



DEPARTMENT OF THE ARMY
ASSISTANT SECRETARY OF THE ARMY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON DC 20310-0111

SAMR

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Guidance on the Provisional Hiring Process for Installation Management Command (IMCOM) Personnel in Child Care Services Positions

1. References:

a. Department of Defense Instruction (DODI) 1402.05, "Background Checks on Individuals in DoD Child Care Services Programs," Change 1, 14 July 2016.

b. DoDI 1400.25, Volume 1403, "DoD Civilian Personnel Management System: Non-appropriated Fund (NAF) Employment," 20 March 2015.

c. Army Directive 2014-23, "Conduct of Screening and Background Checks for Individuals Who Have Regular Contact with Children in Army Programs," 10 September 2014.

d. Memorandum, subject: Clarifying Policy in Army Directive 2014-23, 5 February 2018.

e. Army Regulation (AR) 215-3, (Non-appropriated Funds Instrumentalities Personnel Policy), 16 September 2015.

f. Memorandum, subject: Provisional Hiring Process for Personnel in Army Child, Youth, and School Services Program, 2 June 2017.

g. AR 608-10, (Child Development Services), 11 May 2017.

h. AR 608-18, (The Army Family Advocacy Program), 13 September 2011.

2. References 1.a, 1.c, and 1.d prescribe policy for the conduct of background checks for child care service personnel. The Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA (M&RA)) is the proponent for this policy. The ASA (M&RA) may, within delegated authorities, grant waivers to Army policy when warranted by the circumstances and when the risk to the well-being, safety, and health of children is appropriately mitigated. This memo supersedes reference 1.f, which is hereby rescinded.

3. Purpose. This memo provides guidance on provisional hiring for all IMCOM personnel in child care services positions. This guidance is intended to streamline the existing hiring process in order to further expedite filling of vacancies. For purposes of this memo, a provisional hire is an individual who is conditionally selected for employment based upon Federal Bureau of Investigation (FBI) Fingerprint (FP) check results and self-disclosure statements which reveal no derogatory information.

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4. Responsibilities. The process outlined in this guidance will only be successful if all responsible parties do their part. Managers will work closely with Civilian Personnel Advisory Centers (CPACs) and NAF Human Resource Offices to make timely selections from referral lists and complete reference checks. The CPAC will identify a point of contact who will work with a provisional hire to ensure he or she accurately and fully completes the appropriate personnel forms. Supervisors will contact the CPAC in order to initiate action to terminate provisional hires who do not complete and submit all necessary forms within 30 calendar days of appointment.

5. All organizations, including the CPAC, Child and Youth Services (CYS), Child Services Suitability Cell (CSSC), Occupational Health, and the Commander's Designated Entity (CDE) for background checks, that contribute to the appointment of IMCOM personnel in child care services positions are directed to support this provisional hiring process.

6. Effective immediately, the following expedited screening process will be instituted: Only applicants who have no derogatory information on their FBI FP check results and their self-disclosure statements may be provisionally hired. Normally, the screening process will be completed within 6-8 business days of receipt of the applicant's OF 306 and consent forms, or sooner whenever possible, as described below.

a. The CPAC will initiate the pre-employment process and ensure an applicant completes pre-employment documentation (self-disclosure statements and consent forms). The CPAC will further complete the Installation Records Checks (IRCs) spreadsheets to send to the CSSC and initiate the Personnel Security Investigation Portal (PSIP) request for Investigative Service Provider (ISP) background checks within three business days of receiving an applicant's OF 306 and release/consent forms.

b. FBI FP. The CPAC or applicant will notify the CDE or the responsible office for taking FPs of the FP requirement. FPs will be electronically captured and submitted for an FBI FP check within three business days of notification.

c. IRCs: The CSSC will initiate the IRCs within one business day of receiving the spreadsheet from the requestor. The CSSC will support processing for applicants by requesting IRCs for the following: Army Law Enforcement Reporting and Tracking System (ALERTS)/Defense Central Index of Investigations (DCII); Alcohol and Substance Abuse Program (ASAP) (non-Clinical); and MEDCOM Substance Use Disorder Clinical Care (SUD-CC). Agencies which hold these records will usually provide results to the CSSC within three to five business days of submission of requests. The CSSC will also conduct interim adjudications for those garrisons they support, based on FBI FP check results, self-disclosure statements, and IRCs (see paragraph 6.f.(2) below. The CSSC will establish a service level agreement defining timelines for completing interim adjudications based on the results of the interim adjudication pilot. For those garrisons not yet fully supported by the CSSC, the CSSC will compile the results of IRCs and return them to the garrisons for action.

d. Central Verification System/Personnel Investigation Processing System (CVS/PIPS): Those CPACs which have access to the Central Verification System/Personnel Investigation Processing System (CVS/PIPS) will check for FBI FP check results within two business days

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from the electronic FP capture. If a CPAC does not have access to CVS/PIPS, the garrison will direct a local asset to check CVS for the FBI FP check results and relay the results to the CPAC.

e. In accordance with the Secretary of the Army's direction to expedite filling CYS vacancies, managers will request the CPAC to appoint provisional hires when managers can provide meaningful work, such as orientation and training for new hires who are not yet approved for Line of Sight Supervision (LOSS). The CPAC will execute the appointment of provisional hires within three business days (or as soon as the applicant is otherwise available) following favorable results of the FBI FP check and self-disclosure statements. Provisional hires are approved to work under LOSS when all the elements outlined in paragraph h of this memo are completed.

f. Managers will ensure provisional hires complete the Electronic Questionnaires for Investigations Processing (eQIP) application within seven business days from entrance on duty. An automatically generated email from the Personnel Security Investigation Center of Excellence (PSI-CoE) will be sent to CPAC, management and the provisional hire indicating eQIP was submitted and is being reviewed for completeness and accuracy before release to ISP. This step occurs concurrently with the activities in 6.a., above.

g. CPACs will schedule and track the completion of medical qualification determinations when an Army or DOD medical facility is used. Garrisons may contract out these physicals if occupational health services cannot complete the physicals in the time required. Managers will track the completion of a provisional hire's medical qualification determination if a contract medical provider is used, and will further ensure the provisional hire returns a completed Certificate of Medical Examination (Optional Form 178) or the Department of the Army Non-appropriated Funds Certificate of Medical Examination (DA Form 3437) to the CPAC. The occupational health medical qualification determination must be completed before a provisional hire is allowed to work with children.

h. After an applicant is appointed as a provisional hire, he or she will NOT work with children under any circumstance while in this provisional employment status, even under LOSS, until the following actions have been completed:

(1) PSI-CoE submits the completed SF85, SF85P, or SF86 questionnaire (including any required state specific fingerprints or releases to satisfy State and Criminal History Repository Checks (SCHR)) to the ISP). The requestor will receive the archival copy email of the SF 85, SF 85P, or SF 86 from PSI-CoE to review for completeness and accuracy.

(2) An interim child services suitability determination is rendered based on reviews of the FBI FP check results, self-disclosure statements and pre-employment documents, and IRC results.

(3) A favorable medical qualification determination is made and the results are returned to the CPAC for review and action.

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(4) Background Check Verification Tracker (BCVT) will be used to track CYS provisional hires and will indicate when the requirements are met for such employees to be placed under LOSS. The CPAC will update the BCVT checklist when the preliminary background checks are completed, the physical is completed, and the eQIP is submitted to ISP. The CPAC will then forward the updated checklist to the hiring manager. Management will track when initial orientation training is completed and upon receipt of the updated checklist will allow the provisional hire to work under LOSS.

7. The CPAC and hiring managers will provide the Garrison Commander (or equivalent) a weekly status report of CYS provisional hires and those placed under LOSS. Army Civilian Human Resources Agency (CHRA) and IMCOM will use the reporting format in enclosure 1 to compile data, and CHRA will provide, on the last day of the month, a consolidated report to the ASA(M&RA). IMCOM and CPACs will leverage automated reporting tools to the maximum extent possible.

8. To the extent these requirements change conditions of employment for bargaining unit employees, managers should work with their CPACs to ensure local labor obligations are fulfilled prior to implementing this process for bargaining unit employees.

9. The point of contact for this action is Ms. Christine Traugott, (703) 614-9175, Christine.M.Traugott.civ@mail.mil.

Encl

MARSHALL M. WILLIAMS
Acting

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