



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE
3312 A AVENUE, SUITE 208
FORT LEE VA 23801-1506

REPLY TO
ATTENTION OF:

IMLE-ZA

AUG 25 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Mandatory Background Checks for Specified Volunteers

1. This command is committed to the safety and security of all Soldiers and Families. In the discharge of my responsibility to protect children and youth involved in Fort Lee child-related programs, I direct the following actions be taken regarding Specified Volunteers on Fort Lee.

a. A Specified Volunteer is hereby defined as any individual 18 years or older who, in a volunteer status, works directly with children/youth. The opportunity for contact may be occasional, over a short period of time, or extensive frequent and over a long period of time. These contacts include, but are not limited to positions involving extensive interaction alone, extended travel, and/or overnight activities with children, as well as shorter periods of interaction alone and infrequent contacts.

b. Specified Volunteers will be required to complete an Installation Record Check (IRC) and FBI Fingerprints (FBIFP) because of the nature of their work with childcare activities/programs. An IRC and FBIFP is required for all Specified Volunteers to include active duty and Family members. Background checks are not required for unspecified volunteers (occasional/intermittent/one-day volunteers for one-day trips, class party, etc.) whose services will be of shorter duration than is required to perform the background checks and who are under line of sight supervision (LOSS) by an individual who has successfully completed a background check.

c. Mandatory disqualifiers for Specified Volunteer applicants include:

(1) Conviction in a civilian or military court or received non-judicial punishment (under Article 15 of chapter 47 of Title 10, U.S.C) for any of the following:

(a) A sexual offense.

(b) Any criminal offense involving a child victim.

(c) A felony drug offense (A "felony drug offense" is further defined as a felony conviction in a state court or federal district court; or conviction under the UCMJ at a special or general court martial).

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(2) That the individual has been held to be negligent in a civil adjudication or administrative proceeding concerning the death or serious injury to a child or dependent person entrusted to the individual's care.

d. Applicants with past minor derogatory charges to include the following must be adjudicated by the Garrison Commander via IMCOM 26 Memo or the Child Services Suitability Cell (CSSC) to work around children.

(1) Administrative violations (i.e. lost ID card).

(2) Parking and/or vehicle maintenance violations (i.e. failure to register vehicle, inoperative tail light)

(3) Finding or record where the individual was victim or witness to a crime with no criminal involvement.

(4) Traffic Offenses meeting one of the below criteria: For positions that do not require driving: Traffic accidents or offenses not involving alcohol, drugs or reckless driving. For positions that do require driving: Traffic offenses (not involving alcohol or drugs, reckless driving, or a pattern of behavior) occurring more than four years prior to the background check.

(5) Financial debt or credit issues, including bankruptcy, unless the debt or issue is linked to the position. For those positions with a nexus, all previous and current bad credit issues, delinquent financial debt and bankruptcy findings, any of which are more than \$5,000, will be fully adjudicated through the PRB process.

(6) Minor discrepancies with educational, reference or employment checks (i.e. minor error in dates of attendance or employment). Examples are: Discrepancies between preliminary documents and the NBIB investigation results related to dates of attendance at schools or dates of employment, when clarifying documentation from the individual mitigates the discrepancy.

(7) Minor employment or education issues in the NBIB investigation report that occurred more than four years ago (e.g., issues related to absenteeism, negative attitude, or personality conflict).

(8) Violations of regulations, such as on-post animal control or noise guidelines, where there is no report of a citation issued or action taken by military police; or Service Member discharges, from any component of DoD, for failure to meet height and weight or physical fitness standards with an honorable characterization of service.

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e. Applicants with past minor criminal derogatory charges to include the following must be adjudicated by the Garrison Commander via IMCOM 26 Memo.

(1) An isolated incident of minor criminal conduct that occurred ten years or more in the past. Examples include, but are not limited to, drunk and disorderly, liquor law violation (use or possession by minor), disorderly conduct, disturbing the peace, resisting arrest, abusive language, unlawful assembly, vagrancy, loitering, simple assault with no physical contact, and trespassing. Assault involving physical contact and similar charges are never considered minor. This includes shoplifting per G1 clarification.

(2) Arrest or misdemeanor charges for possession of marijuana or marijuana paraphernalia that occurred ten years or more in the past. These cases are distinguished from felony drug offenses, which are criteria for mandatory disqualification.

(3) Isolated incident of DUI or DWI 10 years or more in the past.

2. APPLICABILITY. This policy applies to all personnel, Family members and guest assigned to, attached to, or visiting Fort Lee, Virginia.

3. EFFECTIVE DATE AND IMPLEMENTATION. This policy becomes effective immediately upon signature.

4. Proponent for this policy is the Directorate of Family and Morale, Welfare and Recreation, 734-7199.


KARIN L. WATSON
COL, MP
Commanding

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