

**Department of the Army**  
**G-1, Personnel Suitability Division,**  
**Child Services Suitability Cell (CSSC)**

Bldg #4119, 6630 Rodman Rd  
Aberdeen Proving Ground, MD 21005

APPENDIX N: MEMORANDUM REQUESTING SUBJECT PROVIDE ADDITIONAL INFORMATION, POSSIBLE MANDATORY DISQUALIFIER

MEMORANDUM FOR:

SUBJECT: Request for Documentation – Potentially Disqualifying Information

1. References:

- a. Department of Defense Instruction 1402.05, Background Checks on Individuals in DoD Child Care Services Programs, dated 11 September 2015 and changes effective 14 July 2016.
- b. b. Army Directive 2014-23, Conduct of Screening and Background Checks For Individuals Who Have Regular Contact With Children in Army Programs.

2. While conducting your child care background checks in accordance with the references, the below information was received from . In accordance with provisions in the references above, favorably adjudicated background checks are required for all child care services personnel who have regular, recurring contact with youth under 18 years of age. The information listed below, if accurate, is mandatorily disqualifying for a child care services position.

3. The existing record does not provide enough information to definitively determine if the incident(s) noted above are mandatorily disqualifying. Please provide official documentation regarding the offense and disposition to the point of contact listed in paragraph 4 below, within 10 calendar days of this memorandum. Your submission may also include any attachments that will prove that the event did not occur, or that you were not the offender. If you are unable to provide complete information to that effect, or if you do not respond to the point of contact below within 10 calendar days, you may be determined ineligible for a child care services position with Department of Army.

4. The point of contact for this memorandum is

CSSC Signature Block

You are requested to sign and date this memorandum for no other reason than to indicate your receipt. Your signature does not imply that you agree or disagree with the contents. Your failure to sign will not void the contents of this memorandum.

RECEIPT ACKNOWLEDGED

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

RECEIPT ACKNOWLEDGED

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date