



UNITED STATES MARINE CORPS
TRAINING AND EDUCATION COMMAND
2007 ELLIOT ROAD
QUANTICO, VIRGINIA 22134

IN REPLY REFER TO
1533
C46JR
25 Oct 22

MCJROTC POLICY LETTER 6-22

From: Director, Marine Corps Junior Reserve Officers' Training
Corps (MCJROTC)

To: Distribution

Subj: INSTRUCTOR BACKGROUND INVESTIGATIONS

Ref: (a) DoDI 1402.05 Background Checks on Individuals In DoD Child
Care Services Programs

Encl: (1) Background Check Flow Sheet
(2) Accepted Forms of ID

1. Reference (a) requires that all personnel working with children under the age of 18 undergo a criminal history background check in order to protect the health, safety, and well-being of said children.
2. It is understood that MCJROTC Instructors are employees of partner school districts and that partner school districts conduct employee background checks in accordance with local and state laws. Those checks satisfy the employer's due diligence but they do not satisfy the requirements mandated by reference (a).
3. It is this Headquarter's responsibility to ensure that all persons serving as certified instructors are suitable for work in this position of trust. Background checks provide a basis for determining suitability and also validate eligibility for continued certification.
4. Beginning October 25th 2022, all instructors will be required to undergo a background check in accordance with reference (a).
5. Background checks will be required to be renewed on a cycle of no greater than every 5 years and no less than every 3 years. A transfer from one school to another will also trigger the need for an updated background check, regardless of the current cycle the instructor may be on.
6. This requirement will impose no financial burden on the instructor, other than transportation to and from the fingerprinting site. Arrangements have been made through contracted services in order to make this a manageable process.

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7. Enclosure (1) addresses the steps needed to be taken in order to comply with this policy. Failure to take the necessary steps as outlined in enclosure (1), shall result in immediate Instructor decertification.

8. The point of contact for this Policy Letter is Mr. Paul Jornet, (703)784-0417 or Paul.Jornet@usmc.mil.

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Regional Directors

Background Check Flow Form

Task 1 National Criminal Background Check. This service will be performed by Crimcheck.

- The Contractor will send Instructors a voucher to Crimcheck via email:
 - A link will be provided to a secure portal from which the Instructor will be able to provide personal information securely
 - Full name
 - SSN
 - All addresses over the last 10 years
 - Scan ID
 - Crimcheck will conduct a National Criminal Background check, county checks, and a DOJ sex offender check. A full report will be provided to the contractor.

Task 2 Fingerprint Check. This service will be performed by Applicant Services.

- MCJROTC Operations will send Instructors an email with a voucher to Applicant Services. The email will also include a link that will allow the Instructor to search for the most convenient location to set an appointment to have their fingerprints scanned.
 - The instructor will choose a fingerprint scanning location.
 - The instructor will make an appointment for fingerprint scanning.
 - The instructor must ensure that he has the acceptable forms of ID as listed in enclosure (2) when arriving for fingerprint scanning.
 - Fingerprint will be electronically scanned and sent directly to the FBI.
 - The FBI will perform a National Criminal records check and email the results directly to the instructor.

Task 3 Sending Your FBI Results To the Contractor.

- Within 48 hours of receiving your official report from the FBI the Instructor will send the results to the contractor via a secure link provided by the contractor.
 - The contractor will acknowledge receipt via email.
 - The contractor will conduct an adjudication of all records received.
 - MCJROTC HQ suitability officer will conduct a suitability

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review.

- Instructors will be notified of results, and if necessary be afforded an opportunity to challenge any negative finding that would affect certification.

Task 4 Tier 3 Background Investigation.

- All Instructors will be required to renew a Tier 3 background investigation if it has been more than 10 years since their last investigation.
- MCJROTC Operations will coordinate with those Instructors who will need to initiate a Tier 3 investigation.

POC: Task 1 Applicant Services HRUCKUS@HRUCKUS.com
Task 2 Crimcheck HRUCKUS@HRUCKUS.com
Task 3 Sending Results HRUCKUS@HRUCKUS.com
Task 4 Tier 3 Background Paul.jornet@usmc.mil

Enclosure (1)

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Acceptable ID Documents

Please bring TWO non-expired IDs. One must be from the PRIMARY LIST and the other from either the PRIMARY or the SECONDARY LIST that matches your current name and address.

PRIMARY LIST (bring one or two, at least one must contain current address)

State-issued driver's license

U.S. Passport or U.S. Passport Card

Federal Government Personal Identity Verification Card (PIV)

Uniformed Services Identification Card

Department of Defense Common Access Card

Federal, state, or local government agency ID card with photograph

Social Security Card

SECONDARY LIST (must match your current name and address)

Utility Bill (Address)

Jurisdictional Voter Registration Card

Vehicle Registration Card/Title

Paycheck Stub with Name/Address – the financial information can be redacted (removed, marked out, or otherwise hidden)

Jurisdictional Public Assistance Card

Spouse/Parent Affidavit

Enclosure (2)