



U.S. DEPARTMENT OF COMMERCE
MANUAL OF SECURITY
POLICIES AND PROCEDURES

Appendix H

Child Care Provider Processing General Guidance For Investigations

H.1 REQUIREMENT

All child care providers working in owned, leased, or sponsored Department of Commerce (DOC) child care facilities will be processed for background checks utilizing the Child Care National Agency Check with Inquiries (CNACI). The scope of the CNACI includes the National Agency Check with Inquiries and state criminal history check for all states of residence. The CNACI meets the intent of the Crime Act of 1990, as amended, as well as the minimum suitability investigation directed for Federal employment under Executive Order 10450. An operating unit may hire a staff person provisionally prior to the completion of the required background check provided that, when caring for children, the uncleared individual must at all times be within the sight and under the supervision of a staff person whose background check has been successfully completed.

H.2 BACKGROUND INVESTIGATION

A. Procedures. Prior to the employment of a child care provider in any Department of Commerce sponsored child care facility, the facility director/manager shall be responsible to ensure that the applicant has submitted to the servicing security officer the required documentation resulting in a "completed" CNACI by the Office of Personnel Management (OPM) and favorably adjudicated by the Office of Security. Facility managers should work in concert with their servicing security officer for the submission of the investigation packet to OPM. Upon the completion of the adjudication by the Office of Security, the facility manager will receive, through the servicing security officer, a letter of favorable adjudication authorizing the applicant to work in the facility.



U.S. DEPARTMENT OF COMMERCE MANUAL OF SECURITY POLICIES AND PROCEDURES

B. Request Package. The Child Care National Agency Check with Inquiries (CNACI) Package will include the following documents.

1. Original SF-85, Questionnaire for Non-Sensitive Positions, with "CCP" marked in Block 1 (Position Title) to distinguish it as a Child Care Provider case.
2. Type of Investigation will be annotated as "02" and Extra Coverage Block will be code "8."
3. Form FD-258, Fingerprint Chart, with OPM's designation in the ORI Block.

C. Processing.

1. The packet will be submitted to the servicing security officer who will forward the investigative packet to OPM.
2. Upon completion of the CNACI, OPM will forward the packet to the Office of Security for adjudication.
3. Upon favorable determination by the Office of Security, a certificate of favorable background investigation will be sent to the facility manager through the servicing security officer.
4. CNACI investigations shall be updated every five years.
5. As required by 42 U.S.C. § 13041, the Office of Security will maintain a database to reflect the current background investigation status of child care providers and to determine when they need an updated background investigation.

NOTE: Failure to comply with these requirements will result in the applicant being determined ineligible to work in a Department of Commerce owned, leased, or sponsored child care facility.

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