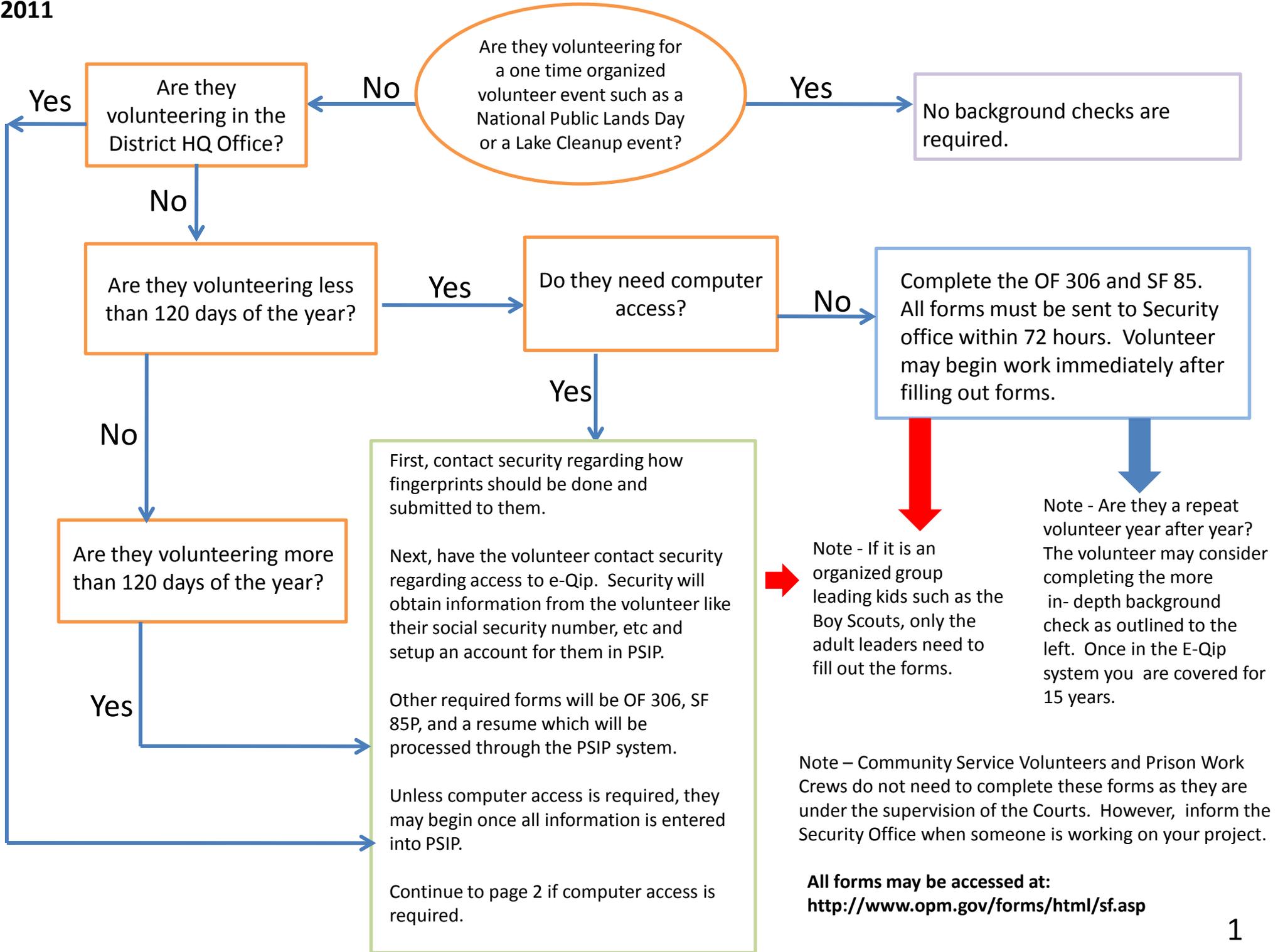


**Volunteer Background Checks
2011**

START HERE



Obtaining Computer Access

All computers are now CAC user based enforced. Volunteers will be issued a Volunteer Access Card (VolAC).

STEP 1 - Volunteer must initiate a National Agency Check (NAC) through Security and have favorably returned results on their FBI fingerprints. Once complete, volunteer sponsor or supervisor should notify Carmen Boyette, carmen.b.boyette@usace.army.mil or 919-542-4501 x27 and provide a short justification as to why computer access is required.



STEP 2 - Carmen will verify with security that the NAC check has been initiated and the volunteer's fingerprint results have been returned favorably. Volunteer will be asked to provide the following information in a secure manner. Volunteer sponsor/supervisor may send an encrypted email or the volunteer may call with the information. **They key is that it must be done securely. Please do not allow the volunteer to send the information from their home computers.**

2. Volunteer will need to provide the following information.

- a. Last Name
- b. First Name
- c. Middle Name
- d. Cadency Name (if they have one such as Junior, Senior, II)
- e. Personal ID #(SSN)
- f. Home Email
- g. Date of Birth
- h. How long they will be volunteering so a card expiration date can be determined? Cards automatically expire after 180 days but can be renewed automatically.

The volunteer should also answer the following question.

Does the volunteer fall under any of the following?

- Current Contractor requesting a CAC re-issuance.
- Contractor for another DoD Service or Agency.
- Current or previous Reserve/Guard Member.
- Military Retiree.
- Current or previous DoD Civilian Employee.
- Dependent of Military Member.



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STEP 3 Carmen will enter the information provided in Step 2 into the Contractor Verification System. Once the application is initiated, Carmen will securely provide the volunteer's user name and password to the volunteer sponsor/manager or directly to the volunteer if requested. The user name and password should be provided securely to the volunteer. Avoid emailing to a personal home computer.



STEP 4 Volunteer has 7 days to complete an initial login to the Contractor Verification System and 30 days to complete their application. The faster a volunteer can complete their application, the sooner they will be able to get a VolAC.

<https://www.dmdc.osd.mil/appj/cvs/>



STEP 5 Carmen will approve the completed application. Once approved, an automatic email will be sent directly to the volunteer's home email provided with a carbon copy to Carmen. As a courtesy, Carmen will send the email to the volunteer sponsor and security letting them know the volunteer is now eligible to get a VolAC. The following guidance will be in the email. Those in the District Office should contact Linda Williams regarding the card.

Your Contractor Verification System (CVS) application for a Common Access Card or government credential was approved. Please proceed to the nearest RAPIDS issuance facility with 2 valid forms of identification (see link below) for card issuance. Please check with the RAPIDS issuance facility to determine if an appointment is required.

For card issuance, a DD-2842 may still be required. The form can be obtained at the following Web Site, or one can be obtained at the RAPIDS issuance facility:

<http://www.dtic.mil/whs/directives/infomgt/forms/forminfo/forminfo2452.html>

Web Site provided for a list of valid forms of identification:
https://www.dmdc.osd.mil/cvs/docs/List_Of_Valid_IDS.pdf

CVS Web Site: <https://www.dmdc.osd.mil/appj/cvs/>

RAPIDS Locator Web Site: <http://www.dmdc.osd.mil/rs/>



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STEP 6 – Carmen will monitor the VolACs status dates in the system and reverify cards as needed. At the end of their volunteer service, volunteers must return their cards in a secure manner to the security office. Volunteer supervisors must also notify Carmen Boyette so she can revoke their cards in the CVS system after they depart.

Note – ACEIT will establish computer access for the volunteer. Be sure to submit an ACEIT Form 4 for computer access. You may begin this process at the same time you are obtaining a VolAC.