



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY, GARRISON, FORT LEE
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FORT LEE VA 23801-1720

OCT 04 2018

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Mandatory Background Checks for Specified Volunteers

1. References:

- a. AR 608-1, Personal Affairs, Army Community Service Center, July 28, 2004.
- b. DoDI 1402.05: Background Checks on Individuals in DoD Childcare Services Programs, September 11, 2015.
- c. IMCOM Worksheet 26, v19, Apr 2018, Minor and Minor Criminal Derogatory Information Program Review Board (PRB) Case Review Worksheet for Commander Approval.

2. This command is committed to the safety and security of all Soldiers, DoD Civilians and their Families. In the discharge of my responsibility, I direct the following actions be taken regarding Specified Volunteers and any other persons reasonably expected to have regular contact with minor children in the performance of their duties or services in an Army-sponsored or sanctioned program or activity.

a. A Specified Volunteer is hereby defined as any individual, 18 years or older, in a volunteer status that works directly with children/youth. The opportunity for contact may be either occasional or for longer periods of time. These contacts include, but are not limited to, extensive interaction with children, extended travel and/or overnight activities alone with children.

b. Specified volunteers will be required to complete Installation Record Checks (IRCs) and FBI Fingerprints (FBI FP) because of the nature of their work with child/youth activities and programs. An IRC and FBI FP is required for all Specified Volunteers, to include active duty, DoD Civilian and Family members. Background checks are not required for non-specified volunteers.

c. A non-specified volunteer are individuals who provide services that are shorter in duration than is required to perform a criminal history background check (e.g., one-day field trips, class party, etc.). Because non-specified volunteers do not receive the same level of background checks as specified volunteers, non-specified volunteers must always be in the line of sight supervision (LOSS) of a staff member with a completed background check.

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3. Mandatory disqualifiers for specified volunteer applicants include:

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

(1) A sexual offense.

(2) Any criminal offense involving a child victim.

(3) 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.

b. An individual that has been found 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.

4. Applicants with past minor derogatory charges must be adjudicated by the Garrison Commander to work around children. Examples of minor derogatory charges include:

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

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

c. A finding or record where an individual was victim or witness to a crime with no criminal involvement.

d. Traffic Offenses meeting one of the below criteria:

(1) For positions that do not require driving: Traffic accidents or offenses not involving alcohol, drugs or reckless driving.

(2) 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.

e. 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 Program Review Board (PRB) process.

f. Minor discrepancies with educational, reference or employment checks (i.e. minor error in dates of attendance or employment).

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g. 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.

5. Specified Volunteers with past minor, criminal, derogatory charges must be adjudicated by the Garrison Commander. Following are some examples:

a. 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, shoplifting, and trespassing. Assault involving physical contact and similar charges are never considered minor.

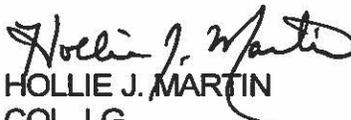
b. Arrest or misdemeanor charges for possession of marijuana or drug paraphernalia that occurred ten years or more in the past. These cases are distinguished from felony drug offenses, which are criteria for mandatory disqualification.

c. Isolated incident of DUI or DWI that occurred 10 years or more in the past.

6. Applicability. This policy applies to all personnel, Family members and guests assigned to, attached to or visiting Fort Lee, Virginia.

7. Effective date and implementation. This policy becomes effective immediately upon signature.

8. Proponent for this policy is the Directorate of Family and Morale, Welfare and Recreation, 804-734-7199.


HOLLIE J. MARTIN
COL, LG
Commanding

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