



Army Educational Outreach Program
AEOP Background Check Guidance



October 2018





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Purpose

The purpose of this document is to provide guidance on how the Army Educational Outreach Program (AEOP) will address the background check requirement outlined in Army Directive 2014-23 (Conduct of Screening and Background Checks For Individuals Who Have Regular Contact With Children in Army Programs). This Army Directive issues policy for screening and background check requirements for individuals who have regular contact with children in the execution and support of Army programs and activities. The Army and AEOP must ensure the health, safety and well-being of children and reduce the risk for child abuse and neglect in all Army programs and activities.

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Army Directive 2014-23 addresses the applicability of the background check requirement for individuals performing duties on Army programs and activities beyond Child and Youth School Services (CYSS). Per previous Army directives, the only way to address the requirement was through the Child Care National Agency Check and Inquiries (CNACI) background check, which constitutes a relatively timely and costly process. In alignment with Army Directive 2014-23, AEOP herewith outlines guidance and requirements to ensure the health, safety and well-being of students participating in Army-sponsored science, technology, engineering and mathematics (STEM) programs, while providing a more cost- and time-effective alternative to the CNACI background check. The timeline for CNACI approvals can be lengthy, so it is imperative that labs begin the process of clearing their participants as early as possible. Before initiating any checks, labs are urged to consult their Command Level Coordinator (CLC) for information on any command-specific requirements relating to background checks.

Applicability

Enclosure 5 in Army Directive 2014-23 states that “the guidance in this enclosure applies to all specified volunteers and all other categories of individuals who have regular contact with children through Army programs and services, except for APF/NAF employees, foreign national employees overseas, contracts and FCC/HOPS providers who are covered by the guidance in enclosures 3 and 4.” Therefore, organizations and individuals supporting the implementation of AEOP programs must adhere to the guidance and requirements outlined in enclosure 5 of Army Directive 2014-23.

Requirements

All organizations implementing AEOP programs will establish guidance and standing operating procedures to ensure that **specified volunteers and other individuals** (e.g. Army volunteers, Near-Peer Mentors, Resource Teachers, etc.), who have regular contact with children in the performance of their duties, possess a favorable suitability assessment before offering their



services. Organizations, where specified volunteers (or other individuals) provide services in support of AEOP programs, must adhere to the following requirements and conduct the following procedures to determine suitability for the respective AEOP role:

- Lab coordinator must screen all specified volunteer applicants and other individuals by reviewing resumes, conducting personal interviews and checking at least two references before initiation of the background checks.
- Once pre-screening is completed and specified volunteer (or other individual) has been recommended to serve in a role that requires regular contact with children, lab coordinator must ask the Commander Designated Entity to initiate the background check for the specified volunteer or other individual. Required background check consists of:
 - ✓ Installations Record Check (IRC);
 - ✓ A local law enforcement check; and an
 - ✓ FBI finger print check
- Lab coordinator must ensure the Commander Designated Entity initiates, receives and processes the results of background checks and identifies derogatory information in the results of the background checks.

Other Requirements

- A **re-verification** that includes an IRC and FBI fingerprint check must be completed every 3 years for specified volunteers and others. If derogatory information is uncovered, the specified volunteer must immediately be placed under Line of Sight Supervision (LOSS) pending adjudication through the PRB process.
- **Unspecified volunteers** must always work under LOSS and therefore do not require a background check. If an individual's volunteer time is expected to be less than what is required to complete the IRC and FBI finger print check, the organization will ensure that the individual works only under LOSS. These individuals must conspicuously be marked by distinctive clothing, badges, wristbands or other apparent markings that are fully visible when viewed from all angles.
- If an organization requires a specified volunteer to be allowed to provide LOSS for other volunteers, a **CNACI** must also be conducted and favorably adjudicated for specified volunteers before he or she is allowed to provide LOSS. Hence, laboratory coordinators must have a completed CNACI background check on file.

Distribution Statement

AEOP's Background Check Guidance is an internal document for the use of lab coordinators, government personnel, individual program administrators per the AEOP Cooperative Agreement and cooperative agreement managers. AEOP's Background Check Guidance



adheres to the policy provided and outlined in enclosure 5 of Army Directive 2014-23, which serves as a reference for additional information and details. Please contact the cooperative agreement manager, Louie Lopez at louie.r.lopez.civ@mail.mil, and deputy cooperative agreement manager, Christina Weber at christina.l.weber.civ@mail.mil for questions pertaining to this document.