



DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS PACIFIC/
DOMESTIC DEPENDENT ELEMENTARY & SECONDARY SCHOOLS - GUAM
DIRECTOR'S OFFICE
UNIT 35007
APO AP 96376-5007

MEMORANDUM FOR PMO

SUBJECT: Installation Record Check (IRC)

Ref: DODI 1402, Criminal History Background Checks on Individuals in Child Care Services.

We request a records review on the person named below who has applied for a Teaching or Educational Support position with the Department of Defense Dependents Schools.

- a. Applicant's Name: _____
b. SSN: _____

If the records review reveals any derogatory information, please send the information in a sealed envelope to the DoDDS Pacific Personnel Center, ATTN: Korea District Representative, Unit 35007, APO AP 96376. For questions pertaining to this record check, please contact us at 644-5856.

Vicki Gravlin
Human Resources Assistant
DoDDS Pacific/DDESS Guam HR Division
Korea District

FROM:

TO: DODDS Pacific Personnel Center, Attn: Korea District Representative

- a. _____ Background check is clear
b. _____ Background check reveals questionable information

Printed Name of Certifying Official: _____

Signature of Certifying Official: _____

Date: _____