



DEPARTMENT OF THE NAVY
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IN REPLY REFER TO:
NAVMC 1710.1
M&RA (MF)
26 Nov 2024

NAVMC 1710.1

From: Commandant of the Marine Corps
To: Marine Corps Community Services (MCCS)

Subj: Child and Youth Programs (CYP) Background Check Requirement Protocol

Ref: (a) MCO 1710.30
(b) DoD Instruction 6060.02 CH-2, "Child Development Programs (CDPs)," September 1, 2020
(c) DoD Manual 1402.05, "Background Checks on Individuals in Department of Defense Child Development and Youth Programs," January 24, 2017
(d) NAVMC 1710.3

Encl: (1) Child and Youth Programs (CYP) Background Check Requirement Protocol

1. Purpose. To provide practices, procedures, and guidance for maintaining program background check documentation and Line of Sight Supervision (LOSS) in accordance with (IAW) reference (b).
2. Background. All individuals who have regular contact with children under the age of 18 in Department of Defense programs are subject to criminal history background checks.
3. Processes. The following procedures are in place to ensure the background check requirement process is properly maintained and tracked.
4. Information. Headquarters, U. S. Marine Corps, Marine and Family Programs Division, Family Care Branch, Child and Youth Programs maintains and updates information as required.
5. Certification. This NAVMC is effective the date signed.

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Child and Youth Programs (CYP) Background Check Requirement Protocol

1. Process. All individuals who have regular contact with children under the age of 18 in Department of Defense programs are subject to criminal history background checks. The process is initiated, tracked, and overseen by the United States Marine Corps Appropriated Fund and Nonappropriated Fund (NAF) Human Resource Office (HRO), in accordance with (IAW) references (a) and (c).

a. PeopleSoft Human Resources Management System (HRMS) is the authoritative data system for tracking background check data for all individuals subject to background checks.

b. Personnel who have been provisionally cleared and are awaiting final adjudication of a Tier 1 Childcare Background Check can serve in a Child and Youth Programs (CYP) position following Line of Sight Supervision (LOSS) oversight conditions.

(1) LOSS is a management tool used to monitor an individual for whom a substantial portion of the background check process has been completed and favorably adjudicated, which provisionally clears them to work with children under the age of 18. For employees, LOSS is operationally defined as providing oversight by means of a closed-circuit television system, vision panels within interior doors and windows allowing for visual access of the occupied room, and utilizing a "FAVORABLE" management-level staff member to regularly monitor the individual while on duty. For Family Child Care (FCC) providers, LOSS is operationally defined as regularly monitoring the home-based program through weekly home visits conducted by authorized "FAVORABLE" CYP management staff.

(a) Individuals monitored under LOSS wear distinctive red apparel until the Tier 1 Childcare Background Check is adjudicated.

(b) CYP does not use video surveillance equipment as the sole method to monitor LOSS.

(c) An individual is not required to work under LOSS when undergoing the 5-year background check reverification.

(d) A monitoring system (plan) is established, documented, and implemented by CYP management level staff. Management staff are responsible for the LOSS monitoring system at ALL times.

(e) The CYP Administrator (CYPA) is responsible for creating and updating the installation standard operating procedure (SOP) for LOSS. The SOP outlines the local information needed to implement LOSS across CYP.

(f) Management schedules Professionals IAW reference (d) Appendix "Scheduling and Management Guidance for Facility Direct Care and FCC Providers".

(2) Volunteers providing services (specified and non-specified) in a CYP facility are supervised at all times and have a visual identifier (nametag or other special identifier).

(3) Youth Sports Program (YSP) staff, coaches, and parent(s) of participants are in attendance during all YSP activities. YSP staff and

coaches have background checks as determined by HRO and are not subject to LOSS or wearing red apparel while providing YSP services.

(4) Contractors providing instructional classes in a CYP maintain childcare background checks as determined by HRO.

(a) Contractors with adjudicated background checks are not subject to LOSS or wearing red apparel.

(b) Contractors with pending background checks are subject to LOSS and wear red apparel.

2. Responsibilities. The following procedures are in place to ensure the background check requirement process is properly maintained and tracked IAW references (a) and (c):

a. NAF HRO maintains the data system for tracking all background check investigations.

b. NAF HRO provides relevant PeopleSoft HRMS documentation of CYP Professionals, Youth Sports Program staff, all contractors, coaches, and volunteers background checks to CYP Management, at a minimum quarterly, or as requested.

c. CYP and YSP maintain NAF HRO documentation of background checks (individuals who are under LOSS requirements/final Childcare Tier 1 adjudication and dates of reverification of required background checks). This documentation is readily available during inspection IAW reference (a).

d. CYP completes Child Care Reference Checks for potential NAF employment candidates. This form is completed and returned to NAF HRO prior to a candidate being offered official employment IAW reference (a).

e. Department of Defense Form 2981 is completed annually by CYP Professionals and YSP staff and coaches/volunteers. NAF HRO maintains the Department of Defense Form 2981 and coordinates the annual completion with CYP and YSP by 31 January of each year.