

# INSTALLATION RECORDS CHECK RELEASE AUTHORIZATION CENTRAL SUITABILITY OFFICE (CSO)

All individuals involved in the provision of child care services on a Department of Navy (DON) installation or in a DON-sanctioned program must complete the Installation Records Check (IRC). The IRC includes a check of the Substance Abuse Rehabilitation Program (SARP) records in the Alcohol and Drug Management Information Tracking System (ADMITS) database, a check of the Family Advocacy Program (FAP) records in the Fleet and Family Support Management Information System (FFSMIS), and an installation security/base check via the DON Consolidated Law Enforcement Operations Center (CLEOC) database and/or other law enforcement systems. This information will be used to determine suitability for the applicant in accordance with criteria for automatic and presumptive disqualifiers, per DoDI 1402.05.

## PRIVACY ACT STATEMENT

**AUTHORITY:** Department of Defense Instruction (DoDI) 1402.05, Background Checks on Individuals in DoD Child Care Services Programs; CNIC Notice 1700, Interim Policy for Child and Youth Programs Background Check Compliance and Audit Readiness; 10 U.S.C. §5013, Secretary of the Navy; 10 U.S.C. §5041, Headquarters, Marine Corps; DoDI 6060.2, Child Development Programs; DoDI 6060.3, School Age Care Program; DoDI 6060.4, Youth Programs; Office of the Chief of Naval Operations Instruction (OPNAVINST) 1700.9E, Child and Youth Program; Marine Corps Order P1710.30E, Marine Corps Children, Youth, and Teen Programs; and Executive Order 9397, Numbering System for Federal Accounts Relating to Individual Persons, as amended.

**PRINCIPAL PURPOSE(S):** To require each employee, contractor, child development home (CDH) provider, family member of a CDH provider, specified/non-specified volunteers, and summer hire on a DON installation or in a DON-sanctioned program to undergo the IRC. When completed, records are covered by SORN NM01754-3.

**ROUTINE USES:** This release will be initiated by DON staff and will be maintained in DON offices. The DoD "Blanket Routine Uses" found at [http://dpclo.defense.gov/privacy/SORNs/blanket\\_routine\\_uses.html](http://dpclo.defense.gov/privacy/SORNs/blanket_routine_uses.html) may apply to these records.

**DISCLOSURE:** Voluntary; however, failure to furnish all requested information may result in an unfavorable adjudication decision and may affect suitability of working with or around children.

## SECTION I. APPLICANT INFORMATION *(To be completed by Applicant or servicing Human Resources Office)*

1. **NAME** (Last, First, and Middle Name) (Do not use initials or abridgements)

2. **OTHER NAME(S) USED**

3. **PLACE OF BIRTH** (City, State, Country)

4. **DATE OF BIRTH** (MM/DD/YYYY)

5. **SOCIAL SECURITY NUMBER**

6. **CURRENT ADDRESS** (Street, City, State, Zip Code)

## SECTION II. AUTHORIZATION AND RELEASE CERTIFICATION *(To be signed by Applicant)*

I hereby authorize the Department of the Navy and other authorized federal agencies to obtain any information required from the Federal Government, and/or state agencies, and/or foreign governments, including but not limited to, the Federal Bureau of Investigation, the Defense Investigation Service, the U.S. Office of Personnel Management, the Department of Homeland Security, (if applicable), and from the State Criminal History Repository for each state where I (or my child) have resided and worked. This authorization is valid for one year from the date this release was signed or upon termination of affiliation with the Federal Government, whichever is sooner.

I authorize the release of information in any records from the FFSMIS, SARP / ADMITS, and CLEOC, or other law enforcement systems to the Fleet & Family Readiness Personnel Office and CSO for consideration in the suitability determination for the provision of child care services.

I have been notified of any employer's or Agency's right to require a criminal history records check as a condition of employment or the sanctioned provision of child care services. I understand that I may request a copy of such records as may be available to me under the law. I understand that I have a right to challenge the accuracy and competencies of any information contained in the IRC. I also understand that pursuant to the Privacy Act, the information collected will be confidential and disclosure limited to purposes authorized under the Privacy Act - mainly to conduct the IRC.

I release any individual, including records custodians, any component of the United States Government, or the individual State Criminal History Repository supplying information, from all liability for damages that may result on account of compliance or any attempts to comply with this authorization. This release is binding, now and in the future, on my heirs, assignees, associates, and personal representative(s) of any nature. Copies of this authorization that show my signature are as valid as the original release signed by me.

## PLEASE RETURN SIGNED RELEASE TO THE SERVICING HUMAN RESOURCES OFFICE

7a. **PRINT NAME** (Applicant or Parent/Legal Guardian)

7b. **DATE** (MM/DD/YYYY)

7c. **SIGNATURE** (Applicant or Parent/Legal Guardian)

## SECTION III. POSITION AND BACKGROUND CHECK INFORMATION *(To be completed by servicing Human Resources Office)*

8. **INSTALLATION / REGION / HEADQUARTERS**

9. **DATE OF HIRE** (Or estimated) (MM/DD/YYYY)

10. **POSITION CATEGORY** (Regardless of position category, please check "Teen" if individual is aged 12-17)

Employee	Contractor	Specified Volunteer	Non-Specified Volunteer	Teen (12-17)
Summer Hire	CDH Provider	CDH Household Member -- Provider: _____		

11a. **CURRENT OR PREVIOUS DOD AFFILIATION** (If no, continue to Question 12)

YES

NO

11b. **ACTIVE DUTY?**

YES

NO

12. **CYMS RECORD CREATION CONFIRMED W/CYP** (CYP point of contact name and date confirmed) (MM/DD/YYYY)

13. **INVESTIGATION TYPE**

Initial

Annual (SAC)

5-year Check

14. **DATE OF CURRENT INVESTIGATION EXPIRATION** (If applicable) (MM/DD/YYYY)

## INSTRUCTIONS

**SECTION I: APPLICANT INFORMATION.** This information is provided by the applicant or servicing Human Resources Office when giving consent to the CSO to conduct the IRC. All blocks are required to be completed prior to submission.

- (1) Name. The last name, first name, and middle name of the applicant.
- (2) Other Name(s) used. All names the individual has used (maiden names or other aliases).
- (3) Place of Birth. The city, state, and country where the applicant was born.
- (4) Date of Birth. The month, date, and year the applicant was born.
- (5) Social Security Number. The full social security number of the applicant.
- (6) Current Address. The street, city, and state where the applicant currently resides.

**SECTION II: AUTHORIZATION AND RELEASE CERTIFICATION.**

The applicant's signature authorizes the CSO to complete the required preliminary suitability checks to determine if the applicant is suitable to perform duties under line-of-sight supervision (LOSS). Any applicant under 18 years old must have a parent or legal guardian's signature to authorize the CSO to complete the suitability checks. All blocks are required to be completed prior to submission.

- (7a) Print Name. Print Full Name of the Applicant or Parent/Legal Guardian.
- (7b) Date. Print today's date.
- (7c) Signature. Signature of the Applicant or Parent/Legal Guardian. Sign full name.

**SECTION III: POSITION AND BACKGROUND CHECK**

**INFORMATION.** This information is provided by the servicing Human Resources Office prior to submitting a release authorization to the CSO for processing. All applicable blocks are required to be completed prior to submission.

- (8) Installation / Region / Headquarters. The installation, region, and/or headquarters location the applicant intends to work.
- (9) Date of Hire. The month, date, and year the applicant was hired or estimated date of hire.
- (10) Position Category. The individual's position category (Employee, Contractor, Specified/Non-Specified Volunteer, Teen, Summer Hire, CDH Provider, or CDH Household Member). If "CDH Household Member" is checked, the Provider's name is required.
- (11a) Current or Previous DoD Affiliation. Check "Yes" if individual is a current or former DoD employee, family member of a current or former DoD employee, former military, family member of current or former military, contracted employee for a DoD entity, or volunteer worker for a DoD entity. Otherwise, check "No."
- (11b) Active Duty? Check "Yes" if currently on Active Duty. Otherwise, check "No."
- (12) CYMS Record Creation Confirmed w/ CYP. The first and last name of CYP point of contact and month, date, and year the record was confirmed.
- (13) Investigation Type. The individuals' investigation type (Initial, Annual, or 5-year Check).
- (14) Date of Current Investigation Expiration. The month, date, and year the individuals' investigation expires, if applicable, for reverification or reinvestigations.