgets, it is important that the courses offered be a good investment in time, manpower, and dollars. Therefore, a goal of this program is to ensure that every agency may benefit from the dividends of this CE program and that CE credits earned are accurately applied toward certification.

Requirements for Biennial Certification

Credit Requirements. Examiners assigned to DoD components are mandated under existing regulations to earn a minimum of 80 hours of creditable education during each consecutive two-year period in which they are assigned duties as PDD examiners. Non-DoD components are invited to participate in this same program. This necessarily includes contractors and annuitants regardless of employment status. Previously certified examiners serving in supervisory or managerial positions who are not conducting PDD examinations may elect not to seek or maintain certification under the provision of FPCECP. No more than 48 hours credit may be derived from in-service training per two-year period.

Determining the start time for FPCECP Requirements. For graduates of NCCA, the FPCECP two-year requirement begins on the first day of the fiscal year following graduation. For example, a graduate of the PDD Program on April 6, 2015, begins FPCECP accountability on 1 October 2015 and must meet the 80-hour requirement no later than September 30, 2017. CE courses taken post-graduation and prior to initiation of FPCECP accountability may be creditable.

Awarding of Credits. Award of credits is determined by the submission of documented attendance rosters signed by the attendees for both morning and afternoon sessions or other acceptable evidence of attendance. It is the student's responsibility to ensure attendance is documented and properly reported.

Request for Extension

Requests for extension of certification requirements will be reviewed on a case-by-case basis. The Director may, upon submission of written justification, grant a 90-day extension in order for these requirements to be met. Under the most extreme circumstances and upon receipt of a separate written request, the Director, NCCA, may extend the two-year period for one additional 90-day period. Requests to extend the certification period **MUST** be submitted prior to the end of the period. Requests submitted after the expiration of the two-year period will not be considered.

When requesting an extension, program managers shall submit a written plan to resolve the FPCECP shortfall. A CE shortfall with no documented extension will be considered an adverse finding on subsequent inspection by the Quality Assurance Program.

Recertification after a Prolonged Lapse in PDD Duties

In many federal agencies, it is common for PDD examiners to accept non-PDD duties for purposes of advancement or promotion opportunities, agency mission requirements, or relocation to areas and offices where PDD is not utilized. Normally, the PDD examiner is decertified by the employing agency when a PDD examiner is transferred to a non-PDD position or when PDD skills are not used for an extended period of time. After completing one or more assignments in a non-PDD duty position, an individual may return to PDD duties. Agencies have several avenues they may follow in order to re-certify employees to conduct PDD examinations.

Any employee returning to PDD duties after more than a two-year absence must attend an approved course of instruction. This course of instruction should entail a minimum of 40 hours of specific education and be designed to assist the employee to return to the expected duties. In most cases, the best-suited course to fulfill this requirement is the PDD Refresher Course. Assuming basic competence with polygraph equipment, this one-week course is designed to quickly bring a returning examiner to an acceptable level of functional and technical competence. However, should there be exigent circumstances requiring accelerated return of the

employee to PDD duties, an appropriate course of study may be designed through consultation between the requesting agency and the Chief of ES.

An extended absence from PDD duties may require attendance in the regularly scheduled PDD program. The two-year FPCECP period for recertified examiners will begin on the first day of the next fiscal year.

In the event that an examiner is unable to fulfill FPCECP requirements for an extended period of time due to illness or non-PDD mission requirements, NCCA recommends the examiner be decertified.

Loss of Educational Certification

Examiners who fail to meet the requirements of the FPCECP will lose educational certification. Any agency that maintains an examiner in an active role who fails to meet the FPCECP requirements does so without the support of NCCA and is in violation of federal standards.

Chapter 6

**FPCECP Course
Requirements**

Course Requirements

In order to ensure the quality of courses provided to federal examiners is of the highest caliber, CE courses recognized under this program must be pre-approved by NCCA.

While there are many sources of educational opportunities available, it is essential that NCCA maintain a CE curriculum specifically designed for its graduates. Lecture and conference-based courses are the primary types of courses that will be offered through NCCA toward professional development.

A standard core of NCCA-sponsored courses will be established. Additional courses will be developed and made available both for resident and satellite configurations contingent with customer demand and available assets.

Use of adjunct faculty and satellite locations will facilitate accessibility for NCCA customers.

NCCA Approved Courses

This category includes courses developed internal and external to NCCA. NCCA maintains information pertaining to external CE opportunities to ensure federal examiners have a broad range of courses from which to choose.

Courses internal to NCCA may be conducted in resident configurations at NCCA or at regionally selected satellite locations, facilities within the Defense Intelligence Agency or other facilities made available by customer agencies. When available, NCCA will take advantage of existing distance learning modalities to make CE opportunities available. Such opportunities will be widely advertised in advance of the presentation.

NCCA also endorses a wide variety of external courses including opportunities such as relevant in-service CE conducted by local law enforcement agencies, selected courses presented in conjunction with the Federal Bureau of Investigation National Academy, and courses sponsored by and through recognized state and national

polygraph organizations. Based on a pre-attendance review of the scheduled curriculum, other approved courses offered by relevant professional organizations may also be taken in fulfillment of FPCECP requirements. In addition, based on pre-approval, courses developed by an agency to fulfill a specific operational mission, but not regularly appearing on a scheduled list of courses may be approved and credited under the heading of “Operational Training.”

External Course Request and Approval Process

The Chief of ES approves external courses and determines the number of credits to be awarded for proposed courses. Insofar as possible, the requesting agency must, in advance, request approval of these courses from the Chief of ES via facsimile, letter, or e-mail. All efforts will be made to approve short notice requests; an agency making such requests must, when approved, submit correspondence containing the following information:

1. Course schedule reflecting times and dates for each topic to be presented.
2. Name, organization, and telephone number of each instructor.
3. A résumé of each instructor establishing his or her qualifications to provide specified education.

The Chief, ES, will review the proposed course and approve courses that meet FPCECP requirements. Award of the credit will be made upon submission of required attendance certifications. Subsequent credit granting will be contingent on the review of submitted critiques pertaining to the quality of the education.

Credit will only be awarded to offerings that are deemed to have PDD applicability. No credit will be given for attendance at presentations that are clearly not applicable to the educational advancement of the polygraph examiner.

Adjunct Faculty Requirements

Adjunct faculty members are recognized experts in a particular field who hold a minimum of a bachelor's degree from a regionally accredited college or university. They are recruited from sources external to NCCA in order to enhance the quality of the training and education available to the students. Adjunct faculty may be recruited from various government agencies, colleges and universities, equipment manufacturers, or other sources. Adjunct faculty are intended to represent expertise in a specialized area when no such expertise exists within the resident faculty of NCCA or scheduling conflicts or mission contingencies necessitate such recruitment. Those seeking selection to the corps of adjunct faculty must agree to make their presentations in strict compliance with the curriculum presented by resident faculty at NCCA.

In order to verify fulfillment of this requirement, those seeking such appointment will submit a course outline or materials in advance of their scheduled training to the Chief of ES for review and approval. The course outline should be submitted at least 45 days in advance of the date of instruction. Continued status as an adjunct faculty for NCCA will be contingent on the instructional activity of the appointee and review of his or her performance provided by students.

Chapter 7

FPCECP Records

Maintenance of Records

Attendance Records

Attendance records are a key and integral element in documenting attendance and establishing the number of credits to be awarded for training to individual employees. Information entered on attendance records must be legible and complete to ensure examiner records are appropriately credited. A designated course facilitator or a representative of the presenting organization must attest external course attendance records.

When a course lasts one full day or longer, attendees are required to sign-in each morning and afternoon session for each day of training conducted. Attendees are not required to sign in upon return from brief, regularly scheduled breaks. Attendance rosters will contain the following information:

- Name of sponsoring agency.
- Title of course scheduled.
- Date and time of course.
- Printed name, signature, and organization (if different from sponsoring agency) of attendee.

Failure to record attendance through the use of attendance rosters may result in students not receiving credit for courses attended. Ensuring attendance through the signing of attendance rosters is the responsibility of the student. Failure to sign-in for a course or a segment of a course will be viewed as an absence and reported to the program manager as appropriate.

Official FPCECP Records

Annually, the Chief of ES will provide a summary of credits for each agency examiner to program managers. The summary of credits will include the following information:

1. Name and identifying data of each examiner.
2. Total earned credits to date.
3. Total remaining credits required.

Agency program managers should use their training records as a cross check with the summary of credits to ensure each examiner received credit on FPCECP records for NCCA approved education attended. Discrepancies should be reported to the Chief of ES for verification and correction in the NCCA FPCECP database.

Agency program managers are encouraged to periodically reconcile their records with the Chief of ES. When requested and consistent with logistical capabilities, a detailed educational summary will be provided to program managers. The summary will include such information as date and attendance at courses and credit awarded.

CE Registration, Tuition and Fees

For information on CE courses contact the Chief, Educational Services at (803) 751-9142, or by email at coned@ncca.mil.

Non-Resident Training – Upon request, NCCA can conduct non-resident courses for DoD and federal agencies. Written requests should be submitted to the Director, NCCA, outlining the needs of the organization. Upon review and availability of course instructors, cost estimates for on-site training will be provided to the agency.

Chapter 8

FPCECP Course Offerings

Courses Available to Federal Law Enforcement/Counterintelligence Personnel

These NCCA courses are generally also open to civilian law enforcement personnel who are employed full time by a single department or agency.

Asset Forfeiture (852)

24 Continuing Education Hours

This seminar will provide managers, agents, Federal attorneys, and investigative support staff with advanced techniques used in asset seizure and forfeiture investigations. Instructors will discuss the impact of the Civil Asset Forfeiture Reform Act of 2000 on the asset forfeiture program. The use of the polygraph as an investigative tool in the search for hidden assets will be discussed and demonstrated. Additional topics covered at the seminar will include recent Supreme Court decisions, relevant statutes, database information systems, international forfeitures and repatriations, victim issues, Bank Privacy Act, and credit reports. The course will incorporate a combination of investigations as case studies, lectures, and breakout group exercises.

Credibility Assessment through Linguistic Analysis (834)

40 Continuing Education Hours

This course is for experienced investigators who routinely take and review written statements provided by witnesses, victims, and suspects. The course provides the tools necessary to analyze the veracity of such statements, and to consider the psychological motivation behind information within the statements. The principles of these approaches are supplemented with practical exercises to provide the student with experience and confidence in the procedures. The focus of the forty hour course is to assist the investigator in identifying new investigative leads hidden in most statements, in addition to assessing the credibility of such statements.

Kinesic Interview Techniques (841)

40 Continuing Education Hours

This course is designed to improve the interviewing skills of all PDD examiners. The Kinesic Interview Technique utilizes an analysis of the subtle, unconscious verbal and non-verbal behaviors of the interviewee to diagnose his or her emotional state. This technique is invaluable to the examiner in the effort to achieve a conclusive result. The course is divided into two segments: the Detection Phase and the Interrogation Phase. These two phases include instruction in such topics as Self-Initiated Verbal Behaviors, Structured Questioning, Non-Verbal Behaviors Kinesic Control of the Interviewee, the Kinesically Enhanced Confession, Kinesic Tactics, and Interrogational Arguments. Instruction involves lecture, group sessions and (from the supplied workbook) supervised practica and directed readings.

Interviews and Interrogations (INTEL) (863)

40 Continuing Education Hours

This course includes many of the topics described above, such as ethics and legal issues, but will include a special focus on problems and circumstances associated with performing such duties in support of intelligence operations. The specific schedule is intended to be dynamic and fulfill requirements which might be mandated in a given theatre of operations or under specialized circumstances. Typically, subjects will include behavioral assessment and elicitation, developing/enhancing listening skills, understanding the psychology of certain types of offenders such as those engaged in espionage activities and classes aimed at gathering a broader understanding of a variety of cultures.

Advanced Sex Crimes Investigations Course (813)

40 Continuing Education Hours

This course is for the criminal investigator and PDD examiner involved in the area of sex crime investigations. Making use of a variety of adjunct faculty members, students will be afforded instruction in understanding the psychology associated with sex offenders and the deviant behavior in which they engage. Presentations will be focused on various topics to include Internet

child pornography investigation methodology, credibility assessment through linguistic analysis in sex offense investigations, interrogation strategies, PDD test question construction, and the role of polygraph in sex offense investigations. Legal aspects of sex offenses from the perspective of the defense counsel, prosecutor, and judge will be explored.

Courses Available to PDD Examiners

Prerequisite: Student must be a federally certified PDD examiner or an examiner employed full time by a state, county, or local law enforcement agency who has graduated from a recognized PDD course of instruction.

PDD Refresher Course (831)

40 Continuing Education Hours

The PDD Refresher Course is formulated to review core elements of the PDD Program. The course assists students who have been temporarily assigned outside of PDD to reestablish their proficiency and achieve re-certification, or for students who received their initial education in PDD in the distant past and require instruction on contemporary procedures. Another dimension of the course is that it provides students with the ability to transition from analog to computerized instruments, and become familiar with current software applications.

Law Enforcement Pre-Employment Screening (864)

40 Continuing Education Hours

This course addresses the various forms of the Law Enforcement Pre-Employment Test that are currently being utilized by Federal law enforcement agencies as an integral element of their pre-employment process. The course is intended to enable the student to augment existing screening test protocols employed by federal, state, and local law enforcement agencies. Course content includes a review of the latest test data analysis methodologies. Students will participate in laboratory exercises designed to simulate common problems in pre-employment screening. While it may be possible for arrangements to be made for the NCCA to provide polygraphs

for student use, it is recommended that students provide their own instrument.

Law Enforcement Applicant Screening (830)

24 Continuing Education Hours

This course is designed to be a forum to discuss contemporary issues facing federal, state and local law enforcement agencies that use the forensic discipline of polygraph as an integral element of the agency's employment process. Subject matter experts involved with law enforcement applicant screening programs will speak during this course at the NCCA campus.

Psychology of a Spy (842)

40 Continuing Education Hours

This course is aimed at giving the PDD examiner, particularly those from the intelligence community, new and valuable insight into the psychological behaviors and motivations of those who turn to espionage. Much of the information has been obtained through work in Project Slammer, the case studies of convicted and incarcerated spies. Students will specifically be afforded instruction in threat analysis, identifying and classifying risk factors associated with spies, and an in-depth review of the research associated with this topic. In addition, students will learn how to recognize some of the personality traits of the potential spy and be briefed on the perspective of foreign intelligence services and their spies. Further, students will receive instruction and assistance in understanding the types of material that spies are attracted to and how they go about obtaining it.

Advanced Polygraph Topics (859)

24 - 40 Continuing Education Hours

This 24 to 40-hour course is specifically for experienced counterintelligence and law enforcement PDD examiners who are presently engaged in or will soon be performing quality control duties. This course will only be offered when demand exists. The primary emphasis of the course will be on test data analysis, test question construction, and case review. The techniques that will be studied will include RI Screening, Counterintelligence Scope

Polygraph, TES, LEPET, and Criminal Specific Testing. Course can be focused to concentrate on one or more specialized area(s).

PDD Managers Course (860)

24 Continuing Education Hours

This course is to acquaint the manager who has been assigned the task of administering a PDD program with polygraph-specific managerial issues. The faculty of NCCA will explore various contemporary topics dealing with the management of PDD programs and the unique circumstances that must be considered to ensure success. These topics include recruitment and retention, career progression, ethics and budgetary issues. In addition, former and current supervisors and managers will lead interagency discussions with the students, addressing problems and solutions which are unique to the PDD community. While not required, managers will often arrange for attendance at this seminar of their supervisory personnel to assist them in addressing certain issues unique to their organizations.

Predeployment Examiner Course (866)

40 Continuing Education Hours

This course is conducted in collaboration with available linguist resources and intended to train PDD examiners in the effective use of interpreters in the conduct of PDD examinations. The primary focus will provide training for the Middle Eastern languages as determined by the Course Manager. The course will include training for the examiner as well as indoctrination training for the interpreter/linguist in becoming a part of the credibility assessment team. Topics include Cultural Considerations; Effective Use of an Interpreter; Polygraph Formats and Comparison Question Formulation. Mastery of the presented topics will be assessed during the conduct of laboratory exercises. The course in its current design will be conducted over a period of 40 hours.

Lab Instructor Training Course (CE 814)

24 Continuing Education Hours

This course is designed to acquaint the new assigned faculty member to the NCCA curriculum, grading methodology, and recent

advances in the polygraph field. The Test for Espionage and Sabotage, the Relevant Screening and Specific Issue Test Procedures as well as test data analysis and test question construction are reviewed to ensure that the new faculty member is knowledgeable of these critical portions of the PDD Program. Through lecture, discussion and practical exercise, the faculty member learns to instruct and evaluate student performance in the PDD laboratory.

Faculty Development Course (838)

24 Continuing Education Hours

This course will be used for a variety of classes and courses developed and presented by NCCA faculty (resident and/or adjunct) or introduce faculty to other topics of specialized interest. This category will include, but not limited to such presentations as the 24 hour program intended to prepare newly assigned/hired resident faculty and guest or adjunct faculty of laboratory teaching duties in conjunction with the PDD program. The Chief, Educational Services will designate which presentations will be credited under this category.

Courses Restricted to Federally Certified PDD Personnel

Advanced Counterintelligence Screening (CE 818)

24 Continuing Education Hours

This course is designed to provide a valid means of ensuring that the loyalty of individuals entrusted with our Nation's secrets may be appropriately assessed. The test is considered to be the primary method of conducting counterintelligence scope polygraph examinations. While this course is taught in its entirety in the PDD Program, from time to time, an agency will acquire an examiner who has never administered this test. Designated resident and adjunct faculty members are authorized to teach this course to examiners in this category. The length of the course is 40 hours and includes classroom lecture and laboratory exercises. Attendance is

generally limited to federal examiners and appropriately cleared contractor polygraph examiner.

Countermeasures (839)

40 Continuing Education Hours

This 40-hour course prepares the federal PDD examiner to detect and deter polygraph countermeasures (CM) in all polygraph environments. The course presents concepts, theories, and research data related to polygraph CM. Laboratory exercises enhance skills and provide hands-on experience. Case studies and techniques demonstrate methods of detecting and defeating this threat. This course is the primary polygraph countermeasures course for federal PDD examiners and is updated regularly to incorporate the ever changing CM environment.

Countermeasures II (864)

Minimum of 4 Continuing Education Hours

This course is presented as a mandatory biennial refresher of contemporary polygraph countermeasure (CM) issues. It is updated regularly and is designed to provide federal PDD examiners with current CM trends, new CM detection techniques and tools, and current CM policies and practices based on research and field data.

This course may be offered as a stand-alone block of instruction or along with agency in-service training. The only limitation is that to be credited under the heading of Countermeasures II, it must be comprised of a minimum of four hours of instruction.

Federal Interagency Polygraph Seminar (845)

36-40 Continuing Education Hours

Since 1977 this seminar has provided federal polygraph examiners with continuing education in a wide variety of disciplines related to the detection of deception. Subject matter covered during this seminar is a balance of information relevant to both criminal investigators and counterintelligence examiners. This includes updates on the latest developments in polygraph theory and research. This seminar is normally held in the Baltimore-Washington, DC region.

Advanced Operational Source Testing (822)

40 Continuing Education Hours

Designed specifically to enhance the abilities of the intelligence and counterintelligence examiners who are being assigned to PDD duties in support of human intelligence and offensive counterintelligence operations. This course includes background information on operational terminology, briefings on the operational structure and function of various intelligence agencies within the federal government. Also included are instructional segments concerning legal issues, use of interpreters, foreign intelligence service recruitment operations and domestic and international terrorism. Instruction will also be offered in the areas of foreign use of polygraph and an expanded block of instruction on the use of polygraph in source and informant testing. A developing topic of the course will be offered on the issue of cultural impacts of PDD testing.

Prerequisite: The student must be employed or contracted on a full time basis as a PDD examiner by a federal law enforcement or counterintelligence agency. All tuition costs are incurred by the NCCA. The student's organization is responsible for all per diem and travel expenses.

Managing Conversation in the Counterintelligence Screening Environment (817)

28-40 Continuing Education Hours

Managing Conversation in the CI Screening Environment is a non-confrontational information-gathering approach for those conducting CI and Suitability polygraph screening. The approach follows the PEACE model using Conversation Management core elements of reciprocity, RESPONSE behaviors, and conversation management sequences. The tools and techniques used in this course have been proven both in laboratory and field testing, and can be used with any screening format. This course can also be effective for interviewing in non-polygraph environments where the elicitation of information in a non-confrontational manner is important.

Distance Learning Courses

Prerequisite: The following courses are available through the AGILE Learning Management System (<https://www.agile.mil>) on NIPRnet.

Test Data Analysis (TDA) (DL700)

4 Continuing Education Hours

For federally certified polygraph examiners to improve their skills in analyzing and evaluating physiological test data. The course objectives include understanding and properly using TDA terminology; identification of applicable TDA evaluation features and diagnostic criteria; proper evaluation of physiological test data using the Three- and Seven-Position numerical evaluation scales; and proper application of decision rules to render correct decisions in a timely manner.

Test Question Construction (DL701)

3 Continuing Education Hours

A refresher course for federally certified polygraph examiners on the principles, application, and significance of proper test question construction to the polygraph examination process; the basic principles and concepts of relevant target selection and its relationship to the polygraph process; the purpose and use of each category of polygraph test question types, and; proper relevant and comparison specific issue test question construction for the various polygraph test techniques taught at NCCA.

Preliminary Credibility Assessment Screening System (PCASS) (DL702)

8 Continuing Education Hours

An introduction to PCASS, a technology approved for use in the Department of Defense as a credibility assessment tool for intelligence and security purposes. The course instructs PCASS operators and supervisors in the everyday application and management of the PCASS. Also covered is an in-depth look at the research studies and field vetting process that were instrumental in

the development of the PCASS, and an overview of PCASS lessons learned from the 101st Airborne Division in support of their mission in Afghanistan.

Law Enforcement Pre-Employment Test (LEPET) (DL703)

3 Continuing Education Hours

Prepares federally certified polygraph examiners to conduct LEPET examinations in accordance with the Department of Defense and National Center for Credibility Assessment policies and regulations. In this course, students will learn to; introduce, define, and scope multiple issues; develop questions, and; rotate test questions in a LEPET examination. Students will also be instructed how to prepare the examinee for testing with Probable Lie Comparison questions for this technique, and to properly resolve relevant issues. TDA rules as they apply to the LEPET are also taught, and operational rules unique to the LEPET are demonstrated.

Relevant/Irrelevant Screening Test (DL704)

2 Continuing Education Hours

This course provides refresher training to Federal Polygraph Examiners on the Relevant/Irrelevant Screening Test procedures and guidelines. As refresher training, the course assumes the learner is familiar with the R/I Screening Test format and will cover some topics in more detail than others. The course presents a description of the question types and the data collection procedures. In addition, the course provides several question string exercises, a review of the test data analysis procedures and post-test procedures.

Directed Lie Comparison Test (DLCT) (DL705)

3 Continuing Education Hours

Provides federally certified polygraph examiners with the basis and scope of Counterintelligence Scope Polygraph relevant issues. This course provides an overview of the historical basis for, and research related to, the DLCT polygraph examination and will train students to prepare for and conduct DLCT examinations.

Zone Comparison Test (DL706)

2 Continuing Education Hours

Helps federally certified polygraph examiners understand the basis and scope of criminal specific testing. This course will provide an overview of the history of the Zone Comparison Test (ZCT), and will train students to prepare for and conduct ZCT examinations.

Air Force Modified General Question Test (DL707)

2 Continuing Education Hours

Provides federally certified polygraph examiners with refresher training on the preparation and conduct of polygraph examinations utilizing the AFMGQT.

Test for Espionage and Sabotage (DL708)

2 Continuing Education Hours

Refresher course for federally certified polygraph examiners regarding the processes, procedures, and guidelines of the Test for Espionage and Sabotage (TES). The course covers the TES exam format, from how it was developed to its proper execution. As refresher training, it assumes the student is familiar with the TES, and expands upon their foundational learning.

Quality Control (QC) Supervisor (DL710)

4 Continuing Education Hours

This course is broken into two phases. Phase one gives students a basic understanding of the fundamentals of the QC review process. Additionally, phase one will describe QC Supervisor roles and responsibilities as they pertain to the QC review process. Phase two entails an interactive scenario in which the student will assess a case study and successfully complete a QC review.

Law and Ethics (DL711)

2 Continuing Education Hours

This course will reacquaint polygraph examiners with some of the basic legal aspects and ethical concepts that pertain to polygraph examiners, the examinee, and the polygraph examination.

Laboratory Instructor Training Course (DL712)

8 Continuing Education Hours

The Laboratory Instructor Training Course is a two phase course. Phase one provides the learner with a basic understanding of the principles and guidelines highlighted in the Psychophysiological Detection of Deception 506/507 Laboratory Grading manual. Phase two presents interactive scenarios that require the learner to view three examinations and apply prerequisite knowledge to successfully complete the Clinical Laboratory Practicum Grading Sheet.

Research Methods for Credibility Assessment (DL713)

2 Continuing Education Hours

Different aspects of credibility assessment and some of the research pertaining to each are explored. The learner will read and make “scientific” sense of some published research that deals directly with topics familiar to federal polygraph examiners.

Psychological Principles Related (DL714)

4 Continuing Education Hours

This course will reacquaint polygraph examiners with psychological principles as they relate to credibility assessment applications, and also how these principles can be used to explain criminal behavior, including espionage. Through understanding the causes of criminal behavior, polygraph examiners will be able to improve their interview and interrogation skills.

Physiology Related to Polygraph (DL715)

4 Continuing Education Hours

This course is designed for experienced polygraph examiners to help them refresh and recall the most important physiological principles underlying the organ systems recorded and evaluated in polygraph science. The review will assist to improve decision-making skills for the polygraph examiner.

Pretest Interview (DL716)

4 Continuing Education Hours

This course refreshes the polygraph examiner on the foundations for building rapport with examinees as well as preparing them for the polygraph examination. Methods for encouraging examinees to self-report behaviors relevant to the test issues will be reviewed. The learner will also be reminded of the importance of observing nonverbal cues, tailoring their approach according to individual characteristics, and consider cultural aspects of their examinees.

Post Interview (DL717)

4 Continuing Education Hours

This course mainly focuses on strategies for conducting a post-test interview when test data analysis results show Deception Indicated or Significant Response. Aspects relevant to the conduct of interviews and interrogations that most polygraph examiners are familiar with will be review, such as, Behavioral Assessment, Interrogation Approaches, Stages of Interrogation, and Ego Defense Mechanisms.

Appendix

**Polygraph Expert Working
Group**

Polygraph Expert Working Group

- Deputy Director for Counterintelligence Functional Services, Office of the Under Secretary of Defense, (Intelligence) Counterintelligence Directorate
- Department of Defense Credibility Assessment Program Manager
- Director, National Center for Credibility Assessment
- Manager, U.S. Air Force Polygraph Program
- Special Agent in Charge, Polygraph Branch, Bureau of Alcohol, Tobacco, Firearms, and Explosives, Department of Justice
- Program Manager, Army Intelligence Polygraph Program
- Chief, Polygraph Division, Central Intelligence Agency
- Director, U.S. Army Crime Records Center, U.S. Army Criminal Investigation Command
- Special Agent-In-Charge, Polygraph Unit, Coast Guard Investigative Service
- Director, Credibility Assessment Division, Office of Internal Affairs, U.S. Customs and Border Protection
- Polygraph Program Manager, Defense Criminal Investigative Service
- Chief, Credibility Assessment Division, Defense Intelligence Agency
- Polygraph Project Technical Lead, U.S. Department of Energy
- Polygraph Program Manager, Office of the Inspector General, U.S. Department of Justice
- Office of Investigative Technology, Drug Enforcement Administration
- Chief, Polygraph Unit, Federal Bureau of Investigation
- Chief Internal Affairs, Federal Bureau of Prisons

- Polygraph Program Manager, Office of Criminal Investigations, Food and Drug Administration
- Chief, PDD Operations, Homeland Security Investigations, Department of Homeland Security
- Polygraph Unit Coordinator, Office of Criminal Investigations, Internal Revenue Service
- Chief, Polygraph Branch, National Geospatial-Intelligence Agency
- Chief, Polygraph Management Branch, National Reconnaissance Office
- Chief, Polygraph Services Division, National Security Agency
- Chief, Polygraph Division, Naval Criminal Investigative Service
- Special Agent in Charge, Polygraph Branch, Office of Inspection, Investigations Division, Transportation Security Administration
- Polygraph Program Coordinator, U.S. Forest Service
- Polygraph Program Coordinator, Polygraph Unit, Technical Service Division, U.S. Postal Inspection Service
- U.S. Postal Service, Office of Inspector General, Technical Operations, Polygraph Division
- Polygraph Program Manager, U.S. Secret Service
- Assistant Inspector General for Investigations, Office of Inspector General, Veterans Affairs

