



**DEPARTMENT OF THE AIR FORCE**  
51<sup>ST</sup> SERVICES SQUADRON (PACAF)  
UNIT 2065  
APO AP 96278-2065

Date

MEMORANDUM FOR VOLUNTEERS

FROM: 51 SVS/SVYY

SUBJECT: Validation of Criminal History Background Check

1. In accordance with DoDI 1402.5 Criminal History Background Check, personnel must be screened and an installation records check (IRC) including Defense Criminal Investigate Index (DCII) check must be initiated on all staff (permanent and temporary) before they are hired to work at the Osan AB Youth Center. In addition, all coaches, assistant coaches, specified volunteers must validate their IRC AND DCII during the first 30 days of their participation.
2. For all active duty military, this will be accomplished by having the Unit Security Manager complete the following information.

\_\_\_\_\_  
Member's Name

\_\_\_\_\_  
Member's Signature

\_\_\_\_\_  
Member's date of last NAC

\_\_\_\_\_  
Date DCII initiated/completed if  
NAC is over 5 years

\_\_\_\_\_  
Unit Security Manager's Name  
and phone number

\_\_\_\_\_  
Unit Security Manager's Signature

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