



**DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
441 G STREET, NW
WASHINGTON, DC 20314-1000**

CECO-I

**MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS AND
DISTRICT COMMANDS, CHIEFS, SECURITY AND LAW ENFORCEMENT, CHIEFS,
OPERATIONS DIVISIONS**

SUBJECT: Volunteer Program Background Investigation Procedures

1. References.

a. Water Resources and Reform Development Act of 2014, Section 1047(d),
Public Law 113-121.

b. Public Law 98-63, Section 101 (33 U.S.C. § 569c), Chapter IV of Title I, Services
of Volunteers, 1983.

c. Homeland Security Presidential Directive 12, Policy for a Common Identification
Standard for Federal Employees and Contractors.

d. Army Directive 2014-23, Conduct of Screening and Background Checks for
Individuals Who Have Regular Contact with Children in Army Programs.

2. Purpose. The purpose of this memorandum is to clarify guidance and procedures in
the "Implementation Guidance for Section 1047(d) Services of Volunteers, of the Water
Resources and Reform Development Act of 2014, Public Law 113-121" for volunteer
background investigations.

3. The following clarifications are provided to meet the most current security standards
for processing background investigations and to provide consistency in procedures
across all Major Subordinate Commands of the U.S. Army Corps of Engineers
(USACE). These procedural updates are effective immediately and will also be
incorporated in the appropriate Engineering Regulation and Engineering Pamphlet
when they are revised:

a. Persons who have ever been convicted of a violent crime, sexual crime, arson,
crime with a weapon, sale or intent to distribute illegal drugs, or are an organized crime
figure will not be utilized as volunteers, regardless of when the crime took place.

b. With the exception of the crimes listed in 3.a. above, the existence of a criminal
conviction does not automatically disqualify an applicant from being a volunteer.
Volunteers with criminal convictions not listed in 3.a. may be considered for service at

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the discretion of the District volunteer coordinator and the District Security Office by joint decision.

c. Volunteers with a military Common Access Card, or transferring from another Department or agency who possess a Volunteer Logical Access Credential (VOLAC) or Personal Identity Verification Credential, or have undergone the required Tier 1 or higher background investigation at their current or former agency do not need a new background investigation unless there has been a two year break in service.

d. With the exception of volunteers who fall under paragraph 3.e. below, background investigations will remain valid indefinitely, unless there is a two year break in service or if the command learns of any adverse information about the individual that was not previously adjudicated in a background investigation.

e. Pursuant to Army Directive 2014-23, volunteer positions that involve regular contact with children under 18 years of age without a parent or guardian present, or where the volunteer does not work under constant line of sight supervision (LOSS) by USACE personnel who have been screened in accordance with Army Directive 2014-23, require re-verification every five years.

f. Volunteers requiring a Tier 1 background investigation may begin their service once their Special Agreement Check (SAC) Federal Bureau of Investigation (FBI) fingerprint check results, Standard Form (SF) 85 Questionnaire for Non-Sensitive Positions and Optional Form (OF) 306 Declaration for Federal Employment forms have been favorably reviewed by the District Security Office for no adverse information, and the SF 85 and OF 306 forms have been submitted to Office of Personnel Management (OPM) through the Personnel Security Investigation Portal (PSIP) to process the full investigation. Digital fingerprints are the preferred collection method and may be obtained at military installations, USACE district and division offices, and law enforcement offices. In locations where digital collection is not available, fingerprints may be obtained on the SF 87 or the FD 285 fingerprint card and submitted to the District Security Office for transmission to the Personnel Security Investigation – Center of Excellence (PSI-CoE) following guidance in the PSIP Requestor Guide. All fingerprint cards require a valid Security Office identifier, Submitting Office Number, and an Intra-Governmental Payment and Collection code in order to be processed by the PSI-CoE. Tier 1 background investigations are required for the following:

- (1) Individuals who volunteer for more than 6 months consecutively, regardless of number of hours served each day;
- (2) Volunteers who will have access to a USACE networked computer; or
- (3) Volunteer positions that involve regular contact with children under 18 years of age without a parent or guardian present, or where the volunteer does not

work under constant LOSS by USACE personnel who have been screened in accordance with Army Directive 2014-23.

g. SAC FBI fingerprint checks are required for the following:

- (1) Volunteers that require access to government files and records;
- (2) Volunteer positions that require the collection and handling of fees; or
- (3) Volunteers that work independently of USACE personnel and have unescorted access into controlled space/non-public areas such as dams, offices, or locked government buildings.

h. Background investigations are not required, but may be conducted at the local project level through outside contractor or through a SAC processed by the District Security Office, for any of the following:

- (1) Individuals who volunteer for one-time events;
- (2) Individuals who volunteer for less than 6 consecutive months and do not meet any of the scenarios described in 3.f. or 3.g. above; or
- (3) Volunteers who only work under LOSS by USACE personnel and have infrequent contact with minors.

i. A "Volunteer Background Investigation Procedures and Requirements Decision Matrix" has been developed as a quick reference guide to help determine the correct level of background investigation that is required.

4. The point of contact for this guidance is Jeff Krause, Chief, Natural Resources Management, and can be reached at (202) 761-1228 or jeff.krause@usace.army.mil.

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MATTHEW L. LEASE
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ENCLOSURE 1
Volunteer Background Investigation Procedures
and Requirements Decision Matrix

	Volunteer Type	Level of Background Investigation (BI) Required	Security Office Involvement/ Processes BI	Background Investigation Expiration	Notes
Level 1	One-time event	None required, but may choose to use local contractor at project level or District Security Office to run FBI fingerprints	No (Unless running an FBI fingerprint check)	N/A	
	Only work under LOSS by USACE personnel with infrequent contact with minors				
	Less than 6 consecutive months and do not meet any of the scenarios below				
Level 2	Work independently of USACE personnel with unescorted access into controlled space/non-public areas	Special Agreement Check FBI fingerprint check	Yes	SAC valid for lifetime as long as there is not a 2 year break in service.	Fingerprints may be done at military base, District Office, law enforcement office, etc.
	Require access to government files/records				
	Collection/handling of fees				
Level 3	Volunteering more than 6 consecutive months	Tier 1: FBI fingerprints, SF 85, and OF 306 using PSIP and Electronic Questionnaires for Investigations Processing	Yes	BI valid for lifetime as long as there is not a 2 year break in service.	Volunteer may begin their service once their SAC results (FBI fingerprint check), SF 85 and OF 306 forms have been favorably reviewed by the District Security Office for no adverse information, and the SF 85 and OF 306 forms have been submitted to OPM Management through the PSIP to process the full investigation.
	Involving regular contact with children under 18 years without a parent or guardian present and without constant LOSS by USACE personnel			BI valid for 5 years	
	Requiring USACE networked computer access/VOLAC card			BI valid for lifetime as long as there is not a 2 year break in service. VOLAC valid for 5 years.	