

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 P: MEMORANDUM NOTIFYING SUBJECT OF UNSUITABLE DETERMINATION AND APPEAL RIGHTS

MEMORANDUM FOR:

SUBJECT: Unsuitable Determination for a Position Requiring Regular Contact with Children

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. 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 information in enclosure 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. You have been found unsuitable for a position involving child care services because of this information.

3. Appropriated and Nonappropriated Fund Selectees: You will be provided additional information by your servicing Civilian Personnel Advisory Center or Human Resources Office.

Other Personnel: You may appeal this decision by submitting a written response to the Program Manager within 10 calendar days of receipt of this notice. Your appeal will be forwarded through the Commander Designated Entity, to the Child Services Suitability Cell. You may provide any information you believe to be pertinent, including official documentation regarding the offense and disposition. 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 do not submit an appeal within 10 calendar days, you will 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