

**DEPARTMENT OF THE AIR FORCE  
355<sup>TH</sup> SERVICES SQUADRON (ACC)  
DAVIS-MONTHAN AIR FORCE BASE, ARIZONA**

Thank you for taking time to enrich the lives of the youth on Davis-Monthan AFB. Because we care for the safety and well being of our youth, several requirements have been incorporated to better serve the youth.

All adults who volunteer to assist in any youth activities are asked to fill out an Installation Record Check (IRC) form as well as a Defense Central Index of Investigations (DCII) form. The IRC consists of a records check of all installations on which the individual has lived or worked for 2 years before the date of the application. The IRC includes a file check of Security Forces Management Information System (SFMIS), Family Advocacy's AF Central Registry (which includes all drug and alcohol program files, medical treatment facility files, mental health, and life skills files) and Family Housing. Results are maintained in the coaches folder. (AFI 34-249, 4.2.2). This process will take approximately three (3) weeks to complete. Information will also be needed on YOUR SPOUSE whether you are military or civilian.

As part of coaching a team, DOD has required all coaches go through training. This training includes CPR, Self-Aid Buddy Care (First Aid), Blood Pathogen and National Youth Sports Coaches Association (NYSCA) training. If this training is not completed, you will not be able to coach. If you are military, you have already received CPR and/or Self-Aid Buddy Care. If you have, please bring in a copy of your card and/or a copy of your training record from your Squadron Training Office.

Once again, thank you for volunteering. If you have any questions, please call me at 228-8390/8844.

Kathy Sands  
Youth Sports Director