

DoDEA Operational Guidance for Volunteers

There are many volunteer opportunities for interested community members, and/or parents, to get involved with their students education through DoD-sanctioned programs.

Many volunteers are active duty military or former military members, retired DoD civilian or military personnel, or family members, with most having been vetted or approved to have a DoD Common Access Card. The majority of volunteers serve as sports coached, instructors, or mentors, while being supported, and at times, in Line of Sight (LOSS) of other parents or staff during practices and programs.

There are two types of volunteers: **Specified** and **Non-specified**.

Specified Volunteers: These are individuals who donate their time in a position involving extensive, frequent, or recurring unsupervised interaction with a student or students under the age of 18 (e.g., coach, long-term instructors, overnight activities with children or youth, etc.) and designated by the DoD Component Head.

Non-specified Volunteer: These are individuals who have infrequent contact or interactions in a controlled and limited duration activity between adults and minors, such as participating in on-time activities or events. Such contacts are not subject to background checks, but adults' presence at such activities or events must be under LOSS at all times. For example, individuals designated as non-specified volunteers, such as field trip chaperones with monitored access and of a limited duration (e.g., 3 to 5 hours), would fall into this category.

All volunteers must sign a volunteer agreement, DD Form 2793

Specified School volunteers shall complete the "Basic Criminal History and Statement of Admission," DD Form 2981 and must undergo the following background checks:

- (1) Advanced FBI Fingerprint Report
- (2) Installation Records Check (IRC)/Family Advocacy Program(FAP)

Background checks for Foreign Nationals and Third World Nationals are completed based in NATO/Host Country Agreements.

Self-Reporting: Specified volunteers must sign and annually certify the DD2981, that they have not been arrested, charged, or convicted by Federal, State, or local authorities for any violation of any Federal, State, County, or Municipal law or met the Family Advocacy criteria for child maltreatment in the past year for any crimes or offenses enumerated in Block 6 of DD Form 2981. They must report immediately to their respective component designee subsequent automatic disqualification criteria.

Volunteer records shall be retained for 3 years following the termination of volunteer service by the organization.

To process a Specified volunteer for the required background checks, please submit the Volunteers information and forms to the Personnel Security Case Administration System (PCAS) in ServiceNow.

If you need access to the PCAS ServiceNow site, please submit a request to the "Pilot Global Service Desk" using the link on your desktop.

References:

DoD Instruction 1402.05, “Background Checks on Individuals in DoD Child Care Services Programs,” September 11, 2015, as amended

DoD Instruction 1100.21, “Voluntary Services in the Department of Defense,” December 26, 2002, as amended DoD Manual 1402.05, “Background Checks on Individuals in DoD Child Development and Youth Programs,” Title 42 United States Code

Definitions:

DoD-sanctioned programs: Any program, facility, or service that is operated by the DoD, a Military department or Service, or any agency, unit, or subdivision thereof. Examples include, but are not limited to, child development centers, family child care programs, DoD Education Activity schools, and recreation and youth programs. These do not include programs operated by other State or federal government agencies or private organizations, or community-based programs.

Regular contact with children: Reasonably expected recurring and ongoing contact or access between an adult and a minor under the age of 18 in the performance of the adult’s duties on a DoD installation, program, or as part of a DoD- sanctioned activity. Activities and events with repeated scheduled interactions would constitute regular contact. For example, individuals designated as athletic team coaches or performing arts instructors would fall under this definition.

IRC: Includes police (base and/or military police, security office, criminal investigators, or local law enforcement) local files checks, Drug and Alcohol Program, Medical Treatment Facility for Family Advocacy Program Service Central Registry records, and any other record checks as appropriate to the extent permitted by law. An individual who has a prior or current association, relationship, or involvement with the DoD, or any elements of the DoD, including living, working, or visiting a DoD installation and is anticipated to have regular contact with children must be subjected to an IRC.

Background Check Screening Questions:

1. Are the children or youth engaged in a DoD-sanctioned program?		
<u>DoD-sanctioned programs.</u> Any program, facility, or service that is operated by the DoD, a Military department or Service, or any agency, unit, or subdivision thereof.		
a. YES	Continue with Q2.	
b. NO	Requirement outside of DoD jurisdiction. State regulation applies.	
2. Is it expected that the program provider in question will have regular contact or controlled and limited duration contact with minors?		
a. Regular contact ➤ Continue with Q3	Extensive, frequent, or recurring unsupervised interaction with a student or students under the age of 18 (e.g., coach, long-term instructors, a chaperone with other cleared employees during overnight activities with children or youth, etc.)	FBI fingerprint, DD 2981 and IRC required
b. Controlled and limited duration contact ➤ Continue with Q3	Infrequent or incidental contact with minors, or interacting in a controlled and limited duration activity, such as participating in one-time activities or events as a chaperone with other cleared employees.	LOSS required
3. Is it anticipated that the controlled and limited duration contact will occur with other adults or parents present or under LOSS?		
a. YES	Activity permissible without background checks.	
b. NO	Not permissible without background checks.	