FMgr Background Check Request (BCR) Checklist

Initial Requests-

Military
Contractors (Regular Recurring)
Volunteers, Contractors (Short Duration), "Other" Personnel Categories

Applicant's Name _____

Garrison Name JBLM **Functional Manager** GENIA STEWART

Submit the following documents to your CDE Office in the following order via encrypted e-mail:

REQUIRED FOR ALL

- ☑ **IMCOM Worksheet 30A** (19 July21 v1)
- ☑ **IMCOM Form 30** (v3 Nov20)
- ☑ **DD Form 2981** (v Oct18)
- ☑ **DA Form 5018-R** (CSSC template dtd March 2018 HQDA ASAP Child/Youth Svcs Suitability Prog)

MILITARY Additional Requirements

- ☐ **Summary of Child Services Duties**
- ☐ **IMCOM 29 - Residency Information Worksheet** (v22 Feb21)

CONTRACTORS (Regular/Recurring) Additional Requirements

- ☐ **Position Description**
- ☐ **Resume/Application**
- ☐ **Reference Check(s)- Only submit if reference is derogatory**
- ☐ **Proof of Citizenship Documents** (refer to attached IMCOM 31 v1Dec20)
- ☐ **OF 306** (rev. October 2019) (valid w/in 1 year of signature date)
- ☐ **IMCOM 29 - Residency Information Worksheet** (v22 Feb21)

VOLUNTEERS, CONTRACTORS (Short Duration) and "OTHER" PERSONNEL CATEGORIES Additional Requirements

- ☑ **Position Description**
- ☑ **Resume/Application**
- ☐ **Reference Check(s)- Only submit if reference is derogatory**
- ☑ **IMCOM 28L - Fingerprint Information Worksheet** (v1 Mar 21)