

FMgr Background Check Request (BCR) Checklist

**Contractors (Regular/Recurring), Volunteers, Short
Duration Contractors, "OTHERs", Military**

For non-U.S. Citizen applicants, refer to IMCOM 30A HN/FN/3CFN

Applicant: _____

Initial and Reverification Document Requirements

☐ IMCOM Worksheet 30A (1JUL24)	☐ DA Form 5018 (SEP23, CSSC template required)
☐ IMCOM Form 30 (1MAY22)	☐ DD Form 2981 (DEC21)

Additional Document Requirements

☐ **Contractors**

☐ Initial	☐ 5-Year Reverification	☐ Transfer
☐ IMCOM Worksheet 29 (1JUL24)	☐ IMCOM Worksheet 29 (1JUL24)	☐ IMCOM Form 30 (1MAY22)
☐ OF-306 (rev. AUG23)		☐ IMCOM Worksheet 30A (1JUL24)
☐ Reference Check(s) – Only submit if reference is derogatory		☐ Authorization- Release previously completed background checks from non-CDE entity (if applicable)
☐ Proof of citizenship		☐ Current Resume
☐ Resume/Application		☐ Position Description
☐ Position Description		Required for Transfers: ☐ I confirm that I have validated with the losing program/garrison that the applicant was in good standing and there are no actionable issues that would impact their childcare suitability.

☐ **Volunteers, Short Duration Contractors, "Other"**

☐ Initial	☐ 5-Year Reverification	☐ Transfer
☐ IMCOM Worksheet 28L (1MAY21)	☐ IMCOM Worksheet 28L (1MAY21)	☐ IMCOM Form 30 (1MAY22)
☐ Resume/Application		☐ IMCOM Worksheet 30A (1JUL24)
☐ Position Description		☐ Authorization- Release previously completed background checks from non-CDE entity (if applicable)
☐ Reference Check(s) – Only submit if reference is derogatory		☐ Resume/Application
		☐ Position Description
		Required for Transfers: ☐ I confirm that I have validated with the losing program/garrison that the applicant was in good standing and there are no actionable issues that would impact their childcare suitability.

☐ **Military**

☐ Initial	☐ 5-Year Reverification	☐ Transfer
☐ IMCOM Worksheet 29 (1JUL24)	☐ IMCOM Worksheet 29 (1JUL24)	☐ IMCOM Form 30 (1MAY22)
☐ Summary of Child Services Duties		☐ IMCOM Worksheet 30A (1JUL24)
		☐ Summary of Child Services Duties
		Required for Transfers: ☐ I confirm that I have validated with the losing program/garrison that the applicant was in good standing and there are no actionable issues that would impact their childcare suitability.

REVERIFICATION CASES ONLY: If the applicant's previous child background request was not processed through DAG1 CSSC, the following legacy documents must be provided (as applicable): Position Description/Summary of Child Services Duties, Resume/Application, OF 306 (original), Previous PRB Documents (CRESR Printout, Tab A, Tab C, Ta bI, 26A, 26B, Other PRB paperwork approved by GC (Tab K)).