



DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF OF CHAPLAINS
2700 ARMY PENTAGON
WASHINGTON DC 20310-2700

DACH-ZA

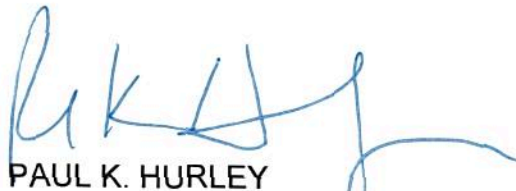
09 June 2017

MEMORANDUM FOR SEE DISTRIBUTION

Subject: Chief of Chaplains Child Protection Guidance at Chaplain Sponsored Events and Programs

1. Purpose. This Child Protection memorandum with enclosures provides guidance for child protection at Chaplain sponsored events and programs. Strict compliance with this guidance will ensure the safety and welfare of children and reduce the risk of child abuse and neglect. This updated guidance is issued in conjunction with the Implementing Guidance for Chapel Volunteer Management and fulfills the requirement(s) listed in Army Directive 2014-23, Enclosure 2, paragraph 12.
2. Applicability. This guidance applies to all military, civilian, contractors, and/or volunteers conducting events or programs sponsored or sanctioned by the Chaplain Corps.
3. Effectiveness. This guidance will be reviewed annually. When changes are necessary, updated guidance will be published.
4. The points of contact for chapel child protection are the Director, Sustainment and Information, (571) 256-8750, and/or IMCOM Religious Education Program Director, (210) 466-0726.

Encls


PAUL K. HURLEY
Chaplain (Major General) U.S. Army
Chief of Chaplains

DACH-ZA

Subject: Chief of Chaplains Child Protection Guidance at Chaplain Sponsored Events and Programs

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CHAPLAIN CORPS CHILD PROTECTION GUIDANCE (CCCPG)

1. Guidance.

a. All personnel will follow regulation and policy regarding programs and religious support that involves children. Individuals who interact with children in Army sponsored and sanctioned programs are required to undergo specific initial background checks, periodic reverification, and training. These individuals include Army personnel (military and civilian); contractors; specified volunteers; and any other persons reasonably expected to have regular and reoccurring contact with children in the performance of their duties or services in an Army chapel sponsored or sanctioned program or activity. (AD 2014-23, para 3-a) (DoDI 1402.05, para 3)

b. A child is an unmarried person under 18 years of age for whom a parent, guardian, foster parent, caregiver, employee of a residential facility, or any staff person providing out-of-home care is legally responsible. The term means a biological child, adopted child, stepchild, foster child, or ward. The term also includes a sponsor's family member (except the sponsor's spouse) of any age who is incapable of self-support because of a mental or physical incapacity, and for whom treatment in a DoD medical treatment program is authorized. (DoDI 6400.1)

2. Process.

a. Commanders are ultimately responsible for minimizing risk to children in the Army's care. This guidance delineates the roles and responsibilities for ensuring full child protection and safety in chaplain sponsored programs. Child protection includes pre-screening, preliminary investigations, background checks, and mandatory training for all personnel identified in paragraph 1, above. (AD 2014-23, para 4)

b. Garrison chaplains, or designated representative, will coordinate and comply with Garrison Commanders to guarantee the appropriate vetting of foreign nationals (employees, contractors, and volunteers). For ACOMs, ASCCs, and DRUs without Garrison Chaplains, compliance with child protection requirements will be the responsibility of a designated Senior Chaplain. The review of host nation agreements by U.S. Army Installation Management Command (IMCOM) may provide additional guidance. (AD 2014-23, para 8)

c. Pre-screening

(1) Garrison chaplains are responsible to complete pre-screening requirements of all employees (military and civilian), contractors, and volunteers, prior to the initiation of background checks. (AD 2014-23, encl 2, para 16-b). Pre-screening involves the review of an application and related forms, personal interview and reference checks, at

a minimum. Pre-screening is an assessment of the individual's eligibility, qualifications, temperament and suitability for working with children.

(2) For civilian employees, the U.S. Army Civilian Human Resources Agency (CHRA) and the hiring organization ensures that an individual has the necessary skill sets for the position. Through a review of the application, related forms, personal interview and reference checks, they assess the individual's eligibility, qualifications, temperament and suitability for working with children. (AD 2014-23, para 4-a)

(3) For volunteers, the garrison chaplain, or their designated representative, will ensure that an individual has the necessary skill sets for the sought position. Through a review of the pre-screening documentation, the garrison chaplain assesses the individual's eligibility, qualifications, temperament and suitability for working with children. (AD 2014-23, Encl 5, para 2)

(4) For contractors, the Contracting Officer Representative (COR) and/or Contracting Officer (KO) will ensure that an individual has the necessary skill sets for the contract service. Army Chaplain Corps contracts and COR appointment letters will be written to the standard of AD 2014-23 to include the COR authority in background checks. The responsible organization for this task is the Religious Support Office (RSO). The RSO will conduct pre-screening and assessment of contractors, including review of the solicitation, contract review and reference checks. Additionally, a personal interview is recommended in order to determine an individual's eligibility, qualifications, temperament and suitability for working with children. (AD 2014-23, Encl 3, para 2)

d. Background checks

(1) The Commander Designated Entity (CDE) is primarily responsible for ensuring that background checks are conducted of the population served. At the request of the chaplain, and following completion of pre-screening, the CDE will initiate required background checks. The CDE will track requests and, when completed, compile and review the results of the background checks to determine whether they contain derogatory information. The chaplain will work in close coordination with the CDE and other relevant offices to accomplish this work. Specific requirements for background checks, including both initial checks and reverification requirements, are delineated at enclosures 2 through 6. (AD 2014-23, para 4-b1)

(2) The resource guidance for background checks is coordinated by command. (AD 2014-23, encl 2, para 3)

3. Responsibility

a. The OCCH is responsible for overseeing all religious support programs and operations in support of background checks for individuals covered by this CCCPG guidance which is in conjunction with CVM. (AD 2014-23 encl 2, para 12)

b. Command Chaplains of Army Commands (ACOM), Army Service Component Commands (ASCC), and Direct Reporting Units (DRU) will oversee their commander's child protection program for chaplain-led sponsored events and programs. Particular attention will be given to oversight of child protection background check files. Chaplains will work with their commanders' established CDE processes.

(1) Garrison Chaplain – The garrison chaplain, or designated representative, will implement programs and child protection IAW the direction of the commander and within parameters of law, instructions, regulation, policy, guidance, and standard operating procedures (SOP). The garrison chaplain is the senior chaplain for the garrison chapel programs. Comply with and participate in the commander's PRB. As the senior chaplain for chapel programs, the garrison chaplain will ensure the fulfillment of the specific tasks required for child protection.

(a) Implementation of prescreening and background checks of all individuals who have regular contact with children. Specific requirements for complete background checks vary by personnel type (employee (military and civilian), volunteer, and contractor) and are outlined in enclosures 2-5. These standards may be made more stringent by command.

(b) Ensuring that a minimum of 2 adults who have received a favorable completed background check are present with children and in compliance with child-adult ratios. (AR 608-10, 5-17-c4; and DOD instruction 6060.4, para E2.1.1 and E.4.3.1)

(c) Providing annual child protection training for all personnel (military, civilian, and volunteer) who work in chapel programs with regular and re-occurring contact with children. Contractors whose service involves regular and re-occurring contact with children will have annual chapel child protection training as a condition of their contract. Subjects to address as part of the training will include, but are not limited to;

i. At least one individual on site must be fully trained and certified in First Aid and CPR from a recognized training organization, such as American Red Cross or American Heart Association, (AR 608-10, 5-14c).

i. Employees (military and civilian) and volunteers working with children should also have First Aid and CPR training opportunities. (AR 165-1, 16-2L) This training does not need to be certification level training, however, it should include familiarization with basic first aid, conscious and unconscious choking and CPR.

i. Health and safety of children.

i. First Aid and CPR training opportunities for employees (military and civilian) and volunteers based on personnel type and requirements (AR 165-1, 16-2L; AR 608-10 5-14b).

i. Emergency preparedness including fire, natural disasters, active shooter, force protection, and other security/safety concerns in risk assessments and planning (AR 165-1, 5-7b).

i. Child abuse recognition and reporting to ensure that all chapel personnel, including volunteers, understand Child Protection directives, guidelines and policies related to those working with children, in accordance with AR 165-1, AR 190-45, Military Commission Rules of Evidence, 503 and in accordance with state procedures as applicable. Additional training may include; age appropriate instruction and class-room management, providing special needs accommodation (AR 608-10, 7-29a), adhering to personally identifiable information (PII) and photography policies. (DoDI 5400.11, c.2.1.4.2), managing chapel facilities with child safety in mind. (AR 165-1, 5-7b-c, 16-2i).

(2) Establish internal quality control verifications and quarterly review of internal local records.

c. Director of Religious Education (DRE) – DREs serve as primary trainers for garrison staff and volunteers who work with children. They also are responsible to ensure all chapel religious support personnel who work with children meet background check and annual training requirements. (AR 165-1, 5-2K)

4. Line of Sight Supervision (LOSS)

a. Definition.

(1) LOSS is continuous visual observation and supervision of an employee (military and civilian), contractor, or volunteer whose background check has not yet cleared, and has a favorable interim suitability or fitness determination, or is in an Unspecified Volunteer position, while engaged in child interactive duties, or in the presence of children in a DoD sanctioned program or activity. (DODI 1402.05, encl 4; AR 608-18, 8-5c; AD 2014-23, encl 3).

(2) For specific policy about LOSS and volunteers, see AD 2014-23 enclosure 5, 4,d. and DODI 1402.05, encl 4.

(3) LOSS is provided by employees (military or civilian), or contractors with a completed Tier-1 SCHR investigation IAW with Army policy.

(4) Unspecified volunteers operate under LOSS at all times. (AD 2014-23, encl 5, para 4-d1)

b. Prohibitions.

(1) LOSS is for child protection purposes only and is not the same as supervision for employment purposes. (AD 2014-23, Encl 3)

(2) Volunteers may not provide program supervision or LOSS since they are not considered staff members. (DoDI 1100.21, para E3.3.1, DoDI 1402.05 - glossary, definition of a non-specified volunteer)

c. Derogatory information will be handled and coordinated with the commander as part of the PRBs for contractor, volunteer, civilian applicant and employee suitability. The results of background checks for military personnel will be processed in consultation with OCCH.

5. Personally Identifiable Information (PII). All supervisors will ensure that procedures and safeguards are developed, implemented and maintained to protect PII. (AR 340-21 and AR 25-400-2)

a. Records maintenance and destruction. Garrison Chaplain maintains Background Check Verification form, and all training records for each volunteer. Records will be maintained for a minimum of three years following the termination of service and based upon the relevant regulation for the personnel type. Records are disposed of IAW applicable laws and regulations. (AR 25-400-2). Files will be maintained IAW AD 2014-23 and DoDI 1402.05 and made available for site visit reviews and especially during a commander's OIP.

PRE-SCREENING AND BACKGROUND CHECKS FOR GARRISON RSO MILITARY PERSONNEL

1. Responsibilities.

a. The garrison chaplain will ensure that all assigned military personnel with direct and assigned support of children's ministry programs and who have regular and re-occurring contact with children at chaplain sponsored events and programs are properly screened and have the appropriate checks. The garrison chaplain will coordinate with all commands and other proponents that have a role in conducting background checks. This guidance will be followed for the pre-screening process; the preliminary investigations; the complete background check; the PRB process; and the reverification of personnel, including the maintenance, storage, protection and disposal of PII. All background check information for military personnel will be received by the supervisor, not the functional manager.

b. After the garrison chaplain has completed the review of documentation of application and pre-screening, the CDE may initiate the preliminary investigation and complete background check.

2. Structure of military personnel file required for child protection:

a. Pre-screening and assessment. In coordination with the appropriate personnel office, the garrison chaplain is responsible for ensuring that an individual has the necessary skill sets for the position including temperament and suitability for work with children. All individuals must complete DA Forms 3433-1 and 3433-2 or an equivalent disclosure statement annually. (AD 2014-23, Encl 3, para 4-b and 4f)

b. Background check. After the documentation of pre-screening and assessment is complete, the CDE will initiate the preliminary investigation and complete background check. See enclosure 7 for background check matrix. (AD 2014-23, Encl 3)

c. Files will be maintained IAW AD 2014-23 and DoDI 1402.05 and made available for site visit reviews and especially during commanders OIP.

3. Requirement for reverification of background checks. A reverification of pre-screening, preliminary investigation, and background checks is required IAW DoDI 1402.05. The disclosure statement must be renewed annually.

PRE-SCREENING AND BACKGROUND CHECKS FOR CIVILIAN PERSONNEL

a. Responsibilities. The garrison chaplain will ensure proper background checks are complete for civilian personnel with regular and re-occurring contact with children in coordination with the civilian personnel office. The civilian personnel office is responsible for the complete documentation of application and pre-screening of civilian personnel.

2. Structure of civilian personnel file required for child protection:

a. Pre-screening and assessment. In coordination with the appropriate human resource office, the garrison chaplain, as the hiring/responsible organization, is responsible for ensuring that an individual has the necessary skill sets for the position, including temperament and suitability for work with children. The CDE will initiate the needed background check only after documentation of the pre-screening and assessment is complete. All individuals must complete IMCOM Form 25, or an equivalent disclosure statement annually. (AD 2014-23, Enclosure 3, paragraph 4.f)

b. Background check. After the documentation of pre-screening and assessment are complete, the CDE will initiate the preliminary investigation and complete background check. See enclosure 7 for background check matrix. (AD 2014-23, Encl 3, paragraph 4, a)

c. Foreign national employees. When permissible by the laws of the host nation (HN) government, the CDE will directly request the HN government checks. Where the agreement with the host nation prevents a background check comparable to a criminal history check, foreign nationals will not be eligible for employment overseas in positions in contact with children. The CDE determines local policy IAW relevant regulations. IMCOM will review all host nation agreements to determine if additional guidance is required. (AD 2014-23 paragraph 8)

PRE-SCREENING AND BACKGROUND CHECKS FOR VOLUNTEERS AND OTHER CATEGORIES OF PERSONNEL

1. Responsibilities.

a. The garrison chaplain, or designated representative, will ensure that all volunteers who have regular contact with children at chaplain sponsored events and programs are properly screened and have the appropriate checks. The garrison chaplain will coordinate with all commands and other proponents that have a role in conducting background checks. This guidance will be followed for the pre-screening process; the preliminary investigations; the complete background check; the PRB process; and the reverification of personnel, including the maintenance, storage, protection and disposal of PII. The garrison chaplain is responsible for the complete documentation of application and pre-screening of volunteers and other individuals who have regular and re-occurring contact with children.

b. Non-specified volunteers must always work under LOSS and therefore do not require a background check.

c. As the proponent for the programs where the individual will provide services, the garrison chaplain, or their designated representative, is responsible for pre-screening all specified volunteer applicants and other individuals by reviewing resumes as applicable, conducting personal interviews and checking at least two references before initiation of the background check. CVM provides guidance and requirements for all volunteers.

2. Structure of volunteer personnel file required for child protection

a. Prescreening and assessment. The garrison chaplain will ensure that an individual has the necessary skill sets for the position including temperament and suitability for work with children. The CDE will initiate the background checks only after documentation of the prescreening is complete and sent from the chaplain's office. All individuals must complete IMCOM Form 25 or an equivalent disclosure statement annually. (AD 2014-23, Encl 3, paragraph 4-b)

b. Background check. After the documentation of the pre-screening and assessment is complete, the CDE will initiate the preliminary investigation and complete background check. See enclosure 7 for background check matrix. (AD 2014-23, Encl 5)

c. Foreign nationals. When permissible by the laws of the HN government, the CDE will directly request the HN government checks. Where the agreement with the host nation prevents a background check comparable to a criminal history check, foreign nationals will not be eligible for service overseas in positions in contact with children.

d. The CDE determines local policy IAW relevant regulations. IMCOM will review all host nation agreements to determine if additional guidance is required. (AD 2014-23, para 8)

e. Types of voluntary service - See CVM for additional guidance.

(1) Specified volunteers must be prescreened and require preliminary investigations. See enclosure 7 for background check matrix. (AD 2014-23, Encl 3)

(2) Unspecified volunteers must have pre-screening files IAW CVM and provide service under LOSS. See enclosure 7 for background check matrix. (AD 2014-23, encl 3)

(3) Individuals providing gratuitous service. Individuals providing gratuitous service who work with children must fulfill the same background check and child-protection requirements as those for statutory volunteers. They are under the same requirements for LOSS as statutory volunteers. When an individual is foreign national or non-DOD ID cardholder, the PRB and CDE will provide local policy. See enclosure 7 for background check matrix. (AR 608-1)

(4) Student interns. Student interns who work with children must fulfill the same background check and child-protection requirements as those for volunteers. When an individual is a foreign national or non-DOD ID cardholder, the PRB and CDE will provide local policy. See enclosure 7 for background check matrix. (AR 608-1, 5-17, 5-18)

(5) Private organizations. When the events are sponsored or sanctioned by Army chaplains or chapels, volunteers for private organizations who work with children must fulfill the same background check and child protection requirements as those for statutory volunteers. Private organizations, such as the Boy Scouts of America, the Girl Scouts of America, and the American Red Cross are not Army sponsored or Army sanctioned programs and therefore do not fall under this guidance. The substantiating documents of all prescreening and background checks will be kept on file with those of statutory specified volunteers. Volunteers for private organizations are under the same requirements for LOSS as statutory volunteers with LOSS. When an individual is foreign national or non-DOD ID cardholder, the PRB and CDE will provide local policy. See enclosure 7 for background check matrix. (AR 608-1; AR 210-22)

3. Requirement for reverification of background checks. A reverification of pre-screening, preliminary investigation, and background checks is required IAW DoDI 1402.05. The disclosure statement must be renewed annually.

4. AD 2014-23 requires specified volunteers in child programs to undergo a background check, and any derogatory information discovered must be adjudicated through the PRB process. (Memo Additional Guidance: AD 2014-236 Jan 16)

PRE-SCREENING AND BACKGROUND CHECKS FOR APPROPRIATED AND NON-APPROPRIATED FUND CONTRACTORS INCLUDING FOREIGN NATIONAL CONTRACTORS

1. Responsibilities.

a. The garrison chaplain will ensure that all contractors who have regular contact with children at chaplain sponsored events and programs are properly screened and have the appropriate checks. The garrison chaplain will coordinate with all commands and other proponents which have a role in conducting background checks. This guidance will be followed for the pre-screening process; the preliminary investigations; the complete background check; the PRB process; and the reverification of contractors, including the maintenance, storage, protection and disposal of PII. The garrison chaplain with the contracting officer (KO) is responsible for the complete documentation of contract solicitation and pre-screening of contractors.

b. Background check. All Army chapel programs, including those services provided by contractors, are under the responsibility of the garrison chaplain. Contract Statement of Work (SOW) will be written and executed in conjunction with this guidance and IAW, AD 2014-23, and relevant laws, regulations and policies.

c. If a contractor is to provide Line of Sight Supervision (LOSS), then this service must be listed in the contract as a service, and the contractor will be qualified as to provide LOSS IAW AD 2014-23.

2. Structure of APF and NAF contractor file required for child protection:

a. Pre-screening and assessment. In coordination with the appropriate KO, the COR, and garrison chaplain are responsible for ensuring that a contractor has the necessary skill sets for the position including temperament and suitability for work with children.

b. After the garrison chaplain has complete documentation of application and pre-screening, the CDE may initiate preliminary investigations and complete background checks. All individuals must complete DA Forms 3433-1 and 3433-2 or an equivalent disclosure statement annually. (AD 2014-23, Encl 3, paragraph 4-b)

c. Foreign national contractors. When permissible by the laws of the HN government, the CDE will directly request the HN government checks. Where the host nation's agreement prevents a background check comparable to a criminal history check, foreign nationals will not be eligible for service in positions in contact with children. The CDE determines local policy IAW relevant regulations. IMCOM will review all host nation agreements to determine if additional guidance is required. (AD 2014-23 paragraph 8)

d. Files will be maintained by KO, COR, CDE IAW AD 2014-23 and DoDI 1402.05 and made available for site visit reviews and especially during commanders OIP.

3. Requirement for reverification of background checks. A reverification of pre-screening, preliminary investigation, and background checks is required IAW DoDI 1402.05. The disclosure statement must be renewed annually.

ADJUDICATION

1. Responsibilities.

a. Individuals whose background checks reveal derogatory information are vetted through a multi-tier, multidisciplinary review process in accordance with (IAW) AD 2014-23, Enclosure 6.

b. Adjudication of derogatory information will follow AD 2014-23, enclosure 6 when derogatory information is found in pre-screening; preliminary investigations; background checks; the PRB process; or the reverification of personnel.

c. Enclosures 1-5 of this guidance provide detail about the vetting of personnel and the delineated responsibilities in that process. Enclosure 7 provides a matrix for background checks.

2. Derogatory information

a. Criteria for mandatory disqualification. Pursuant to AD 2014-23, Encl 6; no person, regardless of circumstances, will be approved to provide child care services if the individual has been convicted of a sexual offense, a drug felony, a violent crime or a criminal offense involving a child or children.

b. Discretionary criteria. The garrison chaplain will consult with the PRB Chairman or senior representative and/or CDE for the appropriate COA when the results of a background check include any of the discretionary criteria listed in AD 2014-23, Encl 6, paragraph 1-b.

3. Adjudication of derogatory information.

a. The SOP of the commander's PRB will be followed by chaplains when derogatory information is found in the pre-screening and background checks of personnel.

b. The garrison chaplain will participate in the PRB process as a member of the PRB when there are cases involving chapel personnel. (AD 2014-23, Encl 6)

c. When derogatory information is identified, the results must first be adjudicated IAW AD 2014-23, encl 6. The CDE has latitude with respect to handling discrepancies or derogatory information when it is minor. If an individual is permitted to serve provisionally, such service is subject to LOSS when approved in writing by the commander (Enclosure 1). If the background check identifies derogatory information, adjudication will include the conduct of a PRB followed by a recommendation to the commander. If the commander recommends an individual as suitable, then the case file is forwarded to HQDA for the suitability determination IAW DODI 1402.5 and AD 2014-23.

d. When a PRB determines suitability, and the commander has concurred, then the file will be forwarded to the HQDA PRB review panel for recommendation to the designated DA level officer. This process is IAW AD 2014-23 Encl 6.

4. Recordkeeping. Maintenance and distribution of adjudication files are IAW AD 2014-23, Encl 5, paragraph 8.

TABLE

CHAPEL CHILD PROTECTION MATRIX							
	Preliminary		OPM Investigation			Reverification	
Personnel Type	Pre-screening	IRC	FBI Fingerprints	Tier 1	SCHR	Tier 1 equivalent for Host Nation	Frequency
Chaplain and Assistant (RSO duty assigned)	x	x	x	x	x		5 years
Civilian Employee	x	x	x	x	x		5 years
Contractor	x	x	x	x	x		5 years
Specified Volunteer	x	x	x				3 years
Unspecified Vol - Must operate under LOSS	x						
HN and FN Employees Overseas	x	x	x			x	5 years
FN-resided in US for last 3 of 5 years	x	x	x	x			5 years
FN-have NOT resided in US for last 3 of 5 years	x	x	x		x		5 years
NOTES							
1. Installation Records Check (IRC) must include name checks of: ALERTS, CII, ASAP, ACR							
2. Tier 1 - Child National Agency Check							
3. Line of Sight Supervision (LOSS)							
4. Host Nation (HN)							
5. Foreign National (FN)							

REFERENCES

Section I: Publications

- a. DoD Instruction 1100.21 Voluntary Services in the Department of Defense, Incorporating Change 1, December 26, 2002
- b. DoD Instruction 6060.4, Department of Defense (DOD) Youth Programs (YPS) (2004)
- c. DoD Directive 5400.11, DOD Privacy Program (2007)
- d. DoD Instruction 1402.05, Criminal History Background Checks on Individuals In Child Care Services (2015)
- e. DoD Instruction 6400.1 (Family Advocacy Program (FAP)) (2015)
- f. Army Regulation (AR) 165-1, Army Chaplain Corps Activities (2015)
- g. AR 25-400-2, The Army Records Information Management System (ARIMS) (2007)
- h. AR 210-22, Private Organizations on Department of the Army Installations (2001)
- i. AR 608-1, Army Community Service (2016)
- j. AR 608-10, Child Development Services (1997)
- k. AR 190-45 (Law Enforcement Reporting) (2016)
- l. AR 608-18 (The Army Family Advocacy Program), 30 October 2007
- m. OCCH Memorandum, Implementing Guidance – Chapel Volunteer Management (2016)
- n. Military Commission Rules of Evidence, 503 (2010)
- o. DA Pam 385-40, Army Accident Investigations and Reporting (2015)
- p. Army Directive 2014-23 (Conduct of Screening and Background Checks for those Individuals who have Regular Contact with Children in Army Programs) (2014)
- q. Memorandum: Additional Guidance on Army Directive 2014-23, (6 Jan 2016)
- r. Implementing Guidance: Chapel Volunteer Management System, (2016)

Section II: Forms

DD Form 2793, Volunteer Agreement for Appropriated Fund Activities & Non Appropriated Fund Instrumentalities

DA Form 3433-1 Optional Application for Non-appropriated Fund Employment

DA Form 3433-2, Supplemental-A Employment Application Form For Child-Youth Services Positions

GLOSSARY

Section I: Abbreviations

ACSIM	Assistant Chief of Staff for Installation Management
AD	Army Directive
AR	Army Regulation
ARNG	Army National Guard
ASA	Assistant Secretary of the Army
ASAP	Army Substance Abuse Program
AVCC	Army Volunteer Corps Coordinator
CAF	Central Adjudication Facility
CCH	Chief of Chaplains
CCCPG	Chaplain Corps Child Protection Guidance issued by OCCH
CHRA	Civilian Human Resources Agency
CDE	Commander Designated Entity
CID/DCII	Criminal Investigation Division/Defense Clearance Investigation Index
CNACI	Childcare National Agency Check with Written Inquiries
COR	Contracting Officer Representative
CVM	Chapel Volunteer Management – Guidance issued by OCCH
CYSS	Child, Youth and School Services
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
DRE	Director of Religious Education
DA	Department of the Army
DASA	Deputy Assistant Secretary of the Army
DCS	Deputy Chief of Staff
DES	Directorate of Emergency Services
FBI	Federal Bureau of Investigation
FM&C	Financial Management and Comptroller
HN	Host Nation
HQDA	Headquarters, Department of the Army
IMCOM	U.S. Army Installation Management Command
IAW	In accordance with
IRC	Installation Records Check
KO	Contracting Officer
LN	Local National
LNSP	Local National Screening Procedure
LOSS	Line of Sight Supervision
MEDCOM	U.S. Army Medical Command
MPD	Military Personnel Division
NACI	National Agency Check and Inquiries
OCCH	Office of the Chief of Chaplains
OPM	U.S. Office of Personnel Management
PLL	Personally Identifiable Information

PRB	Program Review Board
SCHR	State Criminal History and Records Check
SOP	Standing Operating Procedure
U.S.	United States
USAR	U.S. Army Reserve
USC	United States Code
VMIS	Volunteer Management Information System

Section II: Terms

Army sponsored or sanctioned programs. Any program, facility or service funded, operated or officially sanctioned by the Army, or any agency, unit or subdivision thereof. Examples include, but are not limited to, chapel programs, drug education for youth programs, and recreation and youth programs. This term does not include programs operated by other state or federal agencies or private organizations without the official sanction of a DOD entity.

Chaplain Corps Child Protection Guidance. The Army Chief of Chaplains established guidance for child protection in all programs officially sponsored or sanctioned by the Army Chaplain Corps.

Chapel Volunteer Management. Guidance established by the Army Chief of Chaplains that provides oversight of all volunteers within Army chapels and chapel programs, separate and distinct from other Army volunteer programs.

Child Care National Agency Check and Inquiries. The CNACI is a background investigation that includes the National Agency Check and Inquiries (NACI) and the State Criminal History Repository check. See OPM for details.

CDE. A single entity within an organization that the commander has designated to be responsible for the initiation, coordination and tracking of background checks for individuals involved in child care services, as defined in DOD instruction 1402.05. CDEs also are responsible for reviewing the results of the background check to determine whether they contain derogatory information.

Complete background check. For military and civilian personnel; foreign national employees; contractors; the complete background checks consists of the preliminary investigation (IRC and FBI fingerprint check) and the CNACI (including the state criminal history repository check) or host nation background check as applicable.

Contracting Officer (KO). A person who can bind the Federal Government of the United States to a contract that is greater than the Micro-Purchase threshold. This is limited to the scope of authority delegated to the Contracting Officer by the head of the agency.

Contracting Officer Representative (COR) An individual who is designated and authorized in writing by the Contracting Officer (KO) to perform specific contract administration or technical functions on contracts or task/delivery orders.

Contractor. A person who enters into a contract with the United States or any department or agency thereof for the rendition of personal services; or furnishing any material, supplies, or equipment; or selling any land or buildings; if the payment for the performance of the contract or payment for the material, supplies, equipment, land or building is to be made in whole or part from funds appropriated by Congress. This includes all subcontractors.

Derogatory information. Information that may reasonably justify an unfavourable suitability or fitness determination because of the relationship between the issue or conduct and the core duties of the position.

DOD affiliation. A prior or current association, relationship, or involvement with the DoD or any elements of DoD, including the Military Departments.

FBI fingerprint check. A scan or print of a person's fingerprints used to search FBI databases to screen biometrics and deduce historical records found in databases.

Host government check. A criminal history background check conducted on foreign nationals in accordance with U.S. and host country treaties or agreements.

Installation records check. An investigation conducted through the records of all installations of an individual's identified residences for the 5 years before the date of the application. The IRC requirement applies to all individuals with a prior or current DOD affiliation who are involved in the provision of child care services and have regular contact with children. For the IRC consists of the checks listed in AD 2014-23.

Line-of-Sight Supervision. Continuous visual observation and supervision of an individual whose background check has not yet cleared, and has a favorable interim suitability or fitness determination, while engaged in child interactive duties, or in the presence of children in a DoD-sanctioned program or activity. The person providing supervision must have undergone a background check and received a final favorable suitability or fitness determination and be current on all periodic reinvestigations as required by this instruction.

Personally identifiable information. Those investigative elements of a criminal history background check, including those specified in AD 2014-23, which must be favorably completed and reviewed before an individual may be permitted to perform duties under LOSS.

Preliminary Investigation. Those investigative elements of a criminal history background check, including those specified in AD 2014-23, which must be favourably completed and reviewed before an individual may be permitted to perform duties under LOSS.

Program Review Board (PRB). A multidisciplinary board that a commander establishes to assess derogatory information found on individuals during the screening process or background check investigation, or when suitability issues arise during employment. The PRB is responsible for making a suitability recommendation to the commander. The membership of the PRB is found in AD 2014-23 encl 6, para 2-a.

Regular contact with children. Recurring and more than incidental contact with or access to children during the performance of duties on an Army installation, related to an Army chapel program or as part of an Army chapel or chaplain sponsored or sanctioned activity.

Reverification. A periodic reverification (an IRC and FBI fingerprint check) required every 5 years for all civilian employees, military personnel and contractors and every 3 years for volunteers. In the event of a break in service or permanent change of station, reverification is required (DODI 1402.05, encl 3).

Senior Chaplain. A senior-level chaplain designated to function across the lines of command, organization, and assignment for the purposes of providing CCH-specified leadership and oversight for all Chaplain Corps personnel at a specific installation or within an area of responsibility.

Sponsoring Chaplain. The chaplain who is assigned the duties and responsibilities of leading a particular service, event, or function. This person is the primary point of contact for all matters pertaining to the event and represents CCH, OCCH, and the Chaplains Corps.

SCHR. State Criminal History Repository Check.

Suitability (or fitness) determination. Based on review of the results of a background check, a decision whether an individual is suitable to perform duties in a child care services position. Suitability determination will be "favorable," meaning that the individual is fit to perform the duties, or "unfavorable," meaning that the individual is not.

Volunteer. There are two types of volunteers:

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 DoD Component head. Background checks are required in accordance with paragraph 2d of Enclosure 3.

Unspecified 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.

Watch care. A short-term service for infants and children whose parent or guardian is participating on location in a chapel activity. Chapel watch care is typically provided by approved chapel volunteers or individuals on a non-personal services contract working on a by event/by hour basis.