

FMgr Background Check Request (BCR) Checklist

Host Nation Requirements

*Host Nation checks are now been processed using the applicant pseudo SSAN. When completing the **IMCOM 30 BCR** if the applicant doesn't have a social security number enter N/A in the social security block of the IMCOM 30.*

NOTE: ALL DOCUMENTS MUST BE TRANSLATED INTO ENGLISH BEFORE SUBMITTING TO FSH HUB

Applicant's Name

Garrison Name

Functional Manager

Submit the following documents to your CDE Office in the following order via encrypted e-mail:

REQUIRED FOR ALL

- IMCOM Worksheet 30A HN/FN/3CFN** (1 DEC 21 v1)
- IMCOM Form 30** (v3 Nov20)
- DD Form 2981** (v Oct 18)
- Copy of citizenship document**
- Local Provost Marshall/ALERTS**
- IMCOM 29 HN Residency Information Worksheet** (v1 DEC 21)
- IMCOM 28L - Fingerprint Information Worksheet** (v1 May21)

**CONTRACTORS
(Regular/Recurring)
Additional Requirements**

- Position Description**
- Resume/Application**
- Reference Check(s)- Only submit if reference is derogatory**
- OF 306** (rev. 2019 version)(valid w/in 1 year of signature date)

**VOLUNTEERS,
CONTRACTORS (Short
Duration) and "OTHER"
PERSONNEL CATEGORIES
Additional Requirements**

- Position Description**
- Resume/Application**
- Reference Check(s)- Only submit if reference is derogatory**

**GERMANY
Requirements**

- LNSP** (local national screening program)
- EPGCC-** (extended police good conduct certificate) - Erweiterten Führungszeugnis

**BELGIUM
Requirements**

- MODEL II** (national police good conduct certificate)

**NETHERLANDS
Requirements**

- VOG** - (certificate of good conduct) - Verklaring Omtrent het gedrag

**ITALY
Requirements**

- Certificato del casellario Giudiziale** - (police good conduct certificate)

**JAPAN
Requirements**

- POLICE GOOD CONDUCT CERTIFICATE**

**KWAJALEIN
Requirements**

- KWAJALEIN ATOLL POLICE CHECK**

**KOREA
Requirements**

- KOREAN CRIMINAL INVESTIGATION RECORD CHECK REPLY**

Initial - FMgr Background Check Request (BCR) Checklist

Foreign National Residing in the US Background Check Requirements

Foreign Nationals residing in the United States are processed using the the applicant social security number (if available) or pseudo SSAN. If applicant doesn't have a social security number enter N/A in the SSAN field of the IMCOM 30 BCR.

NOTE: ALL DOCUMENTS MUST BE TRANSLATED INTO ENGLISH BEFORE SUBMITTING TO FSH HUB

Applicant's Name

Garrison Name

Functional Manager

Submit the following documents to your CDE Office in the following order via encrypted e-mail:

REQUIRED FOR ALL

IMCOM Worksheet 30A HN/FN/3CFN (1 DEC 21 v1)

IMCOM Form 30 (v3 Nov20)

DD Form 2981 (v Oct 18)

Copy of citizenship documents

Local Provost Marshall/Alerts Check

DA Form 5018-R (CSSC template dtd March HQDA ASAP Child/Youth Svcs Suitability Prog)

Note: ONLY submit the 5018-R if the applicant has a social security number

CONTRACTORS (Regular/Recurring) Additional Requirements

Position Description

Resume/Application

Reference Check(s)- Only submit if reference is derogatory

Proof of US citizenship docs (note: if applicable - refer to page 4 - IMCOM 31 v Dec20)

OF 306 (rev. 2019 version)(valid w/in 1 year of signature date)

IMCOM FN/3CFN 29 - Residency Information Worksheet (v1 DEC 21)

VOLUNTEERS, CONTRACTORS (Short Duration) and "OTHER" PERSONNEL CATEGORIES Additional Requirements

Position Description

Resume/Application

Reference Check(s)- Only submit if reference is derogatory

IMCOM 28L - Fingerprint Information Worksheet (v1 May21)

Good Conduct Certificate/Police Record Check

Note: Must be obtained from country of citizenship

Initial - FMgr Background Check Request (BCR) Checklist

3rd Country Foreign National Background Check Requirements

3rd Country Foreign Nationals residing overseas are processed using the the applicant pseudo SSAN or social security number (SSAN) if available. If applicant doesn't have a social security number, enter N/A in the social security field of the IMCOM 30 BCR.

NOTE: ALL DOCUMENTS MUST BE TRANSLATED INTO ENGLISH BEFORE SUBMITTING TO FSH HUB

Applicant's Name

Garrison Name

Functional Manager

Submit the following documents to your CDE Office in the following order via encrypted e-mail:

REQUIRED FOR ALL	<p>IMCOM Worksheet 30A HN/FN/3CFN (1 DEC 21 v1)</p> <p>IMCOM Form 30 (v3 Nov20)</p> <p>DD Form 2981 (v Oct 18)</p> <p>Copy of citizenship documents</p> <p>Local Provost Marshall/ALERTS</p> <p>IMCOM 29 FN/3CFN- Residency Information Worksheet (v1 DEC21)</p> <p>IMCOM 28L - Fingerprint Information Worksheet (v1 May21)</p>
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CONTRACTORS (Regular/Recurring) Additional Requirements	<p>Position Description</p> <p>Resume/Application</p> <p>Reference Check(s)- Only submit if reference is derogatory OF 306 (rev. 2019 version)(valid w/in 1 year of signature date)</p>
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VOLUNTEERS, CONTRACTORS (Short Duration) and "OTHER" PERSONNEL CATEGORIES Additional Requirements	<p>Position Description</p> <p>Resume/Application</p> <p>Reference Check(s)- Only submit if reference is derogatory</p>
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GERMANY Requirements	<p>LNSP (local national screening program) <i>(note: submit if applicant resided in Germany for 1 year or longer)</i></p> <p>EPGCC- (extended police good conduct certificate) - Erweiterter Führungszeugnis</p> <p>European Police Good Conduct Certificate (applicant's of EUROPEAN origin <u>ONLY</u>)</p>
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BELGIUM Requirements	<p>MODEL II (national police good conduct certificate)</p> <p>European Police Good Conduct Certificate (applicant's of EUROPEAN origin <u>ONLY</u>)</p>
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ITALY Requirements	<p>General Certificate of good conduct - Certificato Generale del Casellario Giudiziale</p> <p>European Police Good Conduct Certificate (applicant's of EUROPEAN origin <u>ONLY</u>)</p>
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NETHERLANDS Requirements	<p>VOG - (certificate of good conduct) - Verklaring Omtrent het gedrag</p> <p>European Police Good Conduct Certificate (applicant's of EUROPEAN origin <u>ONLY</u>)</p>
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JAPAN Requirements	<p>Police Good Conduct Certificate</p>
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KWAJALEIN Requirements	<p>KWAJALEIN ATOLL POLICE CHECK</p>
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KOREA Requirements	<p>KOREAN CRIMINAL INVESTIGATION RECORD CHECK REPLY</p>
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NON-EUROPEAN CITIZENS MUST OBTAIN POLICE RECORD FROM COUNTRY OF CITIZENSHIP

Good Conduct Certificate/Police Record Check

Note: Must be obtained from country of citizenship

Child Services Background Check Citizenship/Legal Status Verification

For individuals needing a T1 or higher (with SCHR) or OF186C (SCHR)

In order to submit an investigation to the Office of Personnel Management (OPM), provide **ONE** (1) of the following to verify your citizenship/legal status:

- U.S. Birth Certificate
- U.S. Passport (current or expired)
- DS-1350 or FS-545 (Certification of Report of Birth)
- FS-240 (Report of Birth Abroad of a Citizen of the U.S.)
- N-550 or N-551 or N-570 (Naturalization Certificate)
- N-560 or N-561 (Certificate of U.S. Citizenship)
- I-327 (Permit to Re-enter the U.S.)
- I-551 (Permanent Resident Card or Resident Alien Card)
- I-571 (Refugee Travel Document)
- I-766 (Employment Authorization Card)
- I-94 (Arrival/Departure Record) **and** Visa

Source: PSIP Requestor Guide