



**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE  
3312 A AVENUE, SUITE 208  
FORT LEE, VIRGINIA 23801

REPLY TO  
ATTENTION OF

IMLE-ZA

FORT LEE POLICY NO: 03-13  
JAN 24 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Mandatory Background Checks for Specified Volunteers

1. This command is committed to the safety and security of all Soldiers and Families. In the discharge of my responsibility to protect children and youth involved in Fort Lee child-related programs, I direct the following actions be taken regarding Specified Volunteers on Fort Lee.

a. A Specified Volunteer is hereby defined as any individual 18 years or older who, in a volunteer status, works directly with children/youth. The opportunity for contact may be occasional, over a short period of time, or extensive, frequent and over a long period of time. These contacts include, but are not limited to positions involving extensive interaction alone, extended travel, and/or overnight activities with children, as well as shorter periods of interaction alone and infrequent contacts.

b. Specified Volunteers will be required to complete an Installation Record Check (IRC) because of the nature of their work in childcare activities/programs. An IRC is required for all Specified Volunteers to include active duty and Family members. Background checks are not required for volunteers whose services will be of shorter duration than is required to perform the background checks and who are under line of sight supervision by an individual who has successfully completed a background check.

c. Mandatory disqualifiers for Specified Volunteer applicants include any conviction for a sexual offense, a drug felony, a violent crime, criminal offense involving a child or children, or other felony convictions.

d. Applicants with past misdemeanor charges must be adjudicated by the Garrison Commander to work around children.

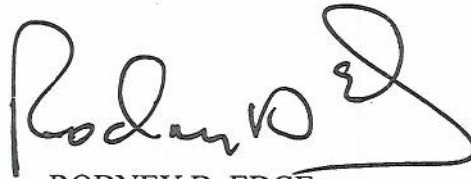
2. **APPLICABILITY.** This policy applies to all personnel, family members and guests assigned to, attached to, or visiting Fort Lee, Virginia.

3. **EFFECTIVE DATE AND IMPLEMENTATION.** This policy becomes effective immediately upon signature.

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4. Proponent for this policy is the Directorate of Family and Morale, Welfare and Recreation, 734-7827.

A handwritten signature in black ink, appearing to read "Rodney D. Edge". The signature is stylized with a large, sweeping flourish at the end.

RODNEY D. EDGE  
COL, LG  
Garrison Commander

DISTRIBUTION:  
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