

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 coaches, instructors, or mentors while being supported and, at times, in LOSS of other parents or staff during practices and programs.

There are two types of volunteers: specified and non-specified.

Specified volunteer 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 has infrequent contact or interactions in a controlled and limited duration activity between adults and minors, such as participating in one-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 limited duration (e.g., 3 to 5 hours), would fall in 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)

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

SELF REPORTING Specified volunteers must sign and annually certify the DD 2981, that they have not been arrested, charged or convicted by Federal, State, or local authorities for any violation of any Federal law, Military law, State law, 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 enclosures via the Volunteer SharePoint site <https://cloud.dodea.edu/rsa/NIP/DoDEAVolunteers>

If you need access to the Volunteer SharePoint site to submit Volunteers to be processed please submit an IT helpdesk ticket to the SharePoint Team.

Enclosures:

- Volunteer Agreement Form (DD 2793)
- Basic Criminal History and Statement of Admission (DD 2981)
- IRC/FAP form

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 are 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 is defined as 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?		
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.		
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.	