

REQUEST FOR BACKGROUND CHECK FOR SELECTEES AND EMPLOYEES

This background check is being requested in accordance with AR 215-3, AR 608-10, and AR 608-18

1. Installation & Office Name & Address:	2. HR Office Name & Address:	3. Request Date:
	DLA NAF Human Resources Office 8725 John J. Kingman Road, Suite 1145 Fort Belvoir, VA 22060	

Please Check One:

4. A. Active Duty <input type="checkbox"/>	B. Family Member <input type="checkbox"/>	C. Retired Military <input type="checkbox"/>	D. Civilian <input type="checkbox"/>
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5. Subject Name:

6. Alias/Maiden Name:

Social Security Number		Current Address:
Date of Birth		
Place of Birth		

For questions, please contact:

Jennifer Woodyard HR Office Point of Contact	571-767-2491 Telephone Number	dla.naf.hro@dla.mil Email Address
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FOR AGENCY USE ONLY

INSTRUCTIONS: We are conducting a background investigation on the person identified above to determine this person's eligibility for Federal employment. To help make this determination, we ask that you complete all items on this form and return via encrypted email (preferred), or the postal service.

I verify checks have been completed through the following systems:

Army Law Enforcement Check ALERTS, DCII & CRC <input type="checkbox"/>	ASAP (Childcare positions only) DAMIS Database <input type="checkbox"/>	FAP/SWS (Childcare positions only) ACR database <input type="checkbox"/>
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A. Applicant's name reflected in database?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	C. Case disposition number
B. Derogatory information on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Name:	Signature		
Grade/Rank:	Position:		
Date:			

CERTIFICATION: The person we are investigating has given written consent for this investigation inquiry. We keep that consent on file, however, if you require a copy to complete this form, please indicate this requirement in writing.

PRIVACY ACT INFORMATION: This investigation inquiry is in full compliance with the Privacy Act of 1974 and other laws protecting the civil rights of the person we are investigating. The information you provide, including your identity, will be disclosed to the person being investigated and other federal agencies, at this person's request. V4 2.13.2016