

# Junior Reserve Officer Training Corps (JROTC): Operational Guide for Centralized Background Check and Adjudication Process: Instructors Having Regular Contact with Children

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**Red font in this document indicates there were changes made from the previous version.**

## I. Purpose.

This document provides a high level review of the process for background checks for Junior Reserve Officer Training Corps (JROTC) instructors who have regular contact with youth under the age of 18.

This document is reformatted for simplicity. It also implements the centralization of all adjudication decisions (interim, final, and reverification) at the Consolidated Suitability Service Center (previously the Child Services Suitability Cell) (CSSC) for all child services suitability (references 5 and 6); clarifies Personnel Security Investigation Portal (PSIP) changes for child services cases; clarifies actions required at reverification and self-reporting; provides for placing incomplete cases on hold or terminating cases; and outlines the appeals process.

## II. Coverage and Applicability.

This document covers actions where a full National Background Investigations Bureau (NBIB) Tier 1 Investigation with State Criminal History Repository Checks (SCHR) and/or INTERPOL checks<sup>1</sup> in addition to preliminary checks are required, and where only the preliminary and SCHR and/or INTERPOL checks

<sup>1</sup> INTERPOL checks are required when an individual has resided overseas more than six months in the previous five years. In this document, when SCHR checks are listed, this should include INTERPOL checks as applicable. Instructions regarding submission of requests for INTERPOL checks are in reference 5. However the request is now submitted on a FIPC 554 (see <https://nbib.opm.gov/hr-security-personnel/rsis-reopens/>).

are required because there is an existing investigation. Note that throughout this document, when referring to processing SCHR checks, as applicable, INTERPOL checks will also be processed.

### III. References.

1. Army Directive 2014-23 (Conduct of Screening and Background Checks for Individuals Who Have Regular Contact With Children in Army Programs, 10 September 2014.
2. Assistant Secretary of the Army (Manpower and Reserve Affairs) memorandum, Additional Guidance on Army Directive 2014-23, 6 January 2016. (superseded by reference 5)
3. Department of Defense Instruction 1402.05, Background Checks on Individuals in DoD Child Care Services Programs, 11 September 2015, Incorporating Change 1, Effective July 14, 2016.
4. ASA(M&RA) memorandum, Background Check for New Junior Reserve Officer Training Corps (JROTC) Instructors – 2016-2017 Calendar Year, 1 September 2016.
5. ASA(M&RA) memorandum, Clarifying Policy in Army Directive 2014-23, 5 February 2018.
6. ASA(M&RA) memorandum, Suitability and Fitness Adjudication at the Child Services Suitability Cell, 12 September 2018.

### IV. Definitions.

1. Automatic/Mandatory Derogatory Information: Defined as “Criteria for Automatic Disqualification” in reference 3, page 12, enclosure 3, paragraph 3.b. and reference 4, paragraph 4j. Management will not pursue hiring action in these cases, or the CSSC will make a determination that the derogatory information presented is disqualifying.
2. Presumptive/Discretionary Derogatory Information: Defined in reference 3, page 13, enclosure 3, paragraph 4.a. and reference 5, paragraph 4k. The CSSC will adjudicate Discretionary/Presumptive Derogatory Information.
3. Preliminary Background Checks (PBC). Checks completed prior to instructor’s entry on duty, to include FBI Fingerprint Checks and Installation Records Checks (Army Law Enforcement/Defense Central Index of Investigations (DCII), Army Central Registry (ACR), and Army Substance Abuse Program (ASAP) data bases. Results of checks may be returned in unredacted listing form.
3. **Consolidated Suitability Service Center (CSSC).** In this document, CSSC refers to the HQDA Deputy Chief of Staff, G-1 organization in Aberdeen Proving Ground with responsibility for processing background checks for personnel having regular contact with children. **Each serviced activity is assigned to a CSSC Personnel Security Specialist (PSS), who is the primary contact for that serviced activity (see Section V paragraph 2 below).**
4. **Reverification.** In accordance with references, reverification of background checks (IRCs, FBI Fingerprint results, and State Criminal History Repository / INTERPOL checks) are completed every five years.

## V. General Instructions.

### 1. Communication With the CSSC.

a. The requester and alternate requester are able to view case status in PSIP for those cases that were created in PSIP. The key to understanding terms associated with Processing Status and Reason in PSIP is in the PSIP Requester Guide, Appendix N.

b. Before contacting the CSSC **PSS** regarding a specific case please do the following:

(1) Check to ensure that PSIP request was fill out correctly in accordance with the PSIP Requester Guide and all documentation accompanied the request (if applicable).

(2) Contact NBIB/OPM and/or CAF for any information regarding your case, **as applicable**.

(3) Check Defense Information System for Security (DISS) for any information and status, **as applicable**.

(4) **Check PSIP for current case status.**

c. Should concerns or issues arise during the course of a case or regarding any matters concerning the CSSC, the initial contact should be with the assigned CSSC PSS. If additional assistance is required, the matter should be elevated to one of the team chiefs at the CSSC:

- Robert Snyder, at [robert.c.snyder7.civ@mail.mil](mailto:robert.c.snyder7.civ@mail.mil) / (410) 278-1412 / DSN 298-1412; or
- Eric Wiecech, at [eric.l.wiecech.civ@mail.mil](mailto:eric.l.wiecech.civ@mail.mil) / (410) 306-0119 / DSN 458-0119

If additional assistance is required, matters may be elevated to the CSSC Director:

- **Tony Prestridge, at [tony.d.prestridge.civ@mail.mil](mailto:tony.d.prestridge.civ@mail.mil) / (410) 278-2071 / DSN 298-2071.**

### 2. Fingerprints.

a. Army policy is to use LiveScan for fingerprint capture. When a hardcopy card is required to accompany an OFI-86C, only use the FD-258 (**version 5-15-17**) – do not use the SF-87. **This is especially important when submitting an OFI-86C case as NBIB will not know where to send the results if an SF-87 is used due to the inclusion of the SON/SOI fields. When submitting a Hard copy FD-258 fingerprint card to obtain a FBIF FP SAC, in the section labeled "Reason for Fingerprinted" make sure to list the SON, SOI and IPAC information.** Fingerprint submissions should use the local Cadet Command Commander Designated Entity (CC CDE) SON and/or SOI and UIC in the Attention Indicator cell, and indicate DA ARMY in the IPAC cell. The CSSC will **order** the initial FBI Fingerprint (FP) Special Agreement Check (SAC) results **as needed**. When the CC CDE receives the FBI FP SAC results from NBIB they can destroy it (shred or place in designated receptacles for PII to be later destroyed).

b. If fingerprints are unclassifiable, the FPs must be recaptured and resubmitted **one additional time**. The original case number must be provided when the reprint is submitted **to avoid another charge by NBIB**. Failure to provide the original case number may result in an additional charge for the reprint. There is no requirement to recapture and resubmit if the individual is a double amputee or has another physical condition that precludes capturing of FPs.

(1) For electronic submission, enter the original case number in Originating Agency Case (OCA) No. field.

(2) For hardcopy submissions, enter the original case number in the OCA number field on the SF 87 or FD-258. Submit the hardcopy card with “Reprint” written in the top left hand corner, and provide the Unclassifiable Notice indicating the original fingerprint was unclassifiable. The second capture should be electronic if at all possible.

(3) If FPs are still unclassifiable after the second attempt, the reason will be documented, if it can be determined (such as if subject has a physical condition that precludes capturing fingerprints). In such cases, the investigation request should proceed in accordance with NBIB instructions (a name-based search of FBI-CJIS criminal history information).<sup>2</sup>

c. If fingerprints that are submitted for a SCHR along with an NBIB background investigation are unclassifiable, the case will be transferred to the Army by the DoD CAF with the notice that the prints were unclassifiable. The requester will need to submit a second set of cards, labelled “reprint” to the child care eQIP team at NBIB. They will initiate a new SCHR for that state and the case will go into pending status to wait for the SCHRs, which are then recorded on a new Case Closing Transmittal and transferred to the Army.

d. Fingerprints submitted to NBIB for an initial investigation or a reverification should be taken no more than 120 days prior to the date of PSIP submission. Ideally, they should be taken and submitted no more than 3 to 10 days after the PSIP submission.

### 3. Movement Between Positions.

CC CDE should only submit cases for instructors transferring from one position to another if they meet the requirements in reference 5. If a new investigation is required in accordance with reference 5, paragraph 4d(1)(a), the CC CDE will submit a request for a new investigation following Section VI, paragraphs 1 and 2 below. If reverification is required in accordance with reference 5, paragraph 4d(1)(b), follow Section VI, paragraph 4. Note that the reverification in these cases need not be submitted prior to the transfer and the individual need not be placed under TRPP at the gaining school, unless serious derogatory information is identified per Section VI, paragraph 4.

## VI. Case Submission Instructions.

### 1. Preparation for Submission of Request.

a. Applicant must pass the initial qualification and receive a letter stating he/she can interview with a school for employment. Applicant interviews with school system and is selected for an instructor position. School advises Cadet Command of the hiring decision.<sup>3</sup> Once the intent to hire letter is received the Cadet Command Commander Designated Entity (CC CDE) begins the Tier 1 process and the

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<sup>2</sup> See <https://nbib.opm.gov/hr-security-personnel/requesting-opm-personnel-investigations/#url=6.3>.

<sup>3</sup> IAW Reference 5, if an employee is moving from another Army position and has a break in service of more than 24 months, new PBCs and NBIB investigation (minimum of Tier 1 with SCHR checks) are required. Also, if the individual who is moving from one child services position to another has not had a reverification within the previous 24 months, a full reverification is required. If the individual was previously cleared for child services work in a different personnel category, he/she may be subject to additional background checks or investigative requirements, and the case must be adjudicated accordingly.

applicant has 30 days to submit all required documents. (Note that these same procedures will be used for individuals who are already on board as long term instructors or who are working under the Temporary Risk Reduction Program (TRRP) (see reference 4).

b. CC CDE checks Joint Personnel Adjudication System (JPAS)/DISS to see if the individual has an existing clearance or background investigation. The CC CDE advises the potential instructor to go to the website, download the applicable investigation packet, have fingerprints taken and complete and submit the background check forms (fingerprints must have been taken within the 120 days prior to submission). CC CDE follows paragraph 2 below to submit documents to the CSSC.

c. Upon receipt of documents from the potential instructor, CC CDE reviews for derogatory information and notifies Director, JROTC. **If a Cadet Command decision is made to terminate the request, due process procedures must be followed IAW reference 5.**

## 2. PSIP Submission.

*a. No Existing Investigation (for both working and non-working instructors).*

(1) CC CDE selects **“Initial” in the Type Tab; “Contractor” in the Role Tab, “none” in the Clearance Tab, “T1” in the Investigation Tab; and “CSSC” entry for “Reason for Request”**. The CC CDE uploads the OF306 in the designated area and the following documents in the Childcare Suitability Documents area of PSIP as a single PDF file using the naming convention: LASTNAME\_LAST4SSN\_PE. **All documents must be complete and accurate. In the event of errors or omissions, the CSSC will notify the requester by email that the case requires correction; process the case to the extent possible; and then place the case on hold in PSIP. If, after 10 business days on hold, the corrections are not complete, the case will be closed in PSIP. See paragraph 2a(7) below for resubmission instructions.**

- Release/Consent Statement.<sup>4</sup> Signature date must be no more than 120 days prior to PSIP submission date.
- DA Form 5018-R, ADAPCP Client’s Consent Statement For Release Of Treatment Information. Use CSSC template at Appendix M.

(Note that the CC CDE also follows the Personnel Security Investigation Portal (PSIP) user guide for any other documents and requirements.)

(2) **Comments should be added in PSIP to indicate if the following apply:**

- **INTERPOL checks were submitted**
- **Previous PRB or adjudication**
- **States lived in for past five years**
- **Break in service over 24 months**
- **Date OFI-86C submitted, if any**
- **Individual has been previously cleared for an Army position and the type of position**
- **Transfer case – to same position or new position**
- **Request closed previously by PSI-CoE or CSSC**
- **Any other information that would assist the CSSC in processing the case**

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<sup>4</sup> See Appendix A for sample. No DD Form 2981 is required.

(3) Requester does not submit a separate OFI-86C or request for INTERPOL checks to NBIB for these cases. The Tier 1 investigation, coded correctly, will ensure that SCHR Checks and INTERPOL, if applicable, are completed.

(4) PSI-CoE contacts potential instructor and provides information regarding requirement for investigation, to include SCHRs in each state where he/she resided for past five years.

(5) PSI-CoE works with potential instructor to complete SF-85 in eQIP.

(6) CC CDE forwards hard copy fingerprint cards and state forms as applicable for SCHRs to PSI-CoE by certified mail.

(7) If the CSSC closes a case for errors or omissions in the submitted documents, the requester may submit the case to be reopened via encrypted email with all case documents attached, to the CSSC PSS. The PSS will obtain approval for the reopen from a CSSC team chief. If approved, the case will be reopened and be placed in active status for processing.

*b. Existing Investigation.*

(1) The CC CDE will contact NBIB to determine if the previous investigation included SCHRs and was completed in the past five years. If the previous investigation or reinvestigation was complete more than five years ago, paragraph 3a above will apply as a new investigation is required. If no new investigation is required, follow the process below.

(2) If the PSI-CoE cancels a request because there is a previous investigation, but the previous investigation has been purged and is no longer available, and the previous investigation is more than five years old and the previous investigation does NOT reflect "no issues", JROTC submits a request for a new investigation in accordance with PSIP Requester Guide and the comment: "JROTC- File unavailable on valid investigation older than 5 years. New investigation required." The process in paragraph 4a above will then apply.

(3) If the existing investigation is current, and only SCHRs are required, the CC CDE will submit fingerprint cards/State forms for the states in which the individual resided for the past five years to NBIB along with an OFI-86C. The CC CDE will follow these steps to ensure that the SCHR results are forwarded to the CSSC, not the CC CDE.

(a) On the OFI86C form, the office completing the form enters the CC CDE SON in block number 9 and CSSC SOI "Z256" in block number 10. Note that prior to taking this step, the submitting office's SOI/SON must be corresponding (linked) with the adjudicative office (CSSC). The submitter will need to request NBIB to make this linkage by sending an email to [fissonsoi@NBIB.gov](mailto:fissonsoi@NBIB.gov) requesting that the CSSC SOI be added as corresponding. Submitters must contact NBIB to ensure that the linkage is established prior to submitting the OFI86Cs.

(b) The CC CDE mails the OFI86C and applicable state documents (forms and/or hardcopy fingerprint cards) to NBIB. If the individual has resided OCONUS for more than six months in the past five years, the CC CDE will also submit a request for INTERPOL checks as an RSI using the NP2 Portal. If the individual has resided overseas longer than five years, and has no States to list, the CC CDE only completes the RSI for INTERPOL checks using the NP2 Portal.

(c) CC CDE submits the case in PSIP, selecting “CSSC PBCs Only” at the Initiation page, and uploads the pre-employment documents **listed below** as a single PDF file in the Childcare Suitability Documents area using the naming convention LASTNAME\_LAST4SSN\_PE.

- Release/Consent Statement.<sup>5</sup> Signature date must be no more than 120 days prior to PSIP submission date.
- DA Form 5018-R, ADAPCP Client’s Consent Statement For Release Of Treatment Information. Use CSSC template at Appendix M.

(d) Comments should be added in PSIP to indicate if the following apply:

- “Initial 86C Case”
- INTERPOL checks were submitted
- Previous PRB or adjudication
- States lived in for past five years
- Date OFI-86C submitted, if any
- Individual has been previously cleared for an Army position and the type of position
- Transfer case – to same position or new position
- Request closed previously by PSI-CoE or CSSC
- Any other information that would assist the CSSC in processing the case

(e) The results of the OFI 86C with SCHR will be sent directly from NBIB to the CSSC.

### 3. Special Situations.

*a. Incorrectly Processed Prior Actions.* If it is determined there was derogatory information from the previous background checks that was not **obtained and/or adjudicated** in accordance with existing guidance at the time, the CC CDE will **submit a case in PSIP, selecting the “CSSC PBCs Only” at the initiation page and adding a note in the comments regarding the situation.** The CC CDE will submit all available documents regarding the previous adjudication (using the guide in paragraph 5c(1)(a) below) in the Childcare Suitability Documents area of PSIP. If SCHR checks were not previously completed, the requester will complete the OFI-86C as described in 4a(2) above.

*b. Due Process.* If the JROTC Director or his/her designee decides not to proceed **at any time based on derogatory information**, due process procedures must be followed as appropriate IAW reference 4.

### 4. Reverifications.

*a. Reverification Requests.* Requests for reverification should be submitted no earlier than 75 days prior to the anniversary date of the oldest previous background check or investigation. **If there is serious derogatory information identified during the reverification process, the CSSC will contact the CC CDE to advise them of same so that a decision may be made as to whether to remove the instructor from contact with children.**

*b. SCHR and/or INTERPOL Checks.*

(1) On the OFI86C form, CC CDE enters its SON in block 9, and enters CSSC SOI "Z256" in block number 10. Note that prior to taking this step, the submitting office must be corresponding (linked)

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<sup>5</sup> See Appendix A for sample. No DD Form 2981 is required.



with the adjudicative office (CSSC). To do so, the submitter should send an email to ccssonsoi@nbib.gov requesting that the CSSC SOI be added as corresponding to their own SOI and SON.

(2) The CC CC CDE mails the OFI86C and applicable state documents (forms and/or hardcopy fingerprint cards) to NBIB.

(3) If the individual has resided OCONUS for more than six months in the past five years, the CC CDE will also submit a request for INTERPOL checks in accordance with reference 5 and <https://nbib.opm.gov/hr-security-personnel/rsis-reopens/>.

c. **PSIP Submission.** The CC CDE submits the case in PSIP, selecting “CSSC Reverification” at the Initiation page, and uploads the Release/Consent Statement<sup>6</sup> and the DA-5018-R in the Childcare Suitability Documents area. If the CSSC did not make the previous adjudication determination, copies of previous adjudication documents should also be included in the upload.

Comments should be added in PSIP to indicate if the following apply:

- INTERPOL checks were submitted
- Previous PRB or adjudication
- States lived in for past five years
- Date OFI-86C submitted, if any
- Individual has been previously cleared for an Army position and the type of position
- Transfer case – to same position or new position
- Request closed previously by PSI-CoE or CSSC
- Any other information that would assist the CSSC in processing the case

## 5. Cases Not Requiring New Investigations, Ready for Adjudication.

a. Cases that were processed by JROTC that did not require a new investigation (with no break in service longer than 24 months) for current instructors that were ready for final adjudication by the Suitability Division will now be routed to the DoD Consolidated Adjudication Facility (CAF) and the CSSC for final adjudication.

b. JROTC submits each case in Defense Information System for Security (DISS) using a Customer Service Request and uploading the following documents.

- (1) Installation Records Check Results (ALERTS/DCII, ASAP, ACR)
- (2) FBI Fingerprint Check Results
- (3) SCHR Check Results
- (4) Statement from Instructor regarding Derogatory Information, as applicable
- (5) Report of Investigation (if available)

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<sup>6</sup> See Appendix A for sample. No DD Form 2981 is required.

c. If the case needs to be expedited, the CC CDE will include a request for same on the CSR and provide justification for the expedited request.

d. As with other cases, the DoD CAF will review the case and if possible, adjudicate it favorably and the CC CDE and the CSSC will receive notification of the decision. If the DoD CAF does not favorably adjudicate the case, they will return the case to the CSSC for adjudication. The CSSC will perform the final adjudication and notify the CC CDE of the final decision in accordance with paragraph VIII below.

## VII. CSSC Preliminary Background Check Processing.

CSSC manages installation records check (IRC) process (DCII/ALERTS, ACR, and ASAP):

- a. Initiates and receives results of IRCs.
- b. Checks Central Verification System (CVS) for results of fingerprint check; if no findings, obtains screen print for record. If findings, receives, or if necessary, requests copy of FBI FP SAC results.
- c. Reviews pre-employment documents. IRC and fingerprint check results for derogatory information.

## VIII. Adjudication.

### 1. Adjudicative Decision.

Based on the results of the PBCs, the CSSC will make all interim and reverification adjudications. The CSSC will determine whether a DoD Consolidated Adjudication Facility (CAF) decision has been made. If not, the CSSC will adjudicate each final case. For each adjudication, the CSSC will notify the CC CDE of the results with the first page of the Appendix B checklist. The checklist will indicate whether it is an interim, final or reverification adjudication. The documents the adjudicator will use are, as applicable:

- (1) Results of IRCs from IRC agencies.
- (2) Results of SCHR checks and/or INTERPOL checks from NBIB.
- (3) FBI FP SAC results from CVS/Personnel Investigation Processing System (PIPS), and information received from NBIB.
- (4) New investigation received in DISS, or a previous investigation from NBIB as needed (see Appendix L).
- (5) Information about “please call” alerts.
- (6) SF-85 or 85P, as applicable.
- (7) OF-306.
- (8) Information from the instructor as necessary. If the CSSC receives information that could cause an unfavorable suitability determination, the CSSC will forward the appropriate memo (Appendix K, N, or O) to the CC CDE. The CC CDE enters his/her contact information in the space provided and issues the memo to the instructor, who has ten calendar days to respond. The CC CDE obtains the

individual's signature on the memo, or if the instructor refuses to sign to acknowledge the receipt of the memo, annotates the memo accordingly, signs and dates the memo. The CC CDE returns a copy of the instructor-signed or annotated memo to the CSSC and any additional information provided by the instructor. The instructor may request, in writing, a ten calendar day extension of the initial response period. In this case, the CC CDE will forward the request to the CSSC for decision and notify the instructor of the decision regarding the extension.

## 2. Reverifications.

a. If the CSSC identifies serious derogatory information during a reverification process, the CSSC will contact the CC CDE to advise them of same so that a decision may be made as to whether to remove the instructor from contact with children.

b. If the CSSC identifies derogatory information in any of the checks pertaining to an incident that appears to have occurred on the job, the CSSC will contact the CDE to request documentation as to any disciplinary action that might have been considered/taken as a result of the incident. The CDE will coordinate with management as necessary to obtain that documentation and provide it to the CSSC so that incident is not considered in the reverification process.

## IX. Appeals.

If the CSSC makes an unfavorable determination, the CSSC will provide the memo at Appendix P to the CC CDE and the CDE will enter his/her contact information in the space provided and forward to the potential instructor with notification and information about appeal rights. The potential instructor has ten calendar days to respond. If the individual refuses to sign to acknowledge the receipt of the memo, the CDE annotates the memo accordingly, signs and dates the memo and returns it to the BCA. If the individual requests an extension (up to one additional 10 calendar day period) to submit the appeal, the CDE will forward the request to the CSSC and notify the individual of the CSSC decision. The CDE will return a copy of the subject-signed (or CDE annotated) Appendix P memo to the CSSC. If the individual appeals, the CDE forwards the appeal to the CSSC. Once the appeal is acted upon, the CSSC notifies the CDE of the final determination. If no appeal is filed within the time frame allowed, the CDE notifies the CSSC that no appeal has been received and the original determination is final. The CSSC records the determination and maintains the case record. If the appeal is denied, the BCA notifies PSI-CoE to terminate any associated NBIB request.

Appendix A. CSSC Consent/Release Statement

Appendix B. CSSC Master Checklist

Appendix C. No Longer in Use.

Appendix D. No Longer in Use.

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Appendix L. Decision Matrix: Requirements For Ordering Investigations And Managing Adjudication.

Appendix M. CSSC Template for DA-5018-R.

Appendix N. Memorandum Requesting Subject Provide Additional Information, Possible Mandatory Disqualifier.

Appendix O. Memorandum Requesting Subject Provide Additional Information, Discretionary Derogatory Information.

Appendix P. Memorandum Notifying Subject of Unsuitable Determination and Appeal Rights.

## Appendix Q. Acronyms.

ACR – Army Central Registry. The restricted set of data fields held in the Army's Family Advocacy System of Records (FASOR) that are used to store history, demographics, and other administrative data related to incidents of child and spouse/intimate partner abuse.

ALERTS – Army Law Enforcement Reporting and Tracking System.

BCA – Background Check Administrator. An individual performing duties associated with processing background checks and investigations, normally associated with child services programs.

CATS – Case Adjudication Tracking System. CATS performs electronic and human adjudication functions, automating the record-keeping of granting security clearance and eligibility.

CC CDE – Commander Designated Entity. Single entity within an organization that is responsible for initiation, coordination, and tracking of background checks, and reviewing the results to identify whether they contain derogatory information.

CSSC – **Consolidated Suitability Service Center**. Army G-1 organization located at Aberdeen Proving Ground that manages and processes background checks for personnel who have regular contact with children in Army sanctioned programs.

CNACI – Child Care National Agency Check with Inquiries. Background investigation formerly required for suitability for federal employment in positions requiring regular contact with children.

DAMIS – Drug and Alcohol Information Management System. The Army's historical repository of all Army Substance Abuse Program (ASAP) related information. The information collected serves as a data repository used for research purposes, reports to program managers and decision makers and background investigations.

DCII – Defense Clearance Investigations Index. Automated central repository that identifies investigations conducted by DoD investigative agencies and personnel security determinations made by DoD adjudicative authorities.

DDI – Discretionary Derogatory Information. Information identified in background checks and investigations that is not automatically disqualifying but must be adjudicated to determine if the individual may be assigned to a position requiring regular contact with children.

DISS – Defense Information System for Security. DISS is an Enterprise capability that includes the Joint Verification System (JVS), the Case Adjudication Tracking System (CATS), Reporting, Service Desk and Appeals. Together, these systems will replace the Joint Personnel Adjudication System (JPAS) and manage the adjudication process for security clearances and HSPD-12 and suitability determinations for all DoD employees, military personnel, civilians, and contractors. The Army is currently scheduled to transition from CATS to DISS in December 2017.

DoD CAF – Department of Defense Consolidated Adjudications Facility. Organization including all adjudicative functions of non-intelligence adjudicative facilities from Army, Navy, Air Force, Joint Staff, Washington Headquarters Services, Defense Industrial Security Clearance Office, and the adjudicative

functions of the Defense Office of Hearings and Appeals (DOHA). The DoD CAF is delegated responsibility for making favorable suitability determinations and transfer jurisdiction for all other cases to the components.

DOHA – Defense Office of Hearings and Appeals. Provides hearings and issues decisions in personnel security clearance cases for contractor personnel doing classified work for all DoD components and 28 other Federal Agencies and Departments; conducts personal appearance hearings and issues decisions in security clearance cases for DoD civilian employees and military personnel; settles claims for uniformed service pay and allowances, and claims of transportation carriers for amounts deducted from them for loss or damage; conducts hearings and issues decisions in cases filed under the Individuals with Disabilities Education Act (IDEA) relating to early intervention, special education or related services delivered by the DoD, and addresses claims filed with the Defense Health Agency (DHA) under TRICARE/CHAMPUS rules seeking payment for medical services; and functions as the Center for DoD Alternative Dispute Resolution and Conflict Management activities within the DoD and as a source of third party neutrals for such activities.

e-QIP – Electronic Questionnaires for Investigations Processing. Web-based automated system that was designed to facilitate the processing of standard investigative forms used when conducting background investigations for Federal security, suitability, fitness and credentialing purposes. e-QIP allows the user to electronically enter, update and transmit their personal investigative data over a secure internet connection to a requesting agency.

IRC – Installation Records Check. Required prior to employment or assignment to a position involving regular contact with children – includes checks of the ALERTS, DCII, DAMIS and ACR systems.

NACI – National Agency Check with Inquiries. Background investigation formerly required for suitability for federal employment.

MDDI – Minor Discretionary Derogatory Information. Derogatory information that meets the criteria in AD 2014-23 and Supplemental Guidance to be categorized as “minor” and can be adjudicated locally or by the CSSC.

MDI – Mandatory Derogatory Information. Derogatory information that is disqualifying in accordance with DoDI 1402.05 and Army Directive 2014-23.

OPM – Office of Personnel Management. Until NBIB created, NBIB performed suitability and security background investigations.

NBIB – National Background Investigation Bureau. Newly created national organization (October 2016) to perform suitability and security background investigations.

NDM – No Decision Made. Used for those cases that the CAF does not find favorable and transfers to the Army for decision.

PBC – Preliminary Background Check. Checks performed prior to employment or assignment to a position requiring regular contact with children. Includes FBI Fingerprint checks and Installation Records Checks.

PSI-CoE – Personnel Security Investigation Center of Excellence. Army organization located at Aberdeen Proving Ground that provides quality control of requests for background investigations for all Army activities.

PSIP – Personnel Security Investigation Portal. An external facing website used by security and human resources personnel to submit a background investigation request to the Personnel Security Investigation Center of Excellence. The website requires identifying information for the potential applicant and the type of investigation required.

SCHR – State Criminal History Repository. Records of criminal history maintained by states; part of the child care background check performed by NBIB.

T1 – Tier 1 Background Investigation. Background investigation currently required for suitability for federal employment.