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Chapter 1

Introduction

A. The Polygraph Examiner Manual serves as a reference guide for FBI polygraph examiners. It outlines general policies, procedures, guidelines and formats to be utilized by FBI polygraph examiners.

1. Polygraph is accepted as a valuable investigative tool within the FBI and polygraph community throughout the federal government. As with any discipline, established, standardized methodologies must be implemented to assure proper application. The procedures in the FBI Polygraph Examiner Manual detail polygraph standards as approved by the FBI and generally taught by the Defense Academy for Credibility Assessment (DACA) through the Department of Defense.

2. To ensure standardization consistent with the unique requirements of the FBI, the procedures in the manual should be followed as closely as operational requirements allow. These standards will help to ensure that the polygraph technique is utilized in the most professional manner possible while maintaining an effective investigative aid.

B. Classification.

All information contained herein is classified, except where shown otherwise. Appropriate security should be provided and the information set forth in this manual is not to be released to any unauthorized agency or individual.

C. Changes and Amendments.

It will be the responsibility of the FBI Polygraph Unit to incorporate changes and amendments as they occur via the Polygraph Unit's shared drive. Any questions regarding the contents of this manual should be referred to the FBIHQ Polygraph Unit at (202) 324-2985.

D. Definitions.

1. Polygraph Examination: A process that encompasses all activities that take place between a polygraph examiner and an examinee during a specific series of interactions. These interactions may include the pretest interview, the use of the polygraph instrument to collect physiological data from the examinee while presenting a series of tests, the test data
analysis phase, and the post test phase, which may include the interrogation of the examinee.

2. **Specific Issue Polygraph Examination**: A polygraph examination conducted to resolve a specific issue, e.g., criminal, espionage, sabotage, or source validation.

3. **Polygraph Instrument**: Someone who has successfully completed formal education and training in conducting polygraph examinations and is certified by his/her agency to conduct such examinations.

4. **Polygraph Examiner**: Someone who has successfully completed formal education and training in conducting polygraph examinations and is certified by his/her agency to conduct such examinations.

5. **Polygraph Report**: A polygraph document that may contain identifying data of the examinee, a synopsis of the basis for which the examination was conducted, the relevant questions utilized, and the examiner's conclusion.

6. **Polygraph Management Structure**: 
Quality Control

A. Scope.

This guide establishes the essential elements for Quality Control (QC) within the FBI.

B. Background.

The purpose of FBI QC is to ensure standardization in the conduct of polygraph examinations administered by FBI Examiners. FBI QC procedures for the technical supervision of polygraph Examiners ensure ethical, professional, and technical standards are maintained.

C. Administration of FBI QC.

1. QC Program: The FBI Polygraph Unit has designated that all operational and program polygraph examinations are QC'd by either a FBIHQ Polygraph Supervisor or the Regional Manager responsible for the polygraph examiner within their respective region.

2. Technical Supervision of Polygraph Examiners:

3. QC Supervision: The FBI QC of polygraph examinations is under the supervision of the Polygraph Unit Chief who acts as the Polygraph Program Manager.

4. QC Personnel: QC procedures are accomplished by designated, experienced, supervisory Polygraph Examiners.

   a. Personnel assigned responsibilities of FBI QC have demonstrated the required competency to act as a certified Polygraph Examiner.

   b. FBI QC personnel have a grade level commensurate with their authority, responsibility, and technical abilities.
D. QC Procedures.

2. **Independent and Objective QC:** FBI QC procedures are independent and objective, without undue influence of the original Examiner or other sources.

3. **QC Review:** All polygraph reports, technical documents, and charts undergo a QC review to ensure satisfactory tracing quality and correctness of the rendered opinion.
6. QC Review Indicated: Each completed polygraph examination will contain a summary report (FD-498) with a designation by the QC Reviewer that a QC review of the examination has been completed.

E. Polygraph Approval Procedures.

1. Approval Authority: The Director of the FBI is the approving authority for polygraph examinations. The Director has delegated such authority as follows:

4. Non-Administrative Matters: The Assistant Director in Charge/Special Agent in Charge, or persons acting in that capacity, for polygraph examinations in connection with an ongoing non-administrative Bureau investigation.

5. Non-Federal Matters: The Assistant Director in Charge/Special Agent in Charge, or persons acting in that capacity, with the concurrence of the Polygraph Unit Chief, for polygraph examinations in connection with an ongoing non-federal criminal investigation.

7
8. All requests and approvals for operational polygraph examinations, as well as a copy of the final report for all polygraph examinations must be documented in the substantive case file in which the exam is conducted. Filing to the substantive case file should be performed after the test has been QC'd. Once the examination has been QC'd by a Polygraph Unit supervisor or RPUM, the final polygraph reports will be forward electronically to the examiner who conducted the examination. It is the responsibility of that examiner to provide the documents to the case agent for uploading to the substantive case file.
Chapter 3
Defense Academy for Credibility Assessment
Quality Assurance Procedures

A. Scope.

This chapter explains the Defense Academy for Credibility Assessment (DACA) Quality Assurance Program (QAP).

B. Background.

In order to implement federal minimum quality assurance standards, federal polygraph program managers and DACA developed the QAP.

C. Responsibilities.

DACA is responsible for maintaining a QAP. The QAP should inspect the procedures of all federal polygraph agencies to ensure that ethical, professional and technical standards are maintained.

D. Standards.

The QAP inspections will be based upon the standards established in the Federal Polygraph Handbook and FBI Polygraph Manual, which include the policies and procedures established by the FBI. The scope of an inspection may be expanded only upon a request from the inspected agency. The scope of an expanded inspection shall be agreed upon beforehand with the program manager.

E. Inspection Format.
3. Exit Briefing: A draft report will be provided to the FBI during an exit briefing at the completion of the on-site inspection by the QAP inspectors.

F. Inspection Report.

1. Response to Recommendations: A final report of inspection will be forwarded to the FBI Polygraph Program Manager. The Polygraph Unit Chief currently holds this position. The inspected agency shall respond, in writing, to the Director, DACA, to recommendations noted in the final inspection report.

2. Final Disposition – Concurrency: In those instances wherein the QAP inspectors and the inspected agency concur that all recommendations have been satisfied, the compliance with those standards will be attested to, in writing, by the Director, DACA.

3. Final Disposition – Nonconcurrency: In those instances in which the QAP inspectors and the FBI do not concur on the findings of the inspection, the issues of disagreement will be forwarded through the Director, DACA, to the Polygraph Unit Chief with a copy to the FBI Section Chief, Internal Security Section, Security Division, FBHQ.

G. Re-inspection.

When necessary, a re-inspection will occur within six months, unless specifically declined by the agency.

H. Biennial Inspections.

The QAP inspectors will review the FBI polygraph program QC procedures biannually.

I. Personnel.
Chapter 4

Test Question Construction

A. Scope.

This guide establishes essential elements for test question construction for the FBI.

B. Background.

A test question is a specifically designed question posed to an examinee during the data collection phase of a polygraph examination. Test questions are designed to maximize differences in the elicited response patterns between truthful and deceptive examinees. There are several types of test questions used in polygraph testing.

C. Question Types.
6. Reporting of Results: Information regarding the examination should not be provided to any interested party. No result is considered final until it has been quality controlled (QC'd) by the appropriate polygraph manager.

7. When submitting the polygraph report for QC review, the examiner should ensure that an appropriate electronic score sheet is also included.
SECRET

Chapter 6

PDI Modified General
Question Test

A. Scope.
FBI Acquaintance (ACQT) Test

A. Scope.

This guide establishes essential elements for the conduct of the FBI ACQT test.

B. Background.
A. Scope.

This section establishes guidelines for conducting operational polygraph examinations in support of the FBI polygraph program.

B. Background.
6. Only Bureau polygraph examiners are to be used in FBI cases.

7. It is highly recommended that FBIlanguage specialists be utilized as translators when required.

D. Legal Representation of Examinees.

In criminal matters, if requested, the examiner may discuss the examination with the examinee's attorney. Though not encouraged, the attorney may observe the examination, if the facility has that capacity. The attorney is not allowed in the room where the examination is being conducted.

E. Pretest Interview.

During the pretest interview in criminal matters, the following items, at a minimum, are to be covered with the examinee.

The examinee will be advised:

1. Of his or her legal rights in accordance with established FBI policies using an FD-395 (Advice of Rights) form. Both the examinee and the examiner should sign the form. The form should be witnessed when operationally feasible.

2. That the examining will be conducted only with the examinee's consent. An FD-328 (Consent to Interview with Polygraph) form should be reviewed and signed by the examinee and the examiner.

3. When completing the FD-328 the examinee should be advised whether the examination room contains any observation or recording devices, and whether the conversation or exam will be monitored or recorded. The appropriate boxes should be checked on the form to document any monitoring or recording.
4. The examinee should be advised of the matter to be addressed during the examination. All test questions are to be reviewed with the examinee prior to the administration of the exam.

5. The final examination report should identify and describe the consent forms in the body of the Polygraph Report (FD-498).

F. Reporting Procedures.

The following procedures shall apply in reporting the results of the polygraph examination:

1. The report, to include the FD-497, FD-498, numerical analysis worksheet, consent forms, any written statements and all charts, should be forwarded electronically to the appropriate Polygraph Supervisor or Regional Manager within 5 working days following the completion of the examination for quality control (QC) review.

2. The mandatory forms for all criminal testing are the FD-497, FD-498, FD-328, numerical analysis worksheet, any statements, and all polygraph charts. Those items should be forwarded for QC to FBIHQ or the appropriate Regional Manager in an electronic format. Once the QC process is complete an Adobe formatted package containing the FD-328, FD-498, and any statements will be sent electronically to the examiner who conducted the exam. Hard copies of the documents should provided to the case agent for inclusion in the case file. The electronic PDF folder should be uploaded to ACS.

3. If an FD-302, confession or supplement to the application is prepared in conjunction with the polygraph report, the text of the statement, verbatim, should be included in the FD-498. Any "hard copy" documents obtained during a criminal examination should be placed in an FD-340 (1A) envelope and maintained in the field officer where the examination was conducted.
SECRET
Chapter 10

Foreign Counter Intelligence Testing

National Foreign Intelligence Program
F. Examples of Suggested Relevant and Comparison Questions are located in the appendix to this chapter.
A. Personnel Security Polygraph (PSP).

The PSP is a counterintelligence (CI) focused polygraph of any on-board Bureau or non-Bureau personnel (or individuals in post applicant processing) who have access to FBI information.

B. Purpose.

The purpose of the PSPP is to augment the FBI personnel security process by way of conducting CI focused polygraph examinations of all Bureau and non-Bureau personnel with access to sensitive and/or classified FBI information or programs.

C. Personnel to be Tested.

All Bureau agents, support employees and non-Bureau personnel, contractors and state/local/federal representatives having access to sensitive and/or classified FBI information or programs are subject to a PSP.

D. Reciprocity.
## POLYGRAPH EXAMINATION WORKSHEET

**Date of Report**: MM/DD/YYYY  
**Examination Date**: MM/DD/YYYY  
** Examiner**:  
**Examiner Name**:  
**Case #:**  
**Examiner Requested By**:  
**Location of Examination**:  
**Exhibition Name (Last, First, Middle)**:  
**Examinee Name**:  
**Date of Birth**: MM/DD/YYYY  
**Place of Birth**:  
** HT**: 6'7"  
**WT**: 190  
**Sex**: Male  
**Age**: 32  
**SSN**: XXX-XX-XXXX  
**Mental Status**:  
**Access to Class Info.**:  
**Access to Class Info.**:  
**Medication/Prescribed Drugs**:  
**Medication/Prescribed Drugs**:  
**Health**: Good, Excellent, Poor, etc.  
**Sleep**: (ex. 7 hrs)  
**Attendance/Conviction**:  
**Past Convictions**:  
**Past Convictions**:  
**Number of Series**:  
**Number of Charts**:  
**Instrument Type**:  
**Examination Results**:  
**Additional Information Obtained?** Yes/No  
**Pre-Test Admission**:  
**Pre-Test Admission**:  
**Post-Test Admission**:  
**Post-Test Admission**:  
**Comments**:  

### Additional Information

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Case/Examination Synopsis:

This examination was conducted in connection with the FBI's personnel security polygraph program. The following relevant questions were asked during the examination for

The results of this examination are located in the header of this report.
### POLYGRAPH EXAMINATION WORKSHEET

**Date of Report**

**Examination Date**

**Examiner**

**Case ID #**

**Location of Examination**

**Examination Requested by**

**Examiner Name (Last, First, Middle)**

**Date of Birth**

**Place of Birth**

**HI**

**WF**

**Sex**

**Age**

**SSN**

**Marital Status**

**Current Address**

**Phone Number**

**Previous Examination**

**Retest**

**Yes**

**No**

**Education (Total Years ) (Degrees Obtained)**

**Employment/Military**

**Health/Medication**

**Arrests/Convictions**

**Criminal**

**PSP**

**Date**

**Time In**

**Time Out**

**PC/TEK**

**WITSEC**

**Appraiser**

**Outside Agency**

**Date**

**Time In**

**Time Out**

**CPR**

**Date**

**Time In**

**Time Out**

**Number of Series**

**FBI MQT**

**POT**

**Other**

**Total**

**Number of Charts**

**Instrument Type**

**Serial Number**

**Examination Results**

**Series I**

**Series II**

**Series III**

**Series IV**

**Series V**

**Additional Information Obtained?**

**Yes**

**No**

**Pre-Test Admission**

**Pre-Test Confession**

**Post-Test Admission**

**Post-Test Confession**

**Comments**

**COMPLETE ALL PORTIONS OF THE PD-497**
CHAPTER 13
Countermeasures

A. Scope.

This portion of the handbook discusses categories, protocols and reporting formats for suspected or confirmed countermeasures (CM).

B. Countermeasures Defined.

1. CM are those deliberate techniques a subject uses in an attempt to appear nondeceptive when physiological responses are being monitored during a polygraph examination. The techniques may be used by the deceptive examinee to defeat the polygraph, or to help ease the nervousness of the non-deceptive examinee.

CATEGORIES:
CHAPTER 14
Applicant Polygraph Testing

A. Scope

This guide establishes the parameters for conducting applicant testing for the FBI.

B. Background

Applicant examinations were authorized and implemented by the FBI Director in March of 1994. All candidates for FBI employment must successfully pass the FBI's applicant pre-employment polygraph.

C. Testing
Appendix

A. 
B. Alternate Relevant Questions
C. Serious Crime Reference Sheet
D. Espionage and Terrorism Reference Sheet
E. Sample FD-497
F. Sample FD-498
SECRET

Appendix B
Suggested Alternate Relevant Questions
Appendix D

FBI Polygraph
Pre-test Review of Espionage and Terrorism Questions
Personnel Security Examination and Applicant Examination
(Security Series)
**POLYGRAPH EXAMINATION WORKSHEET**

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**Current Address**

**Previous Examination**

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**Education** (Total Years [ ])(Degrees Obtained)

**Employment/Military**

**Health/Medication**

**Arrests/Convictions**

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**Examination Results**

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**Additional Information Obtained?** | Yes | No |

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**Comments**

72
POLYGRAPH RESULTS

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Re-Test: [ ] (Yes)

Countermeasures strongly suspected. Recommend no further testing: [ ] (Yes)

REVIEWED BY: 

DATE:

Date of Report | Date of Examination | Case ID # | Examiner's Name (Last, First)
--- | --- | --- | ---

Field Office/Agency Requesting Examination | Authorizing Official | Date Authorized
--- | --- | ---
FBI HQ | Director, FBI | 03/01/1994

Examinee's Name (Last, First, Middle) | Date of Birth (mm/dd/yyyy) | SSN (xxx-xx-xxxx)
--- | --- | ---

Case Title:
APPLICANT'S NAME
BUAP - SPECIAL AGENT/SUPPORT/CONTRACTOR
PRE-EMPLOYMENT POLYGRAPH EXAMINATION
DIVISION

Case/Examination Synopsis:

This applicant is seeking employment with the FBI and has agreed to undergo polygraph testing as part of the application process. The focus of this examination involved:

73
The applicant was afforded a polygraph consisting of the following relevant questions:

**Series I**
A) 
B) 
C) 

**Series II**
A) 
B) 
C) 

**TRANSCRIBE WRITTEN STATEMENT**

The results of this examination are located in the header of this report.
Chapter 15

The Concealed Information Test (CIT)