VOLUNTEER COACH
Background Application
Instructions

Page 1: **Instructions**

Page 2: **WORK ORDER TICKET 30A - please fill in your full name at the top.**

Page 3: **IMCOM FORM 30 - Background Check Work Order Ticket**
Please fill out only Section III – Subject's Information. **DO NOT SIGN!**

Pages 4-5: **DD FORM 2981 – Please fill in question #'s: 1 (full name spelled out), 2 (maiden name, nicknames, etc…), 3 (Date of Birth), 6 (answer all the "yes" & "no" questions), 7 a & b (sign & date), 10 a & b (sign & date).**

Page 6: **DA FORM 5018-R - Please write your FULL name (must be completely spelled out), then fill in the date on the top line & sign & date where the star is at the bottom, DO NOT have anyone witness the form.**

Page 7: **Volunteer job description.**

Page 8: **APPLICATION PART I - You must have 2 references with phone #'s at the bottom; they don't have to be local.**

Page 9: **APPLICATION PART II - If you answer yes to question #10, I will need a separate detailed statement as to what happened & how you have reformed yourself along with two references. (Please see one of the staff in the Sports Office for the Reference Forms).**

Page 10: **Live Scan Fingerprint ONLY - IMCOM 28L - Legibly PRINT your last name, first name and middle initial in Section II - Subject's Information. DO NOT SIGN THIS FORM. Call the phone number listed in Section I & make a fingerprint appointment with our local Security Office. They do not accept walk-ins at this time for fingerprinting. The Security Office is in Bldg #2008-A (2nd floor, Rm A218). Please have the security officer sign and date this form that your fingerprints have been completed & *RETURN TO THE SPORTS OFFICE*. *I cannot process your application without this form.***

Page 11: **VMIS - Steps 1 & 2 are mandatory, step 3 is optional. If you are already registered in the VMIS system; just sign in and complete step 2 for the JBLM CYS Sports volunteer.**

When you have completed forms 1-10, please hand deliver these forms to the CYS Youth Sports Office, Bldg #6398 on Garcia Blvd & ask to see Genia Stewart. You may call ahead of time to make sure that she is there at 253-967-2405. She will verify that all forms have been completed correctly & then submit your application to the Ft. Sam Houston HUB for processing.

There are a few other trainings (approximately 2 hours) that will need to be completed before we can consider you cleared for coaching. You will receive instructions on how to complete these trainings once you have turned in your Background Application for processing.

Thanks so much for being willing to volunteer with our youth!
We, the CYS Sports Staff, look forward to meeting you soon!