Central Suitability Office Process: Background Check and Paperwork Upload Requirements for Child and Youth Program Personnel

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1. Introduction

The Child Care Central Suitability Office (CSO) began processing background checks for Child and Youth Programs (CYP) personnel – Nonappropriated Fund (NAF) employees, contractors, volunteers, Child Development Home (CDH) providers and family members – on 31 May 2016. The CSO’s goal is to streamline background checks, improve processing timelines, and facilitate clear communication between all stakeholders. The following outlines procedures, roles, and responsibilities for NAF Human Resources (HR), CYP, and CSO within the new process. This serves as supplemental guidance to CNIC NOTICE 1700.
## 2. Background Check Requirements, Documentation, and Submission

### 2.1. CYP Background Check Requirements by Individual Type

<table>
<thead>
<tr>
<th>Request Type</th>
<th>Initial Certification (Ex: 2014)</th>
<th>Annual, Years 1-4 (Ex: 2015-2018)</th>
<th>Reinvestigation, Year 5 (Ex: 2019)</th>
</tr>
</thead>
</table>
| **Employee (includes Seasonal Hires)** | ✓ Tier 1/CNACI (OF-306, Resume)  
✓ Fingerprints  
✓ DD 2981  
✓ IRC (IRC Release Auth) | ✓ DD 2981 | ✓ Tier 1/CNACI (OF-306, Resume)  
✓ Fingerprints  
✓ DD 2981  
✓ IRC (IRC Release Auth) |
| **Contractor**                | ✓ Tier 1/CNACI (OF-306)  
✓ Fingerprints  
✓ DD 2981  
✓ IRC (IRC Release Auth) | ✓ DD 2981 | ✓ Tier 1/CNACI (OF-306)  
✓ Fingerprints  
✓ DD 2981  
✓ IRC (IRC Release Auth) |
| **Specified Volunteer (For Active Duty, see 4. Reciprocity)** | ✓ Tier 1/CNACI  
✓ Fingerprints  
✓ DD 2981  
✓ IRC (IRC Release Auth) | ✓ DD 2981 | ✓ Tier 1/CNACI  
✓ Fingerprints  
✓ DD 2981  
✓ IRC (IRC Release Auth)  
✓ DD 2793 |
| **Non-Specified Volunteer**   | ✓ DD 2981  
✓ IRC (IRC Release Auth)  
✓ DD 2793 | ✓ DD 2981 | ✓ DD 2981  
✓ IRC (IRC Release Auth)  
✓ DD 2793 |
| **CDH Provider**              | ✓ Tier 1/CNACI (OF-306)  
✓ Fingerprints  
✓ DD 2981  
✓ IRC (IRC Release Auth) | ✓ SAC (OFI 86C)  
✓ Fingerprints  
✓ DD 2981  
✓ IRC (IRC Release Auth) | ✓ Tier 1/CNACI (OF-306)  
✓ Fingerprints  
✓ DD 2981  
✓ IRC (IRC Release Auth) |
| **CDH Family Member (18+ years) (For Active Duty, see 4. Reciprocity)** | ✓ Tier 1/CNACI  
✓ Fingerprints  
✓ DD 2981  
✓ IRC (IRC Release Auth) | ✓ SAC (OFI 86C)  
✓ Fingerprints  
✓ DD 2981  
✓ IRC (IRC Release Auth) | ✓ Tier 1/CNACI  
✓ Fingerprints  
✓ DD 2981  
✓ IRC (IRC Release Auth) |
| **Teen (12-17) All request types** | ✓ IRC (IRC Release Auth)  
✓ DD 2793 (Volunteers only) | ✓ IRC (IRC Release Auth) | ✓ IRC (IRC Release Auth)  
(CDH Family Member Only)  
✓ DD 2793 (Volunteers only) |
| **IRCs Only (18+ years)**     | ✓ DD 2981  
✓ IRC (IRC Release Auth) | n/a | n/a |
2.2. Statement of Admission (SOA) or DD 2981

- The DD 2981 must be signed when CYP personnel come onboard and then annually. CYP recommends completing this annual action in January for all personnel, but it must be completed at least one year from date signed.

- All DD 2981s are kept on file with CYP except for Camp Adventure contractors. The CSO is the audit point for Camp Adventure contractors. CYP will not keep this document on file.

- The DD 2981 is provided by NAF HR to CSO as part of the initial and five-year reinvestigation packages only. CSO will not receive the annual forms, except for CDH Providers and family members. Forms with self-admissions during years two, three, and four shall be directed to NAF HR for review and action.

2.3. Installation Records Check (IRC)

- IRCs are conducted on all individuals prior to working with children. Individuals must complete the IRC Release Authorization, which is provided by NAF HR to CSO as part of the background check package.

- Once favorable IRC results are returned, individuals are eligible for provisional hire and purple smock.

- IRC investigation due dates will be tracked by CYP. CYP will communicate due dates to NAF HR three months prior to the Child Youth Management System (CYMS) due date. NAF HR will provide completed CYP personnel background investigation required paperwork to CSO for processing.

- IRCs for teen hires and volunteers (ages 12-17 years) will be completed and signed by a parent or guardian on the minor’s behalf.

2.4. Tier 1 Investigation with Child Care Coverage (or Equivalent Investigation)

- Tier 1 - CNACI investigation due dates will be tracked by CYP. CYP will communicate due dates to NAF HR six months prior to CYMS due date. NAF HR will provide completed CYP personnel background investigation required paperwork to CSO for processing.
Special Agreement Check (SAC) (OFI-86C) investigations will be tracked and associated paperwork submitted to CSO for processing three months prior to CYMS due date.

2.4.1. e-QIP Submission

- HR initiates e-QIP using appropriate CSO Agency Use Block (AUB) template.
- HR will facilitate applicant’s e-QIP completion.
- HR will upload the appropriate documentation for the e-QIP package (i.e., resume and OF-306, as applicable) and ensure that all paperwork required by the Office of Personnel Management (OPM) to support the Tier1-Child Care National Agency Check and Inquiries (CNACI) is also included in the background check package uploaded to CSO G2.
- HR will release e-QIP investigation to CSO for final approval and release to OPM. HR will NOT release to OPM.
- HR will communicate to CSO when investigation is ready for final review.
- CSO will review the package and release to OPM.
- CSO will populate initiation date in CYMS.

2.4.2. Special Agreement Check (OFI-86C) Submission

- If an investigation requires a SAC to add child care coverage to an existing investigation or as an annual requirement for CDH program:
  - HRO will complete and upload an OFI 86C to their Installation Document Library on the G2 CSO Site.
  - CSO will review, sign, and release the OFI 86C to OPM. HR will NOT send the OFI 86C directly to OPM.
  - CSO will populate the initiation date in CYMS.
• Advanced fingerprints are commonly referred to as “Fingerprint SACs,” although they do not require the completion or submission of OFI 86C to OPM.

2.4.3. Fingerprint Submissions

• Until an enterprise-wide electronic fingerprinting solution is in place, the fingerprint collection process currently in place for CYP investigations at your Region or Installation remains unchanged.

• Confirmation of fingerprints collected electronically will be provided to CSO for all SAC and Tier 1-CNACI investigations. Fingerprints are not required for non-specified volunteers and teens (12-17 years of age).

• CSO has created coversheets for submission with hard card fingerprint packages, whether they are submitted to CSO, or directly to OPM. Please utilize these to help reduce hard card fingerprint rejections.

• **Tier 1-CNACI Investigation Hard cards:** If fingerprints accompanying the SAC/Tier1-CNACI investigation are taken using hard cards, please ensure that the following are listed on the card: subject name, signature of subject, subject date of birth, subject SSN, signature of fingerprinter, SON=886G, SOI=DODS, IPAC=DOD-NAVY. The SF 87 or FD-258 may be used. However, the FD-258 does not have a box for the IPAC code. The IPAC should be listed in “Reason Fingerprinted” section of card if using the FD-258. The agency address should be listed as the CSO address (below).

  ▪ If your Installation/Region is submitting hard cards to CSO, send the hard cards immediately via expedited mail or FedEx to the following address:

    ATTN: CSO  
    716 Sicard Street SE  
    Suite 204  
    Washington Navy Yard, DC 20374

  ▪ If your Installation/Region is submitting hard cards directly to OPM, hard card fingerprints associated with a T1/e-QIP investigation or OFI-86C/SAC should be sent separately from state fingerprints and mailed to:

    ATTN: e-QIP RAPID RESPONSE TEAM  
    OPM-FIPC  
    PO Box 618 (for deliveries requiring a street address use: 1137 Branchton Road)  
    Boyers, PA 16020-0618
Statewide Criminal History Record (SCHR) Fingerprints: search is requested in all states where a subject has listed residency since the age of 16. Some of these states require hard card fingerprint submission and/or release forms in addition to the fingerprints submitted for the SAC or Tier 1-CNACI.

- HROs are required to review the state requirements and coordinate all applicable fingerprint cards and release forms.

- If you have access to NP2/e-QIP, you can find requirements by state, along with associated forms, in the OPM portal (NP2): Public Library > Childcare Investigations Documents > State Forms. If you do not have access to NP2/e-QIP, contact your CSO Case Manager for process and form information.

- For SCHR fingerprints taken electronically, provide CSO with a collection/sent date.

- For SCHR fingerprints for states that require additional hard card fingerprints submissions:
  - Some electronic fingerprint machines have card printing capabilities. If, for example, two hard cards for state submissions are required for the subject, work with your fingerprint technician to print two copies for HR to manually submit to OPM in addition to the automatic electronic submission.
  - If your installation takes electronic fingerprints, but does **NOT** have printing capabilities from the machine: a separate inked hard card set of prints will need to be taken and submitted for EACH state requiring hard cards.
  - If your installation takes prints using ink and hard cards, enough cards will need to be taken to: 1) submit to OPM for the SAC or Tier 1-CNACI and 2) submit to each state requiring hard cards for SCHRs.
  - FD-258 fingerprint cards are available for order, free of charge, at: https://www.fbi.gov/about-us/cjis/fingerprints_biometrics/ordering-fingerprint-cards
  - Please ensure that the following are listed on the card: subject name, signature of subject, subject date of birth, subject SSN, signature of fingerprinter. Agency address should be listed as CSO address (see below). Additionally, in the “Reason Fingerprinted” block on the FD-258, or the “Position Title” block on the SF-87, please write “Child Care” and the state the card will be sent to. Example: “Child Care – TX”.


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- If your Installation/Region is submitting hard cards to CSO, HR will send all hard cards via expedited mail or FedEx to CSO at the following address:

  ATTN: CSO  
  716 Sicard Street SE  
  Suite 204  
  Washington Navy Yard, DC 20374

- If your Installation/Region is submitting hard cards directly to OPM, send the complete state fingerprint package (separately from investigation prints) to:

  OPM-FIS  
  PO Box 618 (for deliveries requiring a street address use: 1137 Branchton Road)  
  Boyers, PA 16018  
  ATTN: FILE TECHS - CHILD CARE TEAM

3. Smock Color

3.1. Purple Smock Eligibility

Granted to CYP personnel have favorably completed all IRCs and are approved for provisional hire. Individuals in Purple smocks are not eligible to work with children and shall not be assigned to a group of children, even under line of sight supervision (LOSS). Individuals assigned to Purple smocks can work in the CYP in a training capacity and shall be assigned training coursework while waiting for completed investigation requirements.

3.2. Red Smock Eligibility

Granted to CYP personnel who have a favorable interim suitability determination, and whose fingerprints and Tier 1 with Child Care (or equivalent) investigation has been submitted to OPM. Personnel with Red smock eligibility can work with children under LOSS.
3.3. Blue Smock Eligibility

Granted to CYP personnel who have favorably completed all applicable background checks and/or reinvestigations requirements are allowed regular contact with children outside of LOSS. Individuals are eligible to remain in Blue smocks until five years from the closed date of their current, favorable T1 with Child Care or equivalent investigation.

3.4. Smock Reversions

Employees must complete their investigation or reinvestigation requirements in a timely manner. Individuals in the following scenarios will have smock status downgraded until CSO has processed the required action. Decisions to downgrade an individual’s smock will be communicated from CSO to the CYP Director, via NAF HR. The below scenarios are not all-inclusive, and CSO may account for special circumstances alongside DoD policy and audit readiness priorities.

An individual’s smock status will be reverted in the following scenarios:

- **Individual is in Red Smock status.**
  - OPM requires further information and/or additional State fingerprints to process an investigation. If no action is taken within the prescribed period of time (either by NAF HR or the individual), the case will be returned by OPM as "unacceptable." When action is required, CSO will communicate the necessary action to NAF HR, who will inform the individual of required action and due date. If the case is returned by OPM as unacceptable due to inaction, the individual will be reverted to Purple smock until their new investigation is processed.

- **Individual is in Blue Smock status.** Upon reinvestigation or transfer, CSO Identifies:
  - Issues with the previous investigation (investigation has recently expired, Child Care coverage was not included, or there is no proof of adjudication). Individual will be reverted to Red Smock status while completing all investigation requirements and awaiting final adjudication. If required actions are not taken by the due date given by the CSO Case Manager, individual will be further reverted to Purple Smock status until Red Smock requirements are met.
That the previous investigation is grossly expired. Individual will be reverted to Purple Smock status while completing all Red Smock investigation requirements.

- Smock reversion decisions are communicated from CSO to NAF HR, to be collaborated with Installation CYP.

4. Reciprocity for Previous Federal Investigations

CSO follows reciprocity guidance outlined in Part 731 of Title 5, Code of Federal Regulations (C.F.R.) to assess and/or accept any prior Federal investigations. Specifically, CSO will assess whether or not the investigation is favorable and current/active, and will ensure that there is less than a 2-year break in service. This guidance applies to any individual coming onboard as one of the following:

- Employee (Including but not limited to PDI)
- Contractor (Including but not limited to CDH and Camp A)
- Specified Volunteer (Including but not limited to MEI)
- CDH Family Member Over 18

Note for Volunteers Only: In addition to the requirements above, if a break in volunteer service of longer than 6 months, IRCs must be re-run for both specified/non-specified populations.

Step 1: When a reciprocity case is submitted for CSO review, NAF HR will:

- Notify CSO that the case requires evaluation for potential reciprocity.
- Upload the signed IRC Release Authorization to CSO.
- Upload the signed DD 2981.
Step 2: Upon receipt of required information, CSO will:
• Assess the current investigation in Joint Personnel Adjudication System (JPAS) or the Central Adjudication Tracking System (CATS).
  o CSO will determine investigation level and whether or not it includes Child Care coverage.
• Contact NAF HR to provide any additional documentation/information to facilitate.

4.1. Paperwork Required: Reciprocity for Favorable, Current Investigations with < 2-Year Break in Federal Service¹

<table>
<thead>
<tr>
<th>Individual Type (CSO will Assess)</th>
<th>Initial Upload/Coordination by NAF HR</th>
<th>CSO May Require Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 1/NACI or higher level investigation (without child care coverage)</td>
<td>✓ DD 2981 &lt;br&gt; ✓ IRC (IRC Release Auth)</td>
<td>✓ SAC (OFI 86C) &lt;br&gt; ✓ 79A or Certificate of Investigation (COI) (Proof of Favorable Adjudication for Previous Investigation) &lt;br&gt; ✓ Fingerprints &lt;br&gt; o Inform CSO: Date fingerprints sent and submission method (hardcopy or electronic)</td>
</tr>
<tr>
<td>Tier 1/CNACI (with child care coverage)</td>
<td>✓ DD 2981 &lt;br&gt; ✓ IRC (IRC Release Auth)</td>
<td>✓ 79A or Certificate of Investigation (COI) (Proof of Favorable Adjudication for Previous Investigation)</td>
</tr>
</tbody>
</table>

¹ CSO will confirm break in federal service through NAF HR.
5. CYMS Data Entry for CYP Background Check Investigations

- **DD 2981**
  - For initial and reinvestigations, CSO enters the initiated and completed date in CYMS for the DD 2981 as the date received from HR.
  - CSO will enter a due date as one year from the completed date.
  - Some Regions and Installations have populated January 1 due dates, regardless of the date the DD 2981 was signed or received. If this is the case, CSO will not change the due date.
  - CYP will enter the signature date for years two, three, and four in CYMS, and will enter the due dates as one year from the date signed.

- **IRC** completion results are entered in CYMS by CSO. Initiation dates are no longer entered or required.

- **Tier 1-CNACI** dates are entered into CYMS by CSO.
  - Initiation dates: date the Tier 1-CNACI was submitted to OPM.
  - Completed dates: date the Tier 1-CNACI was favorably adjudicated.
  - Five-year reinvestigation due dates.

- **SAC (OFI-86C)** Investigations to add child care coverage to employees, contractors, or specified volunteers with current Tier 1-NACI (without child care coverage) or higher level investigations at initial or reinvestigation.
  - Individuals with current NACI-Tier 1:
    - CSO will enter the SAC favorable date in CYMS.
    - CSO will enter a five year due date for a Tier 1-CNACI.
  - Individuals with a current clearance or higher level investigation:
- CSO will enter the SAC favorable date in CYMS.
- CSO will enter a five year SAC due date.

- **Annual SAC** for CDH providers and family members over 18.
  - CSO will enter the SAC favorable date in CYMS.
  - CSO will enter a one year SAC due date.

### 6. Special Requirements by Individual Type

#### 6.1. Camp Adventure (Contractor)² Investigation - Paperwork and Communication Requirements

<table>
<thead>
<tr>
<th>Individual Type</th>
<th>Investigation Reqs</th>
<th>Paperwork</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New Camp A</strong></td>
<td>✔ Tier 1/CNACI (OF-306 and resume)</td>
<td>✔ SF-85 (e-QIP)</td>
</tr>
<tr>
<td></td>
<td>✔ Fingerprint</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✔ DD 2981</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✔ IRC</td>
<td></td>
</tr>
<tr>
<td><strong>Send to CSO:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>✔ DD 2981</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✔ IRC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✔ Notify CSO: Date fingerprints sent and method (hardcopy or electronic)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Returning Camp A, Current CNACI</th>
<th>DD 2981</th>
<th>IRC</th>
<th><strong>Send to CSO:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✔</td>
<td></td>
<td>✔ DD 2981</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>✔ IRC Release</td>
</tr>
</tbody>
</table>

² Camp Adventure paperwork is not a NAF HR responsibility. CSO works with University of Northern Iowa to supply all documentation. This table is provided as information only.
### 6.2. Specified vs. Non-Specified Volunteer Distinction

<table>
<thead>
<tr>
<th>Specified Volunteers</th>
<th>Non-specified Volunteers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Individuals who could have extensive or frequent contact with children over a period of time.</strong> They include, but are not limited to, positions involving extensive interaction alone, extended travel or overnight activities with children or youth.</td>
<td>Individuals who provide services that are shorter in duration than is required to perform a criminal history background check (e.g., one-day class trip, class party) and are <strong>never expected to interact alone with children or youth.</strong></td>
</tr>
<tr>
<td>Can perform duties without line of sight supervision (LOSS) pending favorable completion of all background checks</td>
<td>Must always be in line of sight supervision (LOSS) of a cleared individual</td>
</tr>
</tbody>
</table>
| • Designated by the Region or Installation Commanding Officer  
  • ex: Youth Sports Fitness (YSF) program coaches supporting sports leagues and instructional classes | • Default type of volunteer for CYP  
  • ex: YSF coaches supporting sports camps and clinics |
| Subject to the same level of background checks as employees or contractors:  
  • IRC  
  • Child Care T1 or equivalent | Do not receive the same level of background checks as employees or contractors:  
  • IRC |
### 6.3. CYP Transfer Program Requirements

<table>
<thead>
<tr>
<th>Investigation Reqs</th>
<th>Paperwork/Communication to CSO</th>
</tr>
</thead>
</table>
| ✓ IRC              | Transfer Coordinator emails the CSO with transfer request information:  
|                    | ✓ Gaining and losing installation  
|                    | ✓ Personnel Action Report (PAR) from HRO indicating “no break in service”  
|                    | ✓ Current background check information  
|                    | NAF HR uploads to CSO via the CSO G2 Library for the Gaining Installation:  
|                    | ✓ IRC Release Authorization  
|                    | **NOTE:** New DD 2981 will be signed and kept in CYP employee file at gaining installation. CSO does not need a copy of the new DD 2981. |

- Before uploading documents, NAF HR will send the installation’s CSO Case Manager an email alerting them of the transfer.

- Individuals in Blue Smock status will temporarily revert to Red Smock until CSO has validated all existing investigations.

- CSO will validate that previous investigation is current, includes Child Care extra coverage, and was favorably adjudicated.

- It is possible that current investigations require additional paperwork and/or fingerprints. CSO will work with HR regarding additional required actions. Depending on the evaluation/actions necessary:
  
  - Individual will return to Blue Smock if previous investigation is current, includes Child Care extra coverage, and we have verified favorable adjudication.
  
  - If CSO finds: 1) there is no proof of adjudication for the current investigation, or 2) current investigation does not include Child Care extra coverage, individual may stay in Red Smock if:
    
    - IRCs are returned favorable; and
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- All additional fingerprints/investigation requirements are completed and submitted to OPM by the due date given by the CSO Case Manager.
  
  o Individual will be reverted to Purple Smock by CSO if:
    
    o Current investigation is expired; OR
    
    o Immediate action is not taken to meet CSO-identified LOSS requirements.

6.4. Interim MFLC Policy

- All MFLCs must be entered into CYMS as contractors.
  
  o CYP will accept the documentation for previously run IRCs and background investigations provided by the contractor and OSD, and use these dates to populate CYMS fields.
  
  o Documentation from the contractor and OSD will remain on file at the center.

- Regardless of investigation, per the MFLC contract and DOD Policy, MFLCs must always be in line of sight supervision (LOSS). Because they meet the "regular contact" provision in DODI 1402.05, they must also have the Tier 1 Child Care equivalent.

6.5. Teens (12-17) Who Turn 18 While Serving CYP

- Volunteers: If they intend to remain a non-specified volunteer, no further action is needed. If they wish to be processed as specified, an SOA must be signed, and a Child Care T1 must be initiated through NAF HR.

- Employees: Individuals who CYP wishes to keep employed beyond the season for which they were hired must sign the SOA, and a Child Care T1 must be initiated through NAF HR at the start of permanent employment.
• CDH Family Members: If an individual turns 18 between annual CDH investigations, the individual must receive IRCs, sign the SOA, and have a Child Care T1 initiated during the next annual cycle. All this is required for the annual investigation to be complete.

7. Suitability/Fitness Determinations for Positions Requiring Child Care Background Checks

• Title 10 USC 13041 requires that individuals involved with provision of child care services undergo a criminal history background check at the time of their hiring and periodically during their employment. CSO is responsible for conducting background checks and making the determination of whether the individual is suitable/fit to perform child care duties. Individuals found unsuitable/unfit to work with children may still have the opportunity for other CYP or Navy employment that does not involve contact with children.

• Separate and distinct from any child care suitability/fitness determination is the requirement that all employees receive a favorable employment suitability/fitness determination. CSO is authorized to make employment suitability/fitness determinations when the results of the child care background checks reveal no disqualifying information. However, when the background checks do contain disqualifying or potentially disqualifying information, CSO may not make an employment suitability/fitness determination but instead must pass the matter to Installation personnel for a final employment suitability/fitness determination.

8. Child Care Suitability Reconsideration Procedures

• Personnel who receive unfavorable child care suitability/fitness determinations will be notified in writing by CSO. The notification will include a brief summary of the disqualifier(s). Notifications will be sent from CSO directly to the individual with a copy to the cognizant installation personnel responsible for employment suitability/fitness determinations.

• Individuals determined by CSO as unsuitable/unfit for child care work have the right to request reconsideration. All notifications to employee or applicants shall include information on how to request reconsideration. Personnel may only use the procedures contained in this section to appeal unfavorable child care suitability/fitness determinations made by CSO. The following procedures apply:

  o Individuals must submit a signed child care suitability/fitness reconsideration request on their own behalf, unless the subject is a minor. In such cases, a legal parent/guardian may sign on the subject’s behalf.

  o The child care suitability/fitness reconsideration request should include:
- A detailed and clear description of the request.
- Any mitigating information not previously available to CSO adjudicators. As applicable, possibilities include, but are not limited to:
  - A detailed summary of the disqualifying incident(s)
  - Description of extenuating circumstances or additional factors for consideration
  - Court/law enforcement documents showing disposition information
  - Expungement confirmations
  - Character references
  - Performance evaluations
  - Evidence of rehabilitation

- All requests for reconsideration should be addressed to:

  Deputy Director, Fleet & Family Readiness (CNIC N9B)
  716 Sicard St SE
  Bldg 111
  Washington, DC  20388-0001

- CSO will evaluate the request, obtain any additional information necessary for a fair and complete reconsideration and submit the entire package with summary to CNIC HQ N9B for review and final determination.

- CNIC N9B will send the decision on the request for reconsideration to the applicant or employee with a copy to NAF HR and CSO.

- The CNIC N9B decision memorandum will specifically address the issue(s) raised in the request for reconsideration and will provide information to the individual about their second-level and final appeal right.

- If the individual is still dissatisfied by the CNIC N9B determination, an additional and final reconsideration request may be made. All second level/final requests for reconsideration must be sent to:

  Director, Fleet & Family Readiness (CNIC N9)
  716 Sicard St SE
  Bldg 111
  Washington, DC  20388-0001
Central Suitability Office, 17 October 2017

**Note:** CSO cannot release Navy, Federal Bureau of Investigation (FBI), or Office of Personnel Management (OPM) system records or documents obtained in the course of performing a criminal background check and making a child care suitability determination.

- In order to enable the applicant or employee to understand the basis of the negative determination, negative information contained in the system record or documents may be disclosed only to the applicant or employee themselves. Such disclosure should be in the form of a summary statement of the content and not a verbatim statement of the contents. The systems records or documents themselves MAY NOT be released.

9. **Glossary: Acronyms, Background Investigations, and Documentation**

- **AUB:** Agency Use Block; used to initiate investigations in e-QIP

- **Break in Service:** Occurs when an individual serving the government in any capacity (active duty, civilian employee, contractor, volunteer) resigns, retires, or is terminated

- **CDH:** Child Development Home

- **CDH Application:** CYP/CDH program application completed by prospective CDH providers

- **CDH Provider:** An individual 18 years of age or older who provides child programs for ten hours or more per week per child on a regular basis in his or her home. This program is provided with the approval and certification of the commanding officer, and has responsibility for planning and carrying out a program that meets children’s needs at their various stages of development and growth.

- **CSO:** Child Care Central Suitability Office

- **Child Care Tier 1/CNACI:** National Agency Check with Inquiries (NACI), and a State Criminal History Repository (SCHR) check for childcare positions

- **Contractor:** Any individual, firm, corporation, partnership, association, or other legal non-Federal entity (including foreign, state and local governmental entities) that enters into a contract to furnish supplies or services. A subcontractor is entity that furnishes supplies or services to or on behalf of a prime contractor or another subcontractor.
- **CYMS**: Child and Youth Management System

- **CYP**: Child and Youth Programs

- **CYP Employee**: An individual working within CYP, paid from funds appropriated by the Congress of the United States, or an individual employed by a non-appropriated fund (NAF) instrumentality (NAFI). This includes foreign nationals, Military Service members working during their off-duty hours, and non-status, non-continuing temporary positions with specified employment periods not to exceed one year such as summer hires, student interns, and seasonal hires.

- **CYP Transfer Employee**: Eligible employees must be approved for the Transfer Program by CYP. They will be transferred to any Navy operated CYP at their current grade and base rate of pay. Employee background checks submitted through the Office of Personnel Management (OPM), health screenings, CYP tuition assistance program participation, training, and certifications all transfer to next duty station.

- **DD 2793**: Department of Defense (DoD) Volunteer Agreement Form

- **DD 2981**: Basic Criminal History and Statement of Admission Form; primary form used to initiate all criminal history background checks which collect background clearance information from prospective CYP individuals for use in the selection and suitability determination process. The Statement of Admission form must be certified by all individuals annually to self-report any automatic or presumptive disqualifiers from favorable suitability. Statement of Admission form must also be completed by the individual every five years as part of the reinvestigation process.

- **e-QIP**: Electronic Questionnaires for Investigations Processing (e-QIP); a secure web-based automated system that was designed to facilitate the processing of standard investigative forms (e.g. CYP SF-85) used when conducting background investigations for Federal security, suitability, fitness, and credentialing purposes. The e-QIP allows the user to electronically enter, update, and transmit their personal investigative data over a secure internet connection to a requesting agency.

- **G2**: Gateway 2.0, Internal file-sharing system

- **HR/HRO**: Human Resources/Human Resources Office

- **IRC**: Installation Records Check is a check of the following components:
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- Alcohol and Drug Management Information System (ADMITS)
- Family Advocacy Program (FAP) records
- Public Records Check (PRC) of state and/or county criminal records
- Naval Criminal Investigative Service (NCIS) Consolidated Law Enforcement Operations Center (CLEOC)

- **IRC Release Authorization**: Document that gives CSO authorization to run Installation Records Checks for each individual

- **JPAS Verification**: A check of an individual’s clearance/investigation level to ensure currency

- **LOSS**: Line of Sight Supervision; Continuous visual observation and supervision of an individual who has met all requirements above for a favorable interim suitability determination (e.g. favorable IRC, CNACI released to OPM with investigation pending), while engaged in child interactive duties, or in the presence of children in a CYP program or activity (e.g. Red Shirt in CDC/SAC/Youth). The person providing supervision must have a final favorable suitability determination and be current on all reinvestigations as required by this notice (e.g. Blue Shirt in CDC/SAC/Youth). LOSS does not apply to CDH providers.

- **MFLC**: Military Family Life Counselor

- **Non-specified volunteers**: Individuals who provide services that are shorter in duration than is required to perform a criminal history background check (e.g., one-day class trip, class party). Because non-specified volunteers do not receive the same level of background checks as specified volunteers, non-specified volunteers must always be in line of sight of a staff member with a complete background check.

- **OF-306**: Declaration of Federal Employment; form used to determine acceptability for Federal and Federal contract employment; may be used as part of suitability determination investigation.

- **OFI 86C**: Document used to initiate a child care SAC to add child care coverage to an existing investigation or as required by CDH annual check.

- **OPM**: Office of Personnel Management, the agency that initially processes investigations

- **Reciprocity**: Reciprocal recognition of favorable suitability or fitness determinations will be applied when:
  1. The gaining agency uses criteria for making fitness determinations equivalent to suitability standards established by the OPM;
  2. The prior favorable fitness or suitability determination was based on criteria equivalent to suitability standards established by the OPM;
(3) The individual has not had a break in employment greater than two years since the favorable determination was made.

- **Resume**: A document listing the subject's work history, education background, and personal skills

- **SAC**: Special Agreement Check (SAC) processed through OPM. A SAC is used in two ways: 1) To add the child care-specific check to any current/favorable clearance or higher level investigation; 2) As a required annual CDH check.

- **Specified Volunteers**: Individuals who could have extensive or frequent contact with children over a period of time. They include, but are not limited to, positions involving extensive interaction alone, extended travel, or overnight activities with children or youth. Coaches and long-term instructors are among those who fall in this category. Specified volunteers are designated by the region or installation commander and are subject to the same level of background checks as employees or contractors.

- **YSF**: CYP Youth Sports and Fitness Program