



ARNG CYS CONTRACTOR BACKGROUND CHECK & CAC INSTRUCTIONS

As a new contractor working under the scope of the national Child and Youth Services (CYS) contract (contract number: W9133L-24-R-3804), you will need to complete a series of steps to ensure you meet the background check requirements within the contract, as well as to receive approval to obtain a contractor access card (CAC). This process is collaborative in nature, requiring involvement from the local government, your SFPD and National Guard Bureau (NGB).

STEP 1: NEW HIRE PAPERWORK

Following hire, you will be contacted by your Regional Assistant Program Manager (RAPM) and the National Training Coordinator (NTC) to schedule an orientation teleconference training. Prior to this training, you will receive an email with specific forms attached – these forms are required to initiate both the CAC and background check processes.

FORMS SUBMITTED TO NGB:

- ARNG CYS – DA5018-R
- ARNG CYS – Request for Background Check
- ARNG CYS – DD2981
- Army Release Consent Form

FORMS SUBMITTED TO STATE SECURITY OFFICE:

- ARNG CYS – SAJ-PSIP Background Investigation Request
- ARNG CYS – Declaration for Federal Employment
- ARNG CYS – DD2875 – SAAR

These forms **MUST** be completed accurately and, in their entirety, to avoid processing delays.

STEP 2: ESTABLISHING AN ARMY ENTERPRISE EMAIL ADDRESS (AEEA) VIA IDENTIFY, CREDENTIAL & ACCESS MANAGEMENT (ICAM)

As a contractor working in a government setting, you will need to establish a contractor email address as part of your new hire on-boarding. This email address will become your official work email address once the required steps have been completed.

To obtain an AEEA account/email address, please send an email to MAJ Aura Rojas (aura.j.rojas.mil@army.mil) at NGB, requesting she sponsor you in the ICAM system. Work with your SFPD and state/territory government to ensure all follow-on and required steps to establish and maintain an AEEA account and email address are completed accurately.

Please pay close attention to the following details, as they will directly impact the successful outcome of your AEEA account and contractor email address:

- ARNG CYS CONTRACT NUMBER: W9133L-24-R-3804
- CURRENT PERIOD OF PERFORMANCE END DATE: 31OCT26
- GOVERNMENT CONTRACT SPONSOR: MAJ Aura Rojas, ARNG-HRP-S (Teams: 520-692-8988)

NOTE: Completing these steps does not mean you will automatically receive your contractor email address for immediate use. As a result of this, please review the 'Important Detail' section of this document to set-up a temporary work email address.

STEP 3: OBTAINING FINGERPRINTS

A copy of your fingerprints will be required as part of the background check process. Check with your State Security Office, as they may have the ability to digitally obtain your fingerprints and immediately upload them into the Government system. If the State Security Office is not able to obtain your fingerprints digitally in their office, you may need to go to a local law enforcement office and have them provide you with a fingerprint card. If this is necessary, notify your RAPM prior to taking any further action to receive the appropriate guidance on approvals for obtaining an off-site fingerprint card.

STEP 4: SUBMITTING FORMS AND SUPPORTING DOCUMENTS

Once all forms have been completed, and a fingerprint card/scan has been completed, you will need to submit all documents as follows:

SUBMIT TO STATE SECURITY OFFICE/MANAGER	SUBMIT TO NATIONAL GUARD BUREAU
<ul style="list-style-type: none">• ARNG CYS - SAJ-PSIP BACKGROUND INVESTIGATION REQUEST• ARNG CYS - DECLARATION FOR FEDERAL EMPLOYMENT• ARNG CYS - DD2875 - SAAR• COMPLETE SET OF FINGERPRINTS (CARD OR DIGITAL SCAN)• BIRTH CERTIFICATE	<ul style="list-style-type: none">• ARNG CYS - DA5018-R• ARNG CYS - REQUEST FOR BACKGROUND CHECK• ARNG CYS - DD 2981• ARMY RELEASE/CONSENT FORM
	<p>The forms above need to be emailed/submitted to: NGB: MAJ Rojas, MAJ Wade & SFC Mota Email: lecette.m.mota.mil@army.mil Email: aura.j.rojas.mil@army.mil Email: doniel.k.wade.mil@army.mil CC: Gaizka Vazquez-Lam (Gaizka.c.vazquez-lam.ctr@army.mil)</p>

STEP 5: FOLLOW-UP AND CONTINUING ACTIONS

Once all forms and supporting documents have been submitted to the entities identified above, it will be incumbent upon you, as the contractor, to regularly check-in with your State Security Office/Manager, and request updates as to the status of your background check. While the average time required to conduct the appropriate T1 background check investigation is approximately 2-6 weeks, some individuals have had to wait longer, as they did not follow-up with their State Security Office/Manager to ensure all required information had been submitted and was accurate. Being proactive at this time will help ensure results are returned in a timely manner.

STEP 6: NOTIFICATION TO RAPM AND TASS APPLICATION

As you receive updates from your State Security Office, regarding the status of your background check investigation, continue to keep your RAPM informed. This is important as the RAPMs will submit a request to the Program Manager to have the Trusted Agent (TA) at NGB check in the system to ensure he/she can locate you by your Social Security Number (SSN#) and Date of Birth (DOB). At this point, the TA will continue to monitor the progress of your background check investigation in the system, and then issue you an ICAM application as soon as the status of your background check investigation reflects T1 Investigation "Scheduled" or T1 Investigation "Complete."

The ICAM application will be emailed to the personal email account you provided on your initial job application with the company. Once you receive the email, ensure that you complete the required steps as quickly as possible, as the ICAM application is time-sensitive and will expire seven days following initiation. After you have completed the required steps identified in the ICAM application, you will receive a follow-up email from the TA acknowledging that you have been approved for a CAC and need to proceed to your nearest ID Card Office. You will need to be prepared to present two valid forms of Government identification (Example: current passport and driver's license).
Important Detail

While you wait to be approved for an official AKO account and email address, it is advisable to create a civilian email address specifically for work. This prevents work-related information from being sent to your personal email account. Check within your local office to see if there is a general CYS email address already established. If not, establish a Gmail account. A recommended email address is: firstname.middleinitial.lastname.ctr@gmail.com (Example: john.a.smith.ctr@gmail.com). Your final AKO email address will follow this same format as well.