**STEPS for SOLDIERS to follow in completing background checks to volunteer with children.**

If you ALREADY have completed the background check process with another agency involving children, you can have that information forwarded to the school. ASK the program you are now volunteering with to forward your background check paperwork to the school.

If you haven’t completed a background check, please do the following:

1. Complete **forms DD2793 & DD2981** then submit these Pre-screening forms to a DoDEA school. (These forms are found on the PIEBOSS website under “Resources”.)

ONCE THE SCHOOL HAS YOUR PRE-SCREENING FORMS THEY WILL MOVE FORWARD WITH A PBC (PRELIMINARY BACKGROUND CHECK) WHICH INCLUDES AN INSTALLATION RECORDS CHECK (IRC) AND FBI FINGERPRINTS. You will need to sign a consent form for this.

1. **GET AN FBI FINGERPRINT FOR BACKGROUND CHECK COMPLETED AT YOUR LOCAL SECURITY OFFICE.** Each location has their own procedure for this. The school or program will typically let your local security office know that you will be coming there for fingerprints. This will allow the security office to share your information with the school. School personnel can let you know their procedure.
2. **INSTALLATION RECORDS CHECK (IRC).** There are THREE agency checks as part of the IRC. They include:
3. Army Law Enforcement (ALE)
4. Army Central Registry (ACR) for the Family Advocacy Program (FAP)
5. Army Substance Abuse Program (ASAP)
	1. ( TWO parts of this check: MEDCOM Clinical Check & IMCOM Check)

Your school will guide you through the IRC process**.**

1. Once your check comes back to the school with a favorable adjudication, you can volunteer with children. If you plan to volunteer in more than one school or for Child and Youth Services (CYS) you can have a copy of your background check forwarded to the other location. There is no need to complete multiple checks.

\*\*\*Background checks must be renewed in accordance with current regulations. (3-5 yrs)\*\*\*\*\*\*

It is recommended that you work with the School Liaison Officer in identifying which installation school you should go to so they can expect multiple BOSS members. Schools can share your clearance information with each other so you only need to go to ONE school with your paperwork.

**BOTTOM-LINE: Your local DoDEA school will guide you through the process**

(For local national schools you will need to follow through on their local requirements. Consult your military host nation liaison for guidance. )