

Virginia Defense Force Background Checks



VIRGINIA DEFENSE FORCE HEADQUARTERS
5001 WALLER ROAD
RICHMOND, VIRGINIA 23230

19 APRIL 2018

SUMMARY of CHANGE

VDFR 380-67
Background Checks
19 APRIL 2018

o This entirely new regulation explains the rationale and prescribes the procedures for Virginia State Police (VSP) background checks for all VDF personnel.

**Headquarters
Virginia Defense Force
5001 Waller Road
Richmond, VA 23230**

19 APRIL 2018

Personnel/Administration

VDF Background Checks

Summary. This document is an entirely new VDF regulation. The procedures prescribed by this regulation shall be conducted by all VDF units in the processing of applicants for membership in the VDF and for all current (as of the date of this regulation) members of the VDF.

Applicability. This regulation applies to units of the VDF. During mobilization for state active duty, procedures in this publication can be modified to support policy changes as necessary.

Suggested Improvements. Users are invited to send comments and suggested improvements directly to Headquarters, Virginia Defense Force, Attention: G-1, 5001 Waller Road, Richmond, Virginia 23230-2915.

Distribution. Distribution is intended for all VDF units down to the Company level.

JUSTIN P. CARLITTI

Brigadier General, Commanding, Virginia Defense Force

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1. Purpose

This regulation—

a. Prescribes policy for the conduct of Virginia State Police Background Checks by the Virginia Defense Force for all applicants for membership and current members.

2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

4. Responsibilities

a. The Deputy Chief of Staff G-1 will—

(1) Prescribe policy, procedures, and implementing instructions on the conduct of VSP Background Checks.

b. The VDF Unit manager shall supervise and manage the actual conduct of background checks for the Virginia Defense Force.

5. Policy

a. General

Because all members of the Virginia Defense Force are subject to being called to State Active Duty (SAD) by the Governor, all applicants for membership and current members of the VDF shall undergo a VSP background check.

(1) New applicants shall undergo a check prior to being sworn in to VDF service.

(2) Current members (as of the date of this regulation) shall also undergo a VSP background check.

(3) Regardless of any current background check/security clearance for civilian employment/prior military service, all applicants for VDF membership and current members of the VDF must undergo a VSP background check.

(4) The VDF shall conduct periodic background checks on current members.

(5) Applicants for VDF service will not be sworn in to VDF service, nor may they participate in any VDF activity until they pass the VSP background check.

(6) Applicants who do not consent to the VSP background check shall not be sworn into VDF service.

(7) Should it be found, after induction in to VDF service, that a VDF member has a felony or other disqualifying reason as set forth in this regulation, he/she is subject to involuntary separation/discharge from the VDF.

(8) If discharged, the discharge shall be characterized as General.

b. Disqualifying criteria:

(1) Conviction for any felony

(2) Conviction for any misdemeanor of moral turpitude

(3) Current domestic protective order

(4) Habitual DUIs

(5) Be found to be on a sex offender registry

(6) Any conviction or behavior that would bring discredit upon the VDF

6. Procedure

a. General

(1) Completed VDF Form 380-67-1 shall be transmitted via only USPS or fax.

(2) If transmitted via fax, completed VDF Form 380-67-1 shall be returned to the original applicant.

(3) If transmitted via USPS, a copy of VDF Form 380-67-1 may be given to applicant. No copy shall be kept at MSC.

(4) Only ACDET at VDF HQ shall retain/store any and all copies of completed VDF Form 380-67-1. These shall be stored in secured file cabinets, behind locked doors, and behind a locked/secured gate.

(5) MSCs shall not store any completed VDF Forms 380-67-1.

(6) Only the following individuals may have access to completed VDF Forms 380-67-1:

i. Original applicant

ii. Commanders, Executive Officers, and Administrative Personnel

iii. Recruiters

iv. VDF G-1/Deputy G-1/G-1 Section Chief

v. VDF Unit Administrator (UA)

vi. VDF Part-Time (P-14) Employees approved and trained for processing VSP Background Checks by the VDF UA.

b. All members of the VDF (as of the date of this regulation) shall:

(1) Complete VDF Form 380-67-1.

(2) For active force Regiments, this shall be done at the company level and forwarded to the company's regimental S-1.

i. Regimental S-1s shall send to ACTDET via either fax or USPS.

- (3) For the Reserve Regiment
 - i. Regimental HQ personnel shall contact IRR personnel, who shall complete the form and return to designated Reserve Regiment personnel.
 - ii. Reserve Regiment shall send to ACTDET via either fax or USPS.
 - (4) For FORHQ
 - i. FORHQ personnel shall complete VDF Form 380-67-1 and submit through their section chief to the FORHQ Commandant.
 - ii. FORHQ Commandant shall send to ACTDET via fax or USPS.
 - (5) ACTDET shall:
 - i. Acknowledge receipt of completed VDF Form 380-67-1 to MSC via e-mail.
 - ii. Conduct background check and inform MSC S-1s or designated administrative personnel of results.
 - (6) Only ACDET at VDF HQ shall retain/store any and all copies of completed VDF Form 380-67-1. These shall be stored in secured file cabinets, behind locked doors, and behind a locked/secured gate.
 - (7) VDF members who do not consent to the VSP background check shall be processed for separation/discharge from the VDF.
- b.* New applicants for membership in the VDF shall:
- (1) Complete VDF Form 380-67-1
 - (2) Completed form shall be forwarded through VDF chain to ACTDET via either fax or USPS.
 - (3) ACTDET shall acknowledge receipt of completed VDF Form 380-67-1 to MSC via e-mail.
 - (4) If transmitted via fax, completed VDF Form 380-67-1 shall be returned to the original applicant.
 - (5) If transmitted via USPS, a copy of VDF Form 380-67-1 may be given to applicant upon request of applicant. No copy shall be kept at MSC.
 - (6) Applicant shall be informed that processing of background check may take up to thirty (30) days.
 - (7) Applicants who pass the background check may be sworn in only after the MSC has been informed by ACTDET.
- c.* All current members of the VDF will have periodic VSP background checks conducted on them.



CRIMINAL HISTORY RECORD NAME SEARCH REQUEST

**PURPOSE OF THIS REQUEST:**

Appointment/Enlistment in the Virginia Defense Force and continuous monitoring after accession into the Virginia Defense Force

APPLICANT – PLEASE READ THOROUGHLY AND INITIAL AND DATE AFTER EACH STATEMENT:

The Virginia Defense Force is entitled by Section 19.2-389 of the Code of Virginia to:

1. Obtain a copy of any criminal history record that I may have. _____
2. Obtain a prompt determination as to the validity of criminal record(s) I may have before enlistment or appointment in the Virginia Defense Force. _____
3. Prior to the completion of the criminal record search(es,) I will not be sworn in to service in the Virginia Defense Force and may not participate in any training activities or events. _____
4. Should I be found to have a conviction for any felony, misdemeanor of moral turpitude, current domestic protective order, habitual DUIs, be found to be on a sex offender registry, or any conviction or behavior that would bring discredit upon the VDF, I understand that I will be disqualified for service in the Virginia Defense Force. _____
5. Should it be found that, after being sworn in to service in the Virginia Defense Force, I have a conviction for any felony, misdemeanor of moral turpitude, current domestic protective order, habitual DUIs, be found to be on a sex offender registry, or any conviction or behavior that would bring discredit upon the VDF, I understand that I am subject to discharge from the Virginia Defense Force. _____
6. I understand that the Virginia Defense Force will conduct periodic background checks on me during my term of service with the organization. _____
7. I understand that Social Security Numbers provided will be used to help identify the proper record and will be used for no other purpose by the Virginia Defense Force. _____

NAME INFORMATION TO BE SEARCHED:

LAST NAME _____ FIRST NAME _____ MIDDLE NAME _____ MAIDEN NAME _____

<u>RACE</u>	<u>SEX</u>	<u>DATE OF BIRTH</u> (MM/DD/YYYY)	<u>SOCIAL SECURITY NUMBER</u>
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CONSENT OF APPLICANT I hereby give consent and authorize the Virginia Defense Force to search the files of the Central Criminal Record Exchange (CCRE) for a criminal history record and report the results of such search to the agent or individual authorized in this document to receive same.

Signature

State/Commonwealth of _____ City/County of _____ Date _____

SIGNATURE OF VIRGINIA DEFENSE FORCE AGENT As provided in Section 19.2-389 of the Code of Virginia, I hereby request the criminal history record of the individual named above and swear or affirm that I have the consent of the individual to obtain their record and will not further disseminate the information received, except as provided by law.

Virginia Defense Force
5001 Waller Road
Richmond, Virginia 23230-2915

Date of Request Signature of Authorized Agent Printed Name

VDF USE ONLY

- Background check conducted (Date: _____) Person passed background check for VDF purposes (Yes/ No)
- Results attached

Appendix A VDF Form 380-67-1

Appendix B References

AR 380-67
Personnel Security Management

Glossary Section I Abbreviations

AR
Army Regulation

VDF
Virginia Defense Force

VSP
Virginia State Police