# ­­Department of Defense Instruction 1402.05 Information Paper

**From:** The Office of the Deputy Assistant Secretary of Defense for Military Community and Family Policy

**Overview:** The Department of Defense has just published updated policy on background-check requirements for programs that serve children and youth. Department of Defense Instruction 1402.05 – “Background Checks on Individuals in Department of Defense Child Care Services Programs” – helps ensure military children’s safety and well-being.

**Background:** Department of Defense Instruction 1402.05 requires thorough screening of all adults who have regular contact with children under 18 in Department of Defense-sanctioned child care or youth programs. The policy was first published in 1993, following passage of the Crime Control Act of 1990, and reissued on [insert date].

Recent updates confirm that the Department of Defense is keeping pace with changes in technology and departmental processes, and proactively adopting best practices to safeguard military children. The updates also establish a common standard across the Department of Defense and address case-specific issues and questions. Department of Defense components have the authority to apply more stringent requirements as desired.

**Key Points:** The Department of Defense is leading the way, with Instruction 1402.05, on background checks.

* The background-check requirement extends to all Department of Defense programs that serve children and youth. The list includes protective and social services; health and mental health care; child care, youth and education programs; foster and residential care; recreational and rehabilitative programs; and detention, correctional or treatment services.
* Screening requirements include ongoing reviews of Federal Bureau of Investigation records using fingerprints; state criminal history records; child abuse and sex offender registries; and other suitability screenings such as Department of Defense substance abuse and installation security records. The requirements apply to paid employees and specified unpaid volunteers, such as sports coaches and theater directors. Other adults, such as relatives of in-home child care providers, are also subject to checks.
* Department of Defense Instruction 1402.05 implements Department of Defense Instruction 6060.02, “Child Development Programs,” and DD Form 2981, which requires staff members of Department of Defense children and youth programs to give pre-employment consent to a criminal history background check and annual self-reporting and certification. The policy also ensures alignment with Department of Defense Instruction 1400.25, Volume 731, “Department of Defense Civilian Personnel Management System: Suitability and Fitness Adjudication for Civilian Employees.” Finally, it implements establishment of the central Consolidated Adjudications Facility.
* The Office of the Deputy Assistant Secretary of Defense is working with the military services to develop a companion manual that provides detailed procedures for background checks on individuals who work in child development and youth programs. Each military service will also be issuing more detailed implementation guidance in accordance with the Department of Defense policy.

**Additional Information:** Department of Defense Instruction 1402.05 is available at <http://www.dtic.mil/whs/directives/corres/pdf/140205p.pdf>.