

OFFICE OF THE ADJUTANT GENERAL

Background Check - Self Reporting Requirement Acknowledgement

I, _____ certify that I have received a copy of the Office of the Adjutant General's State Human Resources Policy# E24-101.02 (Background Checks).

I further certify that I have been informed and understand that I am required to immediately notify my Program Manager if any of the following events occur:

- Any incident or conviction that may meet the criteria for Presumptive or Automatic Disqualification
- Any incident or conviction that may invalidate my prior background check and make me ineligible to work or have contact with children
- Any conviction in either a civilian or military court, or received punishment pursuant to Article 15 of the Uniform Code of Military Justice (UCMJ) for any of the following reasons:
 - A sexual offense
 - Any criminal offense involving a child victim
 - A drug offense for which the maximum authorized sentence includes confinement for one year or more
- Any conviction, in either a civilian or military court, or non-judicial punishment pursuant to Article 15 of the UCMJ for:
 - A crime of violence committed against an adult
 - Illegal or improper use, possession, or addiction to any controlled or psychoactive substances, narcotics, cannabis, or other dangerous drug
- A civil adjudication that terminated my parental rights to my child, except in cases where, as a birth parent, I placed my child up for adoption
- Any incident or conviction that I have been found negligent in a civil adjudication or administrative proceeding concerning the death or serious injury to a child or dependent person entrusted to my care.
- Any incident or conviction that I have committed an act that meets the criteria for child abuse or neglect, or have been found in a civil adjudication to have committed child abuse or neglect.
- Any incident or conviction that I have committed acts that tend to indicate poor judgment, unreliability, or untrustworthiness in providing child care services.

- Any evidence or documentation of a past or present dependency on or addiction to any controlled or psychoactive substances, narcotics, cannabis, or other dangerous drugs without evidence of substantial rehabilitation.
- Changes in Personal Status to include any changes to the employee's marital status, cohabitation status (doesn't include non-romantic roommates), and any name changes
- Foreign travel to include all trips and vacations abroad (Even day trips to Mexico and Canada as well as any work trip that is not official government business. If deployed abroad, report all personal travel to other countries during that time period)
- Foreign contact with any foreign national who could have personal information about the employee
- Inadvertent or accidental loss/compromise of classified or other sensitive information
- Financial problems to include filing for bankruptcy, garnishment of wages, having a lien placed on property for failing to pay a creditor, eviction from a residence for failure to pay rent, or inability to meet all financial commitments
- Any arrest, regardless of whether or not charges were filed, or general involvement with the legal system (such as being sued, or the employee filing a claim against someone else)
- Psychological or substance abuse counseling. (Reportable mental health issues include legal findings of mental incompetence, court-ordered mental health care, in-patient mental health care, certain diagnoses which may impair judgment or reliability, and self-appraised mental health concerns that could impact judgment or reliability [+++ Note - Seeking mental health treatment and counseling in and of itself is not a reason to revoke a clearance. Seeking care for personal wellness and recovery may contribute favorably to decisions about the employee's eligibility or continuous evaluation])

Signature & Date