



DEPARTMENT OF THE NAVY  
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IN REPLY REFER TO:  
1402.05  
NAVMC  
MFI  
SEP 11 2017

From: Commandant of the Marine Corps  
To: Distribution List

Subj: BACKGROUND CHECK PROTOCOL FOR REVERIFICATION

Ref: (a) DODI 1402.05  
(b) DODM 1402.05  
(c) MCO 1710.30

Encl: (1) Reverification Protocols

1. Purpose. The protocol contained in enclosure (1) provides procedure consisting of best practices on how to achieve the guidance and requirements contained in the references.
2. Scope. To provide Marine Corps installation Marine and Family Program staff offices with recommended procedures to accomplish enclosed protocol. Targeted staff members are those not working in Children and Youth programs.
3. Information. All questions pertaining to Marine Corps background check requirements should be directed to: Human Resources Branch, Business and Support Services Division (MR), Manpower & Reserve Affairs (M&RA), Headquarters Marine Corps, 3044 Catlin Avenue, Quantico, Virginia 22134; Comm: (703) 432-2306 Fax: (703) 432-0436.
4. Command. No change.
5. Certification. Reviewed and approved this date.

K. W. STEIN  
Director  
Marine and Family  
Programs Division

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# Background Check Protocol

## CHAPTER

1.....Background Check Procedures  
for Reverification

2.....[Next Protocol Placeholder]

## APPENDICES

A.....Background Checks and Form  
Requirements Table for Individuals Who Work With Children

B.....[Next Appendices  
Placeholder]

Background Check Protocols

CHAPTER 1

OVERVIEW

	<u>PARAGRAPH</u>	<u>PAGE</u>
INTRODUCTION.....	1000	2
BACKGROUND CHECKS REQUIREMENT.....	1001	2
BACKGROUND CHECK REVERIFICATION.....	1002	2

# Background Check Protocol

## CHAPTER 1

### Background Check Reverification Protocol

#### **1000. INTRODUCTION**

1. In accordance with reference (a), criminal history background checks are required for all individuals involved in the provision of services and programs requiring regular contact with children under the age of 18. Procedures for all DoD staff can be found in reference (b). This protocol references DoDI 1402.05, and is intended to provide background check reverification procedures for Marine and Family Program staff and volunteers (hereinafter "staff member") outside of or not working in the Children and Youth (C&Y) program having reasonable regular contact with children.

#### **1001. BACKGROUND CHECK REQUIREMENT**

1. Background checks are required of all staff. Depending on the level of contact a staff member has with a child; under the age of 18, the background check type may vary. It is important that staff members and leadership adhere to the policy found in reference (a) and recognize that such requirements pertain to existing, newly-hired and prospective staff members.

2. It is highly recommended that the supervisor and staff member share responsibility of ensuring the staff member's record contains the appropriate level of adjudicated background check for the job the staff member actually performs. Appendix (A) contains a matrix which can be used, in conjunction with background check initiation and completion dates, to reference an employee's requirement to have their background check status re-verified.

#### **1002 BACKGROUND CHECK REVERIFICATION**

1. The reverification of a staff member's background check status will include a FBI fingerprint Special Agreement Checks (SAC) with a State Criminal History Repository (SCHR) check that includes child abuse, neglect, and sex offender registries for all states lived in by the staff member during the 5 years since the completion date of the last investigation or reverification. It will include an Installation Records Check (IRC) of all affiliated installations for the 5 years since the date of the

last IRC. Supervisors, in conjunction with component background check designees, can ensure the proper investigation is initiated for reverification by consulting the references.

2. In accordance with the references, if new information obtained through the reverification process raises questions about a staff member's suitability, the Component background check designees, usually local HR personnel, must place the staff member under Line Of Sight Supervision (LOSS) and conduct an investigation, with an expanded-focused.

3. In accordance with the references, if the reverification process results in an unfavorable suitability determination, component background check designees will reassign, remove, or terminate the individual from employment, contract or volunteer status.

4. In each of the above cases, a supervisor must communicate with local human resources background check designated personnel for appropriate action to be taken.

Appendix A

* * BACKGROUND CHECK AND FORM REQUIREMENTS TABLE * *										
STAFF TYPE	INVESTIGATIONS								FORMS	
	BASE SECURITY	SUBSTANCE ABUSE – DRUG & ALCOHOL	FAMILY ADVOCACY PROGRAM	NATIONAL SEX OFFENDER REGISTRY	GENERAL INFORMATION SERVICES (GIS)	ADVANCE FINGERPRINT CHECK	CNACI	STATE CRIMINAL HISTORY REPOSITORY CHECK	306	DD 2981
NAF EMPLOYEE	INITIAL HIRE AND EVERY 5 YEARS	INITIAL HIRE AND EVERY 5 YEARS	INITIAL HIRE AND EVERY 5 YEARS	INITIAL HIRE AND EVERY 5 YEARS	INITIAL HIRE	INITIAL HIRE AND EVERY 5 YEARS	INITIAL HIRE	INITIAL HIRE AND EVERY 5 YEARS	INITIAL HIRE	INITIAL HIRE AND ANNUALLY
APF EMPLOYEE	INITIAL HIRE AND EVERY 5 YEARS	INITIAL HIRE AND EVERY 5 YEARS	INITIAL HIRE AND EVERY 5 YEARS	INITIAL HIRE AND EVERY 5 YEARS		INITIAL HIRE AND EVERY 5 YEARS	INITIAL HIRE	INITIAL HIRE AND EVERY 5 YEARS	INITIAL HIRE	INITIAL HIRE AND ANNUALLY
CONTRACTOR	INITIAL HIRE AND EVERY 5 YEARS	INITIAL HIRE AND EVERY 5 YEARS	INITIAL HIRE AND EVERY 5 YEARS	INITIAL HIRE AND EVERY 5 YEARS		INITIAL HIRE AND EVERY 5 YEARS	INITIAL HIRE	INITIAL HIRE AND EVERY 5 YEARS	INITIAL HIRE	INITIAL HIRE AND ANNUALLY
ACTIVE DUTY MILITARY WITH CURRENT INVESTIGATION	INITIAL HIRE AND EVERY 5 YEARS	INITIAL HIRE AND EVERY 5 YEARS	INITIAL HIRE AND EVERY 5 YEARS	INITIAL HIRE AND EVERY 5 YEARS		INITIAL HIRE AND EVERY 5 YEARS		INITIAL HIRE AND EVERY 5 YEARS	INITIAL HIRE	INITIAL HIRE AND ANNUALLY
SPECIFIED VOLUNTEERS	INITIAL HIRE AND EVERY 5 YEARS	INITIAL HIRE AND EVERY 5 YEARS	INITIAL HIRE AND EVERY 5 YEARS			INITIAL HIRE AND EVERY 5 YEARS				INITIAL HIRE AND ANNUALLY
FOREIGN NATIONALS	Must obtain appropriate host-government checks and accept such checks if they are comparable to those required by section 13041 of reference (a). Where not possible to obtain comparable checks, foreign nationals will not be eligible for employment requiring regular contact with children under age 18.									