DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
PACIFIC AREA OFFICE
UNIT 35007
APO AP 96376-5007

MEMORANDUM FOR Provost Marshal's Office (PMO)/Security Police
Drug and Alcohol Program
Family Advocacy

SUBJECT: Installation Records Check (IRC)

Reference: DODI 1402.5, Criminal History Background Checks on Individuals in Child Care Services

We request a records review on the person named below who has applied for a Teaching or Educational Support position with the Department of Defense Dependent Schools. A statement from the applicant authorizing release of this information is attached.

a. Applicant's Name: _____

b. Other Names Used: _____

c. SSN:_____

d. Date of Birth: _____

e. Place of Birth/Home of Record: _____

If the records review reveals any derogatory information, please fax the information directly to our office at 098-957-4528 or email the information to steven.won@pac.dodea.edu. For questions pertaining to this records check, please contact me at DSN 644-5863.

Steven W. Won
Chief, Human Resources Division
DoDEA Pacific Director's Office

Attachment: As stated

FROM:

___Provost Marshal's Office (PMO)/Security Police
___Drug and Alcohol Program
___Family Advocacy

TO: DoDEA Pacific Office, Attn: Human Resources Division

a. ☐ Background check is clear.

b. ☐ Background check reveals questionable information. Contact _____ for further information.

Printed name of Certifying Official: _____

Signature of Certifying Official: _____

Date: _____

CRIMINAL HISTORY BACKGROUND CHECK FOR INDIVIDUALS IN TEACHING/CHILDCARE SERVICES POSITIONS

RELEASE/CONSENT STATEMENT

AUTHORITY: 42USC 1341 AND 10USC 3013

PRINCIPAL PURPOSE: To comply with public law 101-647, Section 231, Crime Control Act of 1990, and DODI 1402.5, Criminal History Background Checks on Individuals in Child Care Services Positions 19 Jan 93.

DISCLOSURE: Mandatory. Failure to disclose this information precludes consideration of an applicant for employment in the Department of Defense Dependents Schools.

EMPLOYEE STATEMENT:

I understand that the employee is obligated to require a records check as a condition of employment in accordance with PL 101.647, that I have a right to obtain a copy of the report provided to the employer and a right to challenge the accuracy and completeness of any information in the report. I have been advised that my being hired/retained will be based upon successful completion of the background checks. I understand that Installation Records Checks (IRC) will be performed in addition to the National Agency Check with Inquiries (NACI).

The following is a list of state(s) in which I have resided in for the past 5 years (if you resided in that state under the name other than shown on your application, please give the name(s) used while a resident/employee in that state).

STATE	FROM/TO (DATES)	OTHER NAMES USED

The following is a list of DoD installations where I have resided or worked within the last two years.

DoD Installation	From/TO (DATES)	OTHER NAMES USED

I hereby authorize the DoDDS Pacific Personnel Center to forward the information attached for the purpose of conducting the required checks.

_____ _____
Print Name Date

_____ _____
Signature Date