



VOLUNTEER COACHES



TRANSFERS – LESS THAN 2 YRS

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!**

Page 4: Volunteer job description.

Page 5: APPLICATION PART I - You must have 2 references with phone #'s at the bottom; they don't have to be local.

Page 6: 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.

Page 7: 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 1-7, 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!

FMgr Background Check Request (BCR) Checklist

Transfer Requests- All Categories



Note: IAW Clarifying Policy 2014-23, vetted and cleared Army child services personnel can transfer to new Army positions with the same background check requirements when:

- 1) A break in service and completed background checks are less than 24 months old.
- 2) If background checks are older than *24 months, a transfer BVC can be issued, however a reverification WOT must also be submitted by the functional manager within 2 weeks of notification.
- 3) If there is a 24 month break in service, a new WOT is required.

*In Home Care Providers have an annual re-verification requirement, therefore their checks should never be more than 12 months old. A re-verification **must** be submitted within 75 days of the previous re-verification date.

Applicant's Name

Garrison Name

Functional Manager

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

REQUIRED FOR ALL

- ☒ IMCOM Worksheet 30A (01Dec20 v2)
- ☒ IMCOM Form 30 (v3 Nov20 - Select Transfer)

MILITARY ☐ **Summary of Child Services Duties**

Additional Requirements

Note: IAW Clarifying Policy 2014-23, Soldiers will not normally have a break in service between assignments. Therefore, if there are completed background checks and applicable reverification, there will be no other requirement for new checks upon re-assignments. A BCR is still required to request an updated Background Verification Checklist (BVC).

CONTRACTORS (Regular/Recurring) ☐ **Position Description**

Additional Requirements ☐ **Resume/Application**

VOLUNTEERS, CONTRACTORS (Short Duration) and "OTHER" PERSONNEL CATEGORIES ☒ **Position Description**

Additional Requirements ☒ **Resume/Application**

IN HOME CARE PROVIDERS ☐ **Position Description**

Additional Requirements

Application/Resume (check applicable box below):

☐ FCC/Substitute- DA Form 5219 required

☐ Respite/EPC- Application or Resume

**INSTALLATION MANAGEMENT COMMAND (IMCOM)
BACKGROUND CHECK REQUEST (BCR) FORM**

For personnel in child services positions supporting Army programs and activities IAW Army Directive 2014-23 and DODI 1402.05

PRIVACY ACT STATEMENT

AUTHORITY: 34 USC 20351 and 10 USC 3013, Public Law 101-647, Section 231 (Crime Control Act of 1990); DODI 1402.05, Background Checks on Individualism DoD Child Care Services Programs, 11 Sep 2015, Army Directive 2014-23 (Conduct of Screening and Background Checks For Individuals Who Have Regular Contact With Children in Army Programs), DODI 6060.02 (Child Development Programs (CDPs), 5 Aug 2014), DODI 6060.4 (DoD Youth Programs (YPs), 23 Aug 2004), DoDI 1100.21, Voluntary Services in the Department of Defense, DODI 1400.25, Volume 731 DoD Civilian Personnel Management System: Suitability and Fitness Adjudication For Civilian Employees, 24 Aug 2012, DoD Instruction 1400.25, Subchapter 1403 (DoD Civilian Personnel Manual: Employment), 1 Dec 1996, Incorporating Change 5, 25 Mar 2000, DoD Instruction 1400.25, Volume 1231 DoD /Civilian Personnel Management System: Employment of Foreign Nationals; and E.O. 9397(SSN), as amended, AR 608-18, The Army Family Advocacy.

PURPOSE: To assess the suitability of persons and to determine the loyalty, eligibility, and general trustworthiness of individuals working in child (i.e., children under 18 years of age) services positions.

ROUTINE USE: The DoD "Blanket Routine Users" set forth at the beginning of the Army's compilation of systems of records notices also apply to this system.

DISCLOSURES: Voluntary; however, failure to furnish all requested information will result in disapproval of the child services application or continued service in child services position.

Clear Form

SECTION I - REQUEST TYPE

Personnel Category: Volunteer (Specified Volunteer)	Request Type: ☐ New ☐ Reverification ☒ Transfer	
Fiduciary Responsibility: ☐ Yes ☒ No	Driving Responsibility: ☐ Yes ☒ No	Anticipated Start Date: ASAP

SECTION II - REQUESTING OFFICE INFORMATION

Garrison: IMCOM READINESS	Installation: JBLM	Directorate/Organization: CYS SPORTS
Requester Name: GENIA STEWART	Requester Telephone: (253) 967-2405	Requester E-mail: mary.e.stewart48.naf@mail.mil

SECTION III - SUBJECT'S INFORMATION

SSN:	Prefix/Rank:	Last Name:	First Name:	Middle Name:	Maiden Name:
Postfix/Suffix:	Birth Date MM/DD/YYYY:	Birth Country:	Birth State:	Birth City:	
Citizenship Docs: (personnel req. INV)	Primary E-mail:		Secondary E-mail:		
Primary Phone:		Secondary Phone:			
Current Street Address:		Current City:	Current State:	Current Zip Code:	Current Country:
Functional Program: CYS SPORTS	Employment Location: JBLM		Employment Position: VOLUNTEER		

COMPLETE THIS SECTION ONLY IF THIS IS A TRANSFER FILE

Approximate Year Background Check Completed:	Completed by (check one): ☐ CDE ☐ CPAC	Name of Losing Garrison/Installation:
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ONLY COMPLETE THIS SECTION FOR VOLUNTEERS, CONTRACTORS (SHORT DURATION) AND OTHER CATEGORIES (FINGERPRINTS)

Date fingerprint completed (MM/DD) :	Date hard copy mailed (when LIVESCAN is down):	Method of delivery:	Tracking number:
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SECTION IV - FAMILY CHILD CARE/EMERGENCY PLACEMENT CARE

For each person listed below requiring initial check or reverification of checks, refer to the IMCOM Worksheet 30A for required documents.
List additional Family Members on a separate sheet of paper and include Category, Name, SSN, DOB and POB

Category:	Name:	SSN #:	Birth Date:	Birth Place:
Category:	Name:	SSN #:	Birth Date:	Birth Place:
Category:	Name:	SSN #:	Birth Date:	Birth Place:
Category:	Name:	SSN #:	Birth Date:	Birth Place:

SECTION V - ONLY COMPLETE IF CENTRALIZED CONTRACT

Contractor/POC for PSIP purposes:	E-mail:
Remarks Section (Please note any special requests):	
Name and signature of Functional Manager: STEWART.MARY.E.1099254854	Date Submitted:
CDE Received (Name and Signature):	Date Received:

Digitally signed by
STEWART.MARY.E.1099254854
Date: 2021.02.10 14:55:45 -08'00'

CYS YOUTH SPORTS JOB DESCRIPTION – JOINT BASE LEWIS-McCHORD

Organization	Child Youth Services (CYS)
Position Title	Youth Sports Coach
Duties	You will become a certified coach thru the National Alliance of Youth Sports. We will do background checks on all coaches, to include FBI fingerprints. You will also be required to register online with www.vmis.armyfamilywebportal.com
Time Required	3 days a week to include Saturdays. All of the games are held on Saturdays either here on Lewis Main or McChord Field.
Evaluation Required	Yes
Benefits	You will receive 70 hours' worth of Volunteer time for each team you coach or assistant coach, at the end of each season. You will report those hours yourself online.
Training	You are required to go through our Child Abuse and Coaching certification classes. There are additional annual requirements as well.
Orientation	We also would need you to come in the office and sign up in our coach's book after you have submitted your background paperwork. This way we do not overlook you when assigning coach's to team rosters.
Confidential	Will the volunteer work with confidential issues or privacy protected records? Yes
Qualifications	Must be willing to work with children and adults. Must be able to pass a background check. You must be at least 18 yrs. of age to be a head coach with Child & Youth Services.
The following qualifications appear for positions at statutory organizations only.	
Motor Vehicle Use	Not Required
Involves Work with Children or Youth	Yes, regular basis (Example: coach or instructor)
Credential/License Required	No
Position Availability	
Status	Open
Duration Type	Ongoing position
Public	Yes
Posted	5/3/2007
Location	Child & Youth Services Bldg #6398, Garcia Blvd Joint Base Lewis-McChord, Washington 98433
Supervisor	Cynthia Williams-Patnoe (253) 967-2405 cynthia.a.williams-patnoe.naf@mail.mil



JBLM COACHES APPLICATION – PART I

NAME: _____

FULL ADDRESS: _____

PHONE: (CELL) _____ (2ND CELL) _____ (W) _____

E-MAIL: _____

What sport(s) are you applying to coach for? _____

Would you like to be the head coach or assistant coach? _____

Have you coached for CYS within the past year? YES NO

If so, what sport did you last coach? _____

Do you have a current First-Aid/CPR card? CLS? EMT? YES (please provide copy) NO

Have you received a NAYS training certificate? YES NO

If your application is accepted, you will be required to attend miscellaneous clinics, meetings, and trainings. (IE: NAYS Cert. Training, Child Abuse class, skills clinics, etc, as appropriate)

Please circle the age group you would like to coach; you may circle more than one:

3 - 4 5 - 6 7 - 8 9 - 10 11 - 12

Please provide two references that are not related to you. They **do not** have to be local.

NAME: _____ PHONE: _____

NAME: _____ PHONE: _____

*******YOU MUST BE AVAILABLE ON SATURDAY'S FOR YOUR GAMES*******



JBLM COACHES APPLICATION - PART II

Name: _____



CHILD & YOUTH SERVICES SPORTS

1. Why are you volunteering? _____
2. What is your coaching style or philosophy? _____
3. What do you want to get out of this experience? _____
4. Do you have any experience working with children? _____
5. Do you have any children of your own? _____
6. What types of discipline do you use? _____
7. What do you consider your strengths? _____
8. What do you consider your weaknesses? _____
9. Do you know the rules of the game you are volunteering for? ____yes ____no
10. Do you have any of the following offenses on your record or have been arrested for any of the following offenses? ____yes ____no
 - a. Sex offense or misconduct?
 - b. Violent felonies?
 - c. Any child abuse or domestic violence?
 - d. Misdemeanors within the last 10 years?
 - e. DUI or drug related charges within the last 10 years?
 - f. An assault of any nature?

Please explain.

Volunteer Management Information System (VMIS) Quick Start Guide



STEP 1 – REGISTER ONLINE

1. Go to www.armyfamilywebportal.com or www.vmis.armyfamilywebportal.com
2. Click on the (three dashes) menu in the top left corner & select Volunteer Management Information System (VMIS)
3. New Volunteers: Register an account
4. Existing Volunteers: If you had a legacy VMIS account, transition your account to the new system and follow all email instructions to update your account.
5. Note: If you already transitioned your account - LOGIN

STEP 2 – VOLUNTEER DASHBOARD

1. The Volunteer Dashboard can be accessed from any page on VMIS while logged in as a volunteer - simply select "Dashboard" from the left-hand menu.
2. Search for Opportunities: The **OPPORTUNITIES** page allows you to search for & apply to many different volunteer opportunities. You can sort & filter opportunities, & you can browse opportunities without creating a VMIS account.
3. In the Search bar type "YOUTH SPORTS COACH" and hit ENTER or click on SEARCH.
4. Click on the position title to view specific information & click "APPLY"
5. A box with "Application Received" will pop up. Click OK.
6. This will return you to the Opportunities page.
7. To view the status of your application, go to the left hand menu & click on APPLICATIONS (your status will show APPROVED once your background application has completed all security checks & is "CLEARED").

STEP 3 – RECORD HOURS

1. Recording your hours is "optional", however, the more hours recorded throughout the year, the more funding the base receives to put back into the programs.
2. On the left side of the screen, under the DASHBOARD, click on "Volunteer" & then "Service Log".
3. A calendar will populate with the current month displayed. (if you have multiple volunteer positions, be sure to select the "Youth Sports Coach" position.
4. Record your daily hours by clicking the date and entering your hours in the pop-up box & click SUBMIT.
5. If you miss the deadline for current hours, click the arrow for the previous month(s) & then click the (+) next to Period Hours to record past hours.
6. As a Volunteer Youth Sports Coach you can record up to 70 hours per sport season you coach.
7. You are responsible for logging your own hours each month.
8. If you want a print out of your hours you can download a copy of your DA4713 & DA 4162 from the Service History page.

VOLUNTEER HOURS ENTRY DEADLINE: For administrative reporting requirements, all volunteer hour entries must be completed no later than the 13th of the following month. If you miss the deadline, hours will have to be reported by the period.



For additional assistance, please contact your
Installation Volunteer Corps Program Manager, Lori Parker,
at 253-967-2324 or lori.j.parker2.civ@mail.mil