DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT MCPHERSON GEORGIA 30330-1062

REPLY TO
ATTENTION OF

AFLG-PR 5 December 1997

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting Information Letter (CIL) 98-10

1. This CIL contains information on the following:

a. Army Acquisition Corps Selection Requirements for the Industrial College of the Armed Forces (ICAF),

b. Items of Interest (AFARS 53.9010 and FAR 19.1001),

c. Revised Army Material Command (AMC) Proposed Pamphlet No. 715-3, *A Best Practices Guide to Source Selection,* dated 7 November 1997,

d. Applicability of Background Checks for Contract Personnel Working in School Age and Youth Services, and

e. Use of Government-wide Purchase Card for Payments Greater than $100,000.

2. Army Acquisition Corps Selection Requirements for the Industrial College of the Armed Forces (ICAF).

a. Reference memorandum, SARD-ZAC, dated 30 September 1997, SAB (encl 1).

b. This memorandum establishes the policy for Army Acquisition Corps (AAC) members to apply for the ICAF and identifies additional application requirements above those established by the Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA (M&RA)). It addressees eligibility, application, and priority considerations for AAC applicants.

3. Items of Interest (AFARS 53.9010 and FAR 19.1001).

a. AFARS 53.9010 - Business Clearance Memorandum. AFARS 53.9010 refers to "Business Clearance Memorandum (BCM)". According to the Policy Office at DA, this and other changes to the format will be made in the next Army

Acquisition Circular. Until the circular is issued, continue to use the format in the FORSCOM Federal Acquisition Regulation Supplement.

b. FAR 19.1001 - Small Business Competitiveness Demonstration Program. We have received several inquiries as to whether this program has been extended beyond 30 September 1997. The Department of the Army SADBU office was contacted to determine if the program had been extended. We have been verbally informed that this program will be extended and will no longer be a test but will be instituted as a major program. Additional guidance will be forwarded when received. For additional information, please contact Judy Armstrong at DSN 367-5559.

4. Revised Army Material Command (AMC) Proposed Pamphlet No. 715-3, *A Best Practices Guide to Source Selection,* dated 7 November 1997.

a. The AMC has consolidated and updated its source selection guide. This guide consolidates and updates all existing best practices into a single guide with separate debriefings. It incorporates the FAR Part 15 Rewrite final rule and should be used to promote best value in source selection.

b. The revised guidance is available on the internet at http://204.177.212.23/amcweb/ssp/ssp_toc.htm. For additional information, please contact Susan Clark at DSN 367-5602 or email at clarksu@forscom.army.mil.

5. Applicability of Background Checks for Contract Personnel Working in School Age and Youth Services.

a. Reference memorandum, AFPI-MWP, dated 12 November 1997, SAB (encl 2).

b. Subject memorandum addresses criminal history background checks on individuals in child care. It contains the DA and DOD instructions for implementing background checks. It also provides clarification of responsibility

for requesting and ensuring compliance with requirements for background checks for personnel providing contractual child and youth services. For additional information, please contact Brenda Good Miller at DSN 367-6224.

6. Use of Government-wide Purchase Card for Payments Greater than $100,000.

a. Reference memorandum, SARD-PI, undated, SAB (encl 3).

b. Subject memorandum provides clarification for use of the purchase card for payments and gives procedures for establishing VIP accounts with the IMPAC Card Services. For additional information, please contact Pat Boterweg at DSN 367-5486.

3 Encls
as

CHARLES J. GUTA
Colonel, AC
Chief, Contracting Division, DCSL&R
Principal Assistant Responsible
for Contracting

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DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH DEVELOPMENT AND ACQUISITION
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

REPLY TO
ATTENTION OF

SARD-ZAC

30 SEP 1997

MEMORANDUM FOR SEE DISTRIBUTION

Subject: Army Acquisition Corps Selection Requirements for the Industrial College of the Armed Forces (ICAF).

The Army Acquisition Corps (AAC) envisions "a Corps of Leaders, willing to serve where needed and committed to providing soldiers systems critical to decisive victory now and in the 21st century through development, integration, acquisition, fielding and sustainment." To meet this vision, the AAC must select the best professionals possible for critical acquisition positions. Since graduates of the Industrial College of Armed Forces (ICAF) will be placed in critical acquisition positions, we must be sure that the application criteria meets the requirements of those positions. This memorandum establishes the policy for AAC members to apply for ICAF and identifies additional application requirements above those established by the Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA (M&RA)). It addresses eligibility, application, and priority considerations for AAC applicants.

The ASA (M&RA) requirements for all ICAF applicants are referenced in the Civilian Training, Education and Professional Development Opportunities Catalog distributed by ASA (M&RA) and are as follows:

a. Must be Department of the Army civilian employees at the GS-14/15 level who have career status and are serving in a permanent competitive appointment; Schedule A, excepted appointment without time limitations; or, are serving under an excepted service appointment in the Civilian Intelligence Personnel Management System (Title 10 USC 1590) and have a minimum of three years of consecutive service under one or more permanent appointments.

b. Must have or be able to obtain a TOP SECRET clearance with a special background investigation that will not expire during the academic year.

c. Should possess a graduate degree and be identified by their organization as on track for executive-level service.

ENCL 1

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d. Must (1) complete an application and a geographic preference statement and (2) sign a mobility agreement allowing for operational assignment to a position that makes the fullest use of the competencies acquired.

In addition to the above, all AAC applicants for ICAF will also be evaluated based on the following eligibility requirements:

a. Must be certified at level III in a primary acquisition career field.

b. Should be certified at level III in more than one acquisition career field.

c. Must possess an undergraduate degree.

d. Should possess a graduate degree in an acquisition related field such as business administration, engineering, the sciences, or contracting.

Additional consideration will be given to AAC members who:

a. Are currently assigned to Critical Acquisition Positions.

b. Are Advanced Program Management Course graduates.

Specific attention must be given to the following sections of AAC ICAF applications:

a. Applications must include the three most recent performance evaluations.

b. Applications must include a completed senior rater potential evaluation (AAC forms 1 & 1A - test). These forms are available at the AAC homepage under the Training section (http://dacm.sarda.army.mil).

c. Applications must include the Individual Development Plan (IDP), Enclosure (1) of Army Acquisition Corps/Workforce Policy Memorandum 96-02, Individual Development Plan for the Army Acquisition Workforce, December 20, 1996. The IDP must identify ICAF as a desired course.

d. Applications must include a signed Acquisition Civilian Record Brief (ACRB) and particular attention will be paid to level III certification. ACRBs may be obtained from the Functional Acquisition Specialists at PERSCOM, E-mail: tapcopbb@hoffman-emh1.army. mil or DSN 221-3094, commercial 703 325-3094.

e. Post-utilization plans must focus on positions that will best utilize the skills acquired, provide the Army with the greatest return on its investment and provide the graduates the opportunity to broaden their careers.

All ICAF graduates, who have been in their position of record for more than one year prior to beginning school will be assigned to new positions to continue their development as senior leaders. Those in their position of record for less than one year will be evaluated and may have the option to remain in that position or be placed in a new position. The new positions may involve a functional, organizational and/or geographic move.

To ensure a level playing field for all nominees for the AAC slots, letters of recommendation or endorsements other than the first GO/SES in the chain of command will not be considered. If these documents are included in the applications, they will be removed during the AAC ICAF process but may be considered during non-AAC SSC selection boards or DOD at-large competitions.

KEITH CHARLES
Deputy Director
Acquisition Career Management

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DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT MCPHERSON GEORGIA 30330-1062

REPLY TO
ATTENTION OF
AFPI-MWP

NOV 12 1997

MEMORANDUM FOR Commanders, FORSCOM Installations, ATTN: Directors of Contracting, DPCAs, Child and and Youth Coordinators, School Age Services Directors, Youth Services Directors, NAF Civilian Personnel Officers, and NAF Procurement Officers

SUBJECT: Applicability of Background Checks for Contract Personnel working in School Age and Youth Services

1. References:

a. DODI 1402.5, Criminal History Background Checks on Individuals In Child Care, January 1993.

b. DODD 5400.1, Family Advocacy Program, June 23, 1992.

c. AR 608-10 Child Development Services, 15 August 1997.

d. AR 215-3 Nonappropiated Funds and Related Activities Personnel Policies and Procedures.

e. AR 690-92-1 Criminal History Background Checks on Individuals in Child Care Services.

2. This memorandum provides clarification of responsibility for requesting and ensuring compliance with requirements for background checks for personnel providing contractual child and youth services.

3. Enclosed are the DA and DOD issued instructions for implementing background checks. Close coordination should be made with the local contracting and personnel office for compliance with requirements.

4. Aggressive action should be taken by supervisory child and youth staffs to ensure that all requests for contracts and personnel actions include a statement of conditional employment pending completion of the background checks. While pending completion of these checks, line of sight (LOSS) supervision must be implemented.

ENCL 2

AFPI-MWP

SUBJECT: Applicability of Background Checks for Contract Personnel working in School Age and Youth Services

5. Child and Youth Services management staff is responsible for following up to ensure background checks have been completed recorded, LOSS is adhered to when appropriate.

FOR THE DCS FOR PERSONNEL AND INSTALLATION MANAGEMENT:

Encls

PATRICIA J. CASALE
Chief, Morale, Welfare and
Recreation Division, DCSPIM

Department of Defense
INSTRUCTION

January 19, 1993
NUMBER 1402.5

ASD(FM&P)

SUBJECT: Criminal History Background Checks on Individuals In Child Care Services

References: (a) DoD 5400.11-R, "Department of Defense Privacy Program," August 1983, authorized by DoD Directive 5400.11, June 9, 1982
(b) Federal Personnel Manual, Chapter 731, "Personnel Suitability," and Chapter 736, "Personnel Investigations," September 29, 1988
(c) DoD 5200.2-R, "DoD Personnel Security Program," January 1987, authorized by DoD Directive 5200.3, May 6, 1992
(d) DoD Directive 6400.1, "Family Advocacy Program," June 23, 1992
(e) through (k), see enclosure 1

A. PURPOSE

This Instruction:

1. Implements Pub. L. No. 101-647, Section 231 (enclosure 3), and Pub. L. No. 102-190, Section 1094 (enclosure 4).

2. Requires procedures for existing and newly hired individuals and includes a review of personnel and security records to include a Federal Bureau of Investigation (FBI) fingerprint check and State Criminal History Repositories (SCHR) checks of residences listed on employment or certification applications.

3. Establishes policy, assigns responsibilities, and prescribes procedures for criminal history background checks for all existing and newly hired individuals involved in the provision of child care services as Federal employees, contractors, or in Federal facilities to children under the age of 18. The checks are required of all individuals in the Department of Defense involved in providing child care services defined in enclosure 3, and for policy reasons, those categories of individuals not expressly governed by the statute.

4. Allows the Department of Defense to provisionally hire such individuals before the completion of a background check (enclosure 4). However, at all times while children are in the care of that individual, the child care provider must be within sight and under the supervision of a staff person whose background check has been successfully completed. Healthcare personnel shall comply with guidance provided in enclosure 5.

B. APPLICABILITY AND SCOPE

This Instruction:

1. Applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff and the Joint Staff, the

Unified and Specified Commands, the Inspector General of the Department of Defense, the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "the DoD Components").

2. Includes all individuals providing child care services to children in accordance with references (a) through (k).

C. DEFINITIONS

Terms used in this Instruction are defined in enclosure 2.

D. POLICY

It is DoD policy to:

1. Establish a standardized and comprehensive process for screening applicants for positions involving child care services on DoD installations and in DoD activities.

2. Provide fair, impartial, and equitable treatment before an individual may be deemed suitable to serve as an employee, a certified care provider, a specified volunteer position, or as an individual employed under contract in activities covered by this Instruction and references (a) through (k) by conducting a thorough review of all appropriate records as described herein.

3. Protect children by denying or removing from employment, contract, or volunteer status any applicant or current employee who is determined unsuitable to provide child care services because derogatory information is contained in a suitability investigation.

4. Ensure that an individual is advised of proposed disciplinary action, decertification, or refusal to hire by the hiring authority or designee if disqualifying derogatory information is contained in a suitability investigation. The individual is given the opportunity to challenge the accuracy and completeness of reported information.

5. Foster cooperation among the DoD Components, other Federal Agencies, State and county agencies, and other civilian authorities in conducting criminal history background checks.

E. RESPONSIBILITIES

1. The Assistant Secretary of Defense (Force Management and Personnel) shall:

a. Develop policy for conducting criminal history background checks on individuals seeking positions involving child care services.

b. Monitor compliance with this Instruction.

c. Coordinate oversight of criminal history background checks as specified under this Instruction.

2. The Heads of the DoD Components shall:

a. Develop procedures to ensure compliance with the requirements of this Instruction, in accordance with enclosure 6.

Encl 1

b. Provide oversight of process and procedures to conduct criminal history background checks to include assignment of proponency.

c. Provide technical support and resources as required.

d. Coordinate participation of specific organizations within the DoD Component involved in the conduct of the checks.

e. Ensure that applicants and employees are made aware of their rights under DoD 5400.11-R (reference (a)) including the right to challenge accuracy of records.

f. Maintain the records of all individuals hired, certified, or employed under contract for positions that involve child care services for 2 years following termination of their service.

g. Establish a mechanism to evaluate all adverse information resulting from criminal history background checks, using the criteria in enclosure 7. Final suitability decisions are made by the DoD Component Head or designee.

F. PROCEDURES

The records of all existing employees and applicants for positions in child care services are reviewed by the Component designee according to the procedures prescribed in enclosure 6.

G. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward two copies of implementing documents to the Assistant Secretary of Defense (Force Management and Personnel) within 120 days.

Christopher Jehn

Christopher Jehn
Assistant Secretary of Defense
Force Management and Personnel

Enclosures - 8
1. References
2. Definitions
3. Public Law 101-647, Section 231
4. Public Law 102-190, Section 1094
5. Memorandum from the Assistant Secretary of Defense Health Affairs, "Criminal History Background Checks on Health Care Personnel," April 20, 1992
6. Criminal History Background Check Procedures
7. Criteria for Criminal History Background Check Disqualification
8. State Information

REFERENCES, continued

(e) DoD Instruction 6060.2, "Child Development Programs," March 3, 1989
(f) DoD Instruction 6400.2, "Child and Spouse Abuse Report," July 10, 1987
(g) DoD Directive 1400.13, "Salaries and Personnel Practices Applicable to Teachers and Other Employees of the DoD Overseas Dependents' Schools System," July 8, 1976
(h) DoD Directive 1342.16, "Provision of Free Public Education for Eligible Dependent Children Pursuant to Section 6, Public Law 81-874, as Amended," October 16, 1987
(i) DoD Directive 6025.11, "DoD Health Care Provider Credentials Review and Clinical Privileging," May 20, 1988
(j) DoD Directive 1015.1, "Establishment, Management, and Control of Nonappropriated Fund Instrumentalities," August 19, 1981
(k) DoD Instruction 1000.15, "Private Organizations on DoD Installations," September 22, 1978

Encl 1

DEFINITIONS

1. Appropriated Fund (APF) Employees. Personnel hired by DoD Components with appropriated funds as defined in the FPM, Chapter 731 (reference (b)). This includes temporary employees, 18 years old or older, who work with children.

2. Care Provider. As defined in Pub. L. No. 101-647, Section 231 and P.L. No. 102-190, Section 1094 (enclosures 3 and 4). Providers included are current and prospective individuals hired with APF and nonappropriated funds (NAF) for education, treatment or healthcare, child care or youth activities, individuals employed under contract who work with children and those who are certified for care. Care providers are individuals working within programs that include alphabetically: Child Development Programs, DoD Dependents Schools, DoD-Operated or -Sponsored Activities, DoD Section 6 School Arrangements, Foster Care, Private Organizations on DoD Installations, and Youth Programs. Background checks are required for all civilian and military providers (except military health care providers) involved in child care services who have regular contact with children.

3. Child. An unmarried person, whether natural child, adopted child, foster child, stepchild, or ward, who is a family member of a military member or DoD civilian or their spouse, and who is under the age of 18 years; or is incapable of self support because of a mental or physical incapacity and for whom treatment is authorized in a medical facility of the Military Services, as defined in DoD Directive 6400.1 (reference (d)).

4. Child Abuse and/or Neglect. The physical injury, sexual maltreatment, emotional maltreatment, deprivation of necessities, or other maltreatment of a child. The term encompasses both acts and omissions on the part of a responsible person, as defined in reference (d).

5. Child Care Services. DoD personnel and contractors who are involved in any of the following: "child protective services (including the investigation of child abuse and neglect reports), social services, health and mental health care, child (day) care, education (whether or not directly involved in teaching), foster care, residential care, recreational or rehabilitative programs, and detention, correctional, or treatment services," as defined in Pub. L. No.101-647, Section 231 (enclosure 3).

6. Child Development Center (CDC). An installation facility or part of a facility used for child care operated under the oversight of Component's Child Development Programs (CDPs) and as defined in DoD Instruction 6060.2 (reference (e)).

7. Child Development Programs (CDPs). Programs for dependents of DoD personnel provided in CDCs, family child care (FCC) homes, and alternative child care options. The care provided is on a full-day, part-day, or hourly basis. Care is designed to protect the health and safety of children and promote their physical, social, emotional, and intellectual development, as defined in reference (e).

8. Child Sexual Abuse. Employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or having a child assist any other person to engage in, any sexually explicit conduct (or any simulation of such conduct) or the rape, molestation, prostitution, or any other such form of sexual exploitation of children, or incest with children. All sexual activity between an offender and a child, when the offender is in a position of power over the child, is considered sexual maltreatment, as defined in DoD Instruction 6400.2 (reference (f)).

9. Criminal History Background Check. An investigation based on fingerprints and other identifying information obtained by a law enforcement officer conducted through the Federal Bureau of Investigation-Identification Division (FBI-ID) and SCHR of all States that an employee or prospective employee list as current and former residences on an employment application initiated through the personnel programs of the applicable Federal Agencies, as defined in Pub. L. No. 101-647 (enclosure 3) or through the personnel program of a given government contractor.

10. Defense Clearance and Investigations Index (DCII). The central Department of Defense record of investigative files and adjudicative actions such as clearances and access determinations, revocations, and denials concerning military, civilian, and contract personnel.

11. DoD Dependents Schools (DoDDS). Schools operated by the Department of Defense for minor dependents of military members or DoD civilians assigned to duty in foreign countries, as defined in DoD Directive 1400.13 (reference (g)).

12. DoD-Operated or -Sponsored Activity. A contracted entity authorized by appropriate DoD officials to perform child care, education, treatment, or supervisory functions on DoD-controlled property (references (e), (g), (h), and (i)). Examples include but are not limited to CDPs, FCC Programs, Medical Treatment Facilities, DoDDS, DoD Section 6 Schools, and Youth Programs.

13. DoD Section 6 Schools. The educational arrangements made for the provision of education to eligible dependent children by the Department of Defense under Pub. L. 81-874, Section 6, as defined in DoD Directive 1342.16 (reference (h)), in the Continental United States, Alaska, Hawaii, Puerto Rico, Wake Island, Guam, American Samoa, the Northern Mariana Islands, and the Virgin Islands.

14. Family Child Care (FCC). Quarters-based child care provided in Government-owned or -leased quarters, in which care is provided on a regular basis for compensation, usually for more than 10 hours a week per child, to one or more (up to six) children, including the provider's own children under 8 years of age, as defined in reference (e).

15. Foreign National Employees Overseas. Non-U.S. citizens hired by the Department of Defense for employment on an overseas installation.

16. Foster Care. A voluntary or court-mandated program that provides 24-hour care and supportive services in a family home or group facility for children who cannot be properly cared for by their own family.

17. Government-Contracted Care Providers. An individual or a group of individuals hired under a Government contract to provide instruction, child care services, healthcare, or youth services. FCC providers are not considered contracted Government employees for this Instruction.

18. Healthcare Personnel. Personnel involved in the delivery of healthcare to children under the age of 18 on a frequent and regular basis. See enclosure 5. This may include:

a. Medical and Dental Care Staff. Physicians, dentists, nurse practitioners, clinical social workers, clinical psychologists, physicians' assistants, physical therapists, and speech pathologists.

b. Clinical Support Staff. Clinical providers not granted defined clinical privileges to include residents, registered nurses, licensed practical nurses, nursing assistants, play therapists, and technicians, as defined in DoD Directive 6025.11 (reference (i)).

19. Installation Records Check (IRC). An investigation conducted through the records of all installations of an individual's identified residencies for the preceding 2 years before the date of the application. This record check shall include, at a minimum, police (base and/or military police, security office, or criminal investigators or local law enforcement) local files check, Drug and Alcohol Program, Family Housing, Medical Treatment Facility for Family Advocacy Program to include Service Central Registry records and mental health records, and any other record checks as appropriate, to the extent permitted by law.

20. National Agency Check (NAC). As defined in DoD 5200.2-R (reference (c)).

21. National Agency Check and Inquiries (NACI). As defined in the FPM, Chapters 731 and 736 (reference (b)).

22. Nonappropriated Fund Instrumentalities (NAFI) Employees. Personnel hired by the DoD Components, compensated from NAFI funds as defined in DoD Directive 1015.1 (reference (j)). This includes temporary employees, 18 years old or older, who work with children.

23. Private Organizations on DoD Installations. A nongovernmental entity authorized by the Department of Defense to perform child care, services, education, or supervisory functions with children on DoD-controlled property, as defined in DoD Instruction 1000.15 (reference (k)). Examples include religious groups and associations, such as scouts.

24. Respite Care. Provides short-term child care and supportive services in a family home or group facility for children to relieve stress, prevent child abuse, and promote family unity for a parent, foster parent, guardian, or family member.

25. Regular Contact. Responsible for a child or with access to children on a frequent basis as defined by the Component.

26. Specified Volunteer Position. A position, designated by the DoD Component Head or designee, such as installation commander, requiring an installation record check because of the nature of the volunteer work in child care services.

27. State Criminal History Repository (SCHR). The State's central record of investigative files. State information, including addresses, phone numbers, costs and remarks, is listed in enclosure 8.

28. Supervision. Refers to having temporary responsibility for children in child care services, and temporary or permanent authority to exercise direction and control by an individual over an individual whose required background checks have been initiated but not completed.

29. Temporary Employees. This category includes nonstatus appointments to a competitive service position for a specified period, not to exceed a year. This includes summer hires, student interns, and NAFI flexible category employees.

30. Volunteer Activities. Activities where individuals offer assistance on an unpaid basis in child and youth programs or other activities on DoD installations. Examples include sports programs, religious programs, scouting programs, and preschools sponsored by private parent cooperatives or other associations conducted on the installation.

31. Volunteers. Individuals who offer program assistance on an unpaid basis.

32. Youth Programs. DoD-sponsored activities, events, services, opportunities, information, and individual assistance responsive to the recreational, developmental, social, psychological, and cultural needs of eligible children and youth. Includes before and after school programs as well as holiday and summer camps.

Table 2-1
Records screening requirements

Name of check	*Agency/Office*	*Timeframe*
Army Central Registry	Medical Treatment Facility (Chairperson, Family Advocacy Case Review Committee)	Prior to employment or provision of care. (CDC) Annually (FCC)
Local Military Police (MP)	Provost Marshal	Prior to employment or provision of care. (CDC) Annually (FCC)
Criminal Investigation Division Records Check to include Defense Central Investigation Index (DCII) Check	United States Criminal Investigation Command (USACIDC)	Prior to employment or LOSS for employees.[4] Annually (FCC)
Civilian Law Enforcement Records Check[1]	Provost Marshal	Prior to employment or provision of care.
Alcohol and Drug Prevention and Control Program	Drug/Alcohol	Prior to employment or provision of care. (CDC) Annually (FCC)
National Agency Check (NAC)[2] (NAF employees)	Civilian Personnel Office	Completed during first 6 months of employment.[4]
National Agency Check Investigation (NACI)[2] (NAF employees)	Civilian Personnel Office	Completed during first 6 months of employment.[4]
Housing Office[3]	Family Housing Office/Building coordinator	Prior to provision of care.
Sponsor Unit Commander[3]	Sponsor Unit Commander	Prior to provision of care.
Crime Control Act -		
a) State Criminal History Repository (SCHR)[2]	Civilian Personnel Office	Prior to employment or with LOSS[4]
b) Fingerprint Check through Identification Division of FBI[2]	Civilian Personnel Office (included as part of NAC/NACI check)	Prior to employment or with LOSS[4]

Notes:
Volunteers may be placed in CDS systems prior to completion of background checks since they always work with CDS employees or provider and are never left alone with children.

1. Within United States only. If obtainable from local police authorities.

2. Applies to employees only. Not applicable to FCC providers, FCC family members, CDS Volunteers and youth applicants.

3. Applies to FCC providers, substitute FCC providers, FCC family members age 12 and older and other authorized individuals residing in the FCC home only.

4. Line of Sight Supervision (LOSS). New personnel may be hired/contracted conditionally pending completion of background checks, provided they are under Line of Sight Supervision at all times by a cleared employee. The use of video monitoring equipment in child occupied areas monitored by a cleared employee will also satisfy the LOSS requirement.

designated State agency or Regional USDA Food and Nutrition Services, submitting the completed DA Form 4841-R and USACFSC (CFSC-SF-CY) approval letter as the authorizing document according to USDA and HQDA reciprocal agreement.

(13) DA Form 4841-R may be referred to the IG as a specific item of inquiry. This form may also be used, upon request, to verify to the Assistant Secretary of Defense (MRA&L) and the Defense Audit Service, that installation CDS programs are operating in compliance with DOD and Army standards and guidelines.

h. CDS information paper. CDS management personnel will keep the command apprised of the status of installation CDS delivery systems. The CDS coordinator will maintain an updated information paper describing installation CDS programs. This paper should be used by installation, MACOM, and HQDA staff in preparation for briefings and site visits. Data from DA Form 5246-R and DA Form 4841-R will be used to support the narrative. Two copies of the updated installation information paper will be forwarded through channels to arrive at the MACOM no later than 1 November each year. MACOMs will forward installation copies to Commander, USACFSC. ATTN: CFSC-SF-CY, 2461 Eisenhower Avenue, Alexandria, VA, 22331-0521 no later than 1 December of each year. The basic installation paper format is provided at figure 2-1, additional specific information required will be identified by HQDA prior to 30 September each year and distributed through normal channels.

i. USDA report. CDS management personnel will comply with USDA reporting requirements, as applicable.

j. HQDA will forward an Army annual summary of operations report based on this data to ASD (P&R) by 15 December of each year.

Page 15. Paragraph 2-21i is added as follows:

i. Prior to enrollment, parent(s) must receive notification by the FCC or SPS provider of the developmentally appropriate religious activities that the provider intends to have the child(ren) participate in while in the provider's home. A brief description of the religious activities must be included on DA Form 5222-R, Jul 89 Child Development Services (CDS) Sponsor Consent in the section entitled Remarks.

Page 15. Paragraph 2-22d(3) is superseded as follows:

(3) Outreach workers FCC outreach workers and TACS observing evidence of child abuse or neglect in an FCC home will report information immediately and directly to the FCC director.

Page 15. Paragraph 2-22d(4)(a) is superseded as follows:

(a) The SPS director will report information immediately to the RPOC and simultaneously inform the SPS program official.

Page 16. Paragraph 2-23d is added as follows:

(d) Child Abuse Task Force. Installation commanders may request the assistance of the Army Regional Rapid Response Team or the DOD Family Advocacy Command Assistance Team (FACAT) to respond to allegations of child abuse. Each team operates a special multidisciplinary task force to respond to allegations of child abuse at military installations. Assistance may be requested through USACFSC-SF-A, Family Advocacy program manager (FAPM).

Page 16. Add Paragraph 2-23e as follows:

(e) Installation commanders will seek assistance from local authorities, if such assistance is available, in cases of child abuse allegations at center or FCC settings. This requirement will be included in system SOPs on child abuse and the SOP will be coordinated with the installation ACS FAPM.

Page 16. Paragraph 2-24 is superseded as follows:

2-24. CDS background clearance requirements

a. All CDS employee applicants, youth applicants, FCC providers, FCC substitute providers, Family members ages 12 and older, other authorized individuals residing in the potential FCC home, and CDS volunteer applicants (including foster grandparents with exception noted in paragraph 3-15i), and employees and volunteers in chape: settings (as noted in paragraph 1-5e) will be screened by submitting their names to the agencies listed in table 2-1 fo: a check of prior instances of reported misconduct. If an FCC substitute provider is limited to only providing care in the regular provider's home, the substitute provider's famil members over the age of 12 are exempt from the backgroun check. A background check is required. It is based on a se of the employees fingerprints and other identifyin. information and then processed through the Identificatio: Division of the Federal Bureau of Investigations and th State Criminal History Repositories (SCHR) of all States tha an employee or prospective employee lists as current an. former residences for five years prior to hire. Appropriat release forms signed by the individual or sponsor mus accompany the screening requests. Screening requests fc ADAPCP records must be accompanied by a signed D. form 5018R (ADAPCP Client Consent Statement fc Release of Treatment Information). (AR 600-85 Chapter t See Appendix C, Single Source Criteria, for addition: guidance on background clearance requirements).

b. Application screening procedures. In addition record screening checks, the following procedures will t followed by the appropriate official:

(1) All employee applications will be reviewed by CP officials and all provider applications by the FCC direct for accuracy of information (e.g., overlapping dates previous employment).

(2) Each employee and FCC provider applicant will personally interviewed by CDS management personn

Encl 3

SARD-PI

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Use of Government-wide Purchase Card for Payments Greater than $100,000

By memorandum of March 12, 1996, subject; Use of IMPAC Card for Payments, we advised that the Government-wide Purchase Card single purchase limitation was removed for cards being used as a payment instrument. We also recommended that cards used for payments have separately established accounts to distinguish them from purchase cards. Payment cards are exempt from the bulk funding and single line of accounting requirement. Additionally, quantities of items paid for with the card are only limited by restrictions on quantities within the contract (stock quantities may be purchased subject to supply management regulations governing the contract).

When a Payment card is being established, the Agency Program Coordinator (APC) could approve a single purchase limit up to $9,999,900. However, when the single purchase limit is set at 100,000 or higher, the APC should request First Bank Systems to place the account in "VIP" status. This prevents the velocity checks from being made which require that each transaction over $15,000 be "referred," a special term that requires anti-fraud actions by the Bank. Without VIP status, the transaction would be manually authorized by a person, not by the system. The VIP request needs no special form, must come from the APC, list the actual account numbers that you are requesting VIP status on, and why you need it (i.e., card belongs to contracting person who regularly makes purchases exceeding 10,000 and you don't want velocity checks to be made because merchant overseas doesn't know how to handle a referral). The letter should show levels for the APC, and can be faxed directly to David Langenberger in Minneapolis at (612) 973-7575. So far, several accounts in the Army have been set up for payments and placed in VIP status. The Bank notifies GSA on all VIP account requests, as a courtesy.

If you need additional information to establish VIP status, the APC should contact Mr. David Langenberger, FBS' Account Coordinator for the Army. Mr. Langenberger may be reached at (612) 973-7589.

/S/

Thomas W. Colangelo
Director