

Appendix A: Pre-Service Screening Guidelines for Prospective NARA Volunteers

The responsible officials in each unit must complete the following steps for ALL volunteer applicants:

1. Have prospective volunteer complete the Volunteer Application Form, which contains contact information for references.
2. Interview the applicant.
 - Verify the applicant's identity by requesting one form of ID which must be a photo identification issued by the U.S. Government or a state government.
 - Copy the identification for the applicant's file.
3. Verify educational background or other training relevant to the job.
4. After determining that the applicant is acceptable for program service, have the prospective volunteer complete the Optional Form (OF) 306, Declaration for Federal Employment and contact NASS to start background checks appropriate to the level of access needed for the position the volunteer will occupy.
 - Note that NARA applies two levels of access to volunteer service. Level one applies to any volunteer who has access to the public areas only. Level two applies to any volunteer who requires access to staff-only areas or non-public areas, or who may work with children under the age of 18.
 - The background check requirements for each level are found in the following chart.

Additionally, it is recommended that the responsible official:

5. Contact at least two references, using the talking points listed in NARA 1606 par. 18d.
 - Verify references to ensure that the reference is who he or she says and not an accomplice of the applicant. Verify the reference by looking the reference up in the phone book to check whether the telephone number applicant provides is correct and that the person we contact is not posing as the reference.
 - Document the discussion with the reference in the applicant's file.

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Level of Access	Description of Levels of Access	Requirements for Background Check
Level 1:	<p>Volunteers with access to public areas during public and office hours.</p> <p>This might include, for example, those docents who provide museum tours or information desk aides who move freely in the office spaces, but do not have access in the facilities to any greater degree than the general public.</p>	<ul style="list-style-type: none"> • Verify the identity of the applicant. • Complete the reference checks. • Submit a completed OF 306, Declaration for Federal Employment, to NASS.
Level 2:	<p>Volunteers with access to the staff-only area of the facility during public and office hours, and</p> <p>Volunteers with access to NARANET.</p>	<ul style="list-style-type: none"> • Verify the identity of the applicant. • Complete the reference checks. • Submit the following completed forms to NASS: <ul style="list-style-type: none"> -OF 306, Declaration for Federal Employment -SF-85, Questionnaire for Non-Sensitive Positions -FD 258, Fingerprint Card
Level 2: Working with Children	<p>Volunteers who may, at any time, work unsupervised with children</p>	<p>Inform NASS that a Child Care background check (CNACI) is necessary.</p>