

# FMgr Background Check Request (BCR) Checklist

## Initial Requests-

Military

Contractors (Regular Recurring)

Volunteers, Contractors (Short Duration), "Other" Personnel Categories



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** (v20 DEC21)

**IMCOM Form 30** (v3 NOV20)

**DD Form 2981** (v DEC21)

**DA Form 5018-R** (CSSC template dtd March 2018 HQDA ASAP Child/Youth Svcs Suitability Prog)

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### MILITARY

**Additional  
Requirements**

**Summary of Child Services Duties**

**IMCOM 29 - Residency Information Worksheet** (v22 FEB21)

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### CONTRACTORS (Regular/Recurring)

**Additional  
Requirements**

**Position Description**

**Resume/Application**

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

**Proof of Citizenship Documents** (refer to attached IMCOM 31 v1 DEC20)

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

**IMCOM 29 - Residency Information Worksheet** (v22 FEB21)

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### 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 MAR 21)

# FMgr Background Check Request (BCR) Checklist

## Initial Requests- In Home Care Providers



Family Child Care (FCC) Provider  
Family Child Care Substitute Provider  
Respite Care Provider  
Emergency Placement Care (EPC) Provider  
Family/Household Members (FCC and EPC Only)

**NOTE:** A separate IMCOM 30A **MUST** be completed for each individual residing in the home. Emergency Placement Care (EPC) requires both parents to be a provider.

Provider's Name:

Household Member'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**  
(Including Household  
Members for FCC and EPC)

**IMCOM Worksheet 30A** (v20 DEC21)

**IMCOM Form 30** (v3 NOV20)

**DD Form 2981** (v DEC21)

**DA Form 5018-R** (CSSC template dtd March 2018 HQDA ASAP Child/Youth Svcs Suitability Prog)

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**IHCP**  
Additional Requirements

**Position Description**

**Application/Resume (check applicable box below):**

FCC/Substitute- DA Form 5219 required

Respite/EPC- Application or Resume

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

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

**IMCOM 29 Residency Information Worksheet** (v22 FEB21)

**Proof of Citizenship Documents** (refer to attached IMCOM 31 v1 DEC20)

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**INDIVIDUALS RESIDING IN  
FCC/EPC HOMES**  
Additional Requirements

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

**IMCOM Form 30: Only required if request is submitted separately from IHCP Household** (v3 NOV20)

# FMgr Background Check Request (BCR) Checklist

## Reverification Requests- All Categories



Individual or IHCP's Name

IHCP Household Member's  
Name (if applicable)

NOTE: A separate IMCOM 30A will be completed for each individual residing in the home. EPC requires both parents to be providers.

|                           |  |
|---------------------------|--|
| <b>Garrison Name</b>      | <b>Functional Manager</b>  |
| <b>Personnel Category</b> | Specified Volunteer<br>Contractor (Regular/Recurring)<br>Military<br>In Home Care Provider<br>Individual's Residing in IHCP Home age 18+<br>Individual's Residing in IHCP Home ages 12-17<br>Other Contractor (Short Duration)<br>Other Category of Individual |

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

**REQUIRED FOR ALL**

- IMCOM Worksheet 30A** (v20 DEC21)
- IMCOM Form 30** (For IHCP: 1 per Household v3 NOV20)
- DA Form 5018-R** (CSSC template dtd March 2018 HQDA ASAP Child/Youth Svcs Suitability Prog)
- DD Form 2981** (v DEC21)

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

**IMCOM 29 - Residency Information Worksheet** (v22 FEB21)

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

**IMCOM 28L - Fingerprint Information Worksheet** (v1 MAR21)

**NOTE:** If the applicant's previous child background request was not processed through DAG1 CSSC, the following legacy documents must be provided (as applicable): Position Description/Summary of Child Services Duties, Resume/Application, OF 306 (original), Previous PRB Documents (CRESR Printout, Tab A, Tab C, Tab I, 26A, 26B, Other PRB paperwork approved by GC (Tab K)).

# FMgr Background Check Request (BCR) Checklist

## Transfer Requests- All Categories



**Note:** IAW Clarifying Policy 2014-23, vetted and cleared Army child services personnel can transfer to new Army positions with the same background check requirements when:

- 1) A break in service and completed background checks are less than 24 months old.
- 2) If background checks are older than \*24 months, a transfer BVC can be issued, however a reverification BCR must also be submitted by the functional manager within 2 weeks of notification.
- 3) If there is a 24 month break in service, a new BCR is required.

\*In Home Care Providers have an annual re-verification requirement, therefore their checks should never be more than 12 months old. A re-verification **must** be submitted within 75 days of the previous re-verification date.

**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** (v20 DEC21)

**IMCOM Form 30** (v3 NOV20 - Select Transfer)

**MILITARY  
Additional  
Requirements**

**Summary of Child Services Duties**

*Note: IAW Clarifying Policy 2014-23, Soldiers will not normally have a break in service between assignments. Therefore, if there are completed background checks and applicable reverification, there will be no other requirement for new checks upon re-assignments. A BCR is still required to request an updated Background Verification Checklist (BVC).*

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

**Position Description**

**Resume/Application**

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

**Position Description**

**Resume/Application**

**IN HOME CARE  
PROVIDERS  
Additional  
Requirements**

**Position Description**

**Application/Resume (check applicable box below):**

**FCC/Substitute- DA Form 5219 required**

**Respite/EPC- Application or Resume**

# 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*