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BASIC CHECK REQUIREMENTS - ADULT MEMBERS OF ACO STAFF

INTRODUCTION

1. Following COS's note, you will be aware that, iaw JSP 440 (The Manual of Security) there is now a mandatory requirement for all prospective and current adult members of staff to be processed through Basic Check (BC). There is no longer a need for all prospective staff members, or those currently serving, to go through the Counter Terrorist Check (CTC) process (completion of the MOD Form 1109) unless they are, or are going to be, involved in the following ACO disciplines, when a CTC is a mandatory requirement:

- a. Range Conducting Officer.
- b. Marksmanship Coach.
- c. Weapons Instructor (including those wishing to attend a qCWHT test).
- d. Transporting arms and ammunition.

THE BC PROCESS

2. The BC remains valid throughout an individual's involvement with the ACO. The BC process is mandated as follows (full details are provided at Annex A):

- a. Proof of identity is to be provided iaw the requirements of Annex A.
- b. References:
 - (1) Prospective members of staff are to provide at least 2 references (previous employer/academic/personal).
 - (2) For current members of staff a check of personal records held at sqn, wg, VGS or HQ AC (CCF and AEF personnel) will suffice.
- c. The nationality of the individual concerned is to be checked.

d. The Criminal Record Declaration Form (Annex C) is also to be completed.

3. The Basic Check Verification Record (BCVR) provides assurance that the requirements of the BC process have been satisfied. The BCVR is at Annex B.

PROCEDURE FOR CONDUCTING A BC ON PROSPECTIVE ADULT VOLUNTEERS

4. With immediate effect all prospective adult volunteers are to be subject to a BC which is to be carried out by the OC of the originating unit - OC VGS, OC AEF, OC Sqn or Wg Cdr CCF (at interview). As all members of staff involved in conducting the BC process are to have been the subject of a BC themselves, the following actions are to be taken:

a. Wg Ad Os (having been cleared to Security Check level by virtue of Civil Service employment) are to complete the BC process for their own Wg COs.

b. Wg COs are then responsible for ensuring that the procedure is carried out for their WSOs.

c. WSOs are to carry out the BC for Sqn OCs.

d. Wg Cdr Fg or an appropriately cleared member of ACCGS gliding staff is to conduct the BC process for VGS OCs.

e. VGS OCs are then responsible for conducting the BC on all prospective adult volunteers.

f. OC AEFs (being FTRS officers and cleared to SC level) are to complete the BC process for RAFVR(T) members of staff.

5. Once the BCVR has been completed, it is to be forwarded, together with completed application forms and Criminal Records Bureau clearance notification, to HQ AC, via Wg HQs in the normal manner. The date of the Basic Check will be entered on the computer record of the staff member concerned as part of the appointment procedure.

PROCEDURE FOR CONDUCTING A BC ON CURRENT STAFF

6. All current members of adult staff are to undergo the BC process at the same time that extension of service paperwork and retrospective CRB clearance checks are done. Once the BCVR has been completed for current members of staff, it is to be forwarded to the Personnel Branch, HQ AC for inclusion in data-based records.

CTC PROCESS FOR STAFF INVOLVED IN SHOOTING DISCIPLINES

7. There may be some members of staff who are involved in the shooting disciplines that hold a current DVA certificate of CTC clearance (held at Wg level), which has not yet lapsed (8 years for officers or 4 year for non-commissioned (NCO) and civilian instructor (CI) staff). These personnel are not required to undergo the CTC process until their current CTC lapse date. However, all members of staff involved in shooting disciplines who do not have a current CTC clearance, are to complete a MOD Form 1109 and submit to Wg HQ. Renewal of CTC requirement will be conducted at the 8-year (officers) and the 4-year (all other staff) Extension of Service point. Please note para 11 of Annex A.

CONCLUSION

8. This change in procedure to satisfy current MOD security requirements will be an integral part of the process of obtaining authority for the production of tri-Service Cadet Forces identity cards. The above policy has resulted from considerable discussion with HQ PTC security staff in order to provide clear and concise guidance for the ACO. I am satisfied that on completion of this work, the ACO will comply with JSP 440, whilst balancing the need to recognise the special requirements and the administrative practicalities of the ACO.

T J MARLEY
Wg Cdr
for COS AC

Annexes:

- A. Processing a Basic Check.
- B. Basic Check Verification Record (BCVR).
- C. Basic and CT Check Flow Diagram.
- D. Basic and CT Check Flow Diagram.
- E. Covering Letter for Reference Report Form.

Distribution:

All Wg HQs
All OC VGSs
All OC AEFs
OC ACCGS
Wg Cdr Fg
Wg Cdr CCF

Copy to:

All Rgnl HQs
HQ PTC (SO2 Pers Sy (RAF))
No 1 EFTS (SO1 Admin)

THE BASIC CHECK (BC) PROCESS

1. The BC process is made up of the following stages, which should be carried out in the order shown. Between each stage the information collected should be reviewed and assessed:

- a. Stage 1 - Identity Check.
- b. Stage 2 - References (minimum two references required).
- c. Stage 3 - Nationality Check.
- d. Stage 4 - Criminal Record Declaration (declaration of unspent convictions).

IDENTITY CHECK

2. An essential aspect of establishing the trustworthiness and integrity of an individual is confirming their identity.

IDENTIFYING DOCUMENTS

3. All applicants for adult service within the ACO are to provide proof of identity by producing the documents listed below. In all cases, individuals are to provide original documents.

Nationality	Identifying Documents
British	Full, current, 5 or 10 year passport or, two of the following: British Driving Licence P45 Birth Certificate - issued within 6 weeks of birth Cheque book and bank card - with 3 statements and proof of signature Credit Card - with 3 statements and proof of signature Credit Card - with photograph of the individual

Nationality	Identifying Documents
	Proof of residence - such as a current tax, gas, electricity or telephone bill
Other EEA Nationals	Full EEA Passport
Other Nationals	National Identity Card Full Passport or, A Home Office document confirming the individual's UK immigration status

4. The following documents are **not** acceptable as proof of identity:
- a. Duplicate or photocopied identity documents - modern photocopiers often produce excellent results.
 - b. An international driving licence - easily and often forged.
 - c. Copy birth certificate issued more than 6 weeks after birth - can be purchased on request for any individual without proof of identity.
 - d. An old British visitor's passport.
5. In some cases, particularly where young individuals are concerned, such documents may not be available to prove identity. Where this appears to be a genuine problem, the individual should be asked to give a passport-sized photograph endorsed on the back with the signature of a person of some standing in the individual's community, for example, a JP, medical practitioner, officer of the armed forces (including members of the RAFVR(T)) clergyman, teacher, lecturer, lawyer, bank manager or civil servant. The signatory should have known the individual for a minimum of 3 years. This should be accompanied by a signed statement from the signatory giving their full name, address and telephone number and confirming the period that they have known the individual.
6. References which are obtained during the Reference check stage can also be used to provide the basis for proof of identity, particularly when given by a reputable organization or person known to the MOD (ACO). Where an individual has particular difficulty in proving identity and obtaining adequate referee coverage, it may be appropriate to get both from the same referee.
7. The recruiting authority should check that the signatures on the photograph and the statement match. In all cases of doubt, the signatory should be contacted to confirm that they did complete the statement and have known the individual for the stated period.

8. Details of the documents used to verify the individual's identity, references received, and other relevant information, must be recorded on a Basic Check Verification Record (Annex B).

CHECKING IDENTIFICATION DOCUMENTS

9. The recruiting authority should assume that some individuals may try to hide their true identities. Such deception may be used to hide, for example:

- a. A criminal record.
- b. Illegal immigration.
- c. Intended acts of terrorism or espionage.
- d. DSS fraud.

Any of these factors could motivate an individual to act improperly or illegally while employed by the MOD, or working within the ACO.

10. There are a number of techniques that can be used to help confirm the authenticity of identity documents provided by the individual:

- a. Examine the documents carefully to make sure that they are originals and not transcripts or photocopies.
- b. Compare with examples of known original documents, checking paper type, typeface, watermarks and the like. Passports and driving licences, for example, contain a number of design features.
- c. Examine the documents for alteration or signs that the photograph and signature have been tampered with or replaced, an ultra-violet lamp can be useful for this purpose.
- d. Check that any signature on the documents compares with other examples and, if practicable, ask the candidate to sign something in the presence of an authorized individual.
- e. Check that details given on the documents correspond with what is already known about the individual.
- f. Take note of the condition of documents in relation to issue dates, particularly where they appear to be new and referee coverage is barely adequate.

11. Where a BC is being carried out as the groundwork for an SC or DV, or in conjunction with a CTC, the individual's identity need only be checked once.

REFERENCES

12. Appropriate references can give a high level of assurance, particularly where the reference is given by a reputable organization, or person known to the MOD or ACO. Reasonable steps should be taken to ensure that the reference and referees are genuine, especially where the reference is less than convincing, for example, it is written on poor quality paper or contains spelling or grammatical errors.
13. Where BC is being carried out as the groundwork for a SC or DV, or in conjunction with a CTC, only one reference is needed. This should be from the individual's most recent employer and should cover a period of one year, or from a previous employer for the same period. If an employer's reference is not available, a personal or academic reference should be obtained.
14. For references on current adult staff, a check of personnel records should highlight any areas of doubt about individuals who have been continuously employed for more than 3 years by the same department or agency.
15. References on current adult staff with less than 3 years service, or who were recruited before the introduction of the BC, should be checked in accordance with the relevant section of the Civil Service Management Code. Where suitable references are not available, the appropriate checks and enquiries should be carried out in accordance with the Code.
16. Depending on the individual's circumstances, the following references may also be required:
 - a. Where an individual has been overseas for more than 6 months during the previous 3 years, every effort should be made to get a reference from the overseas employer.
 - b. Where, for any reason, an employer's reference is not available, a second personal reference should be obtained from a referee nominated by the individual. (This is not necessary if the period of coverage is less than 6 months).
 - c. Where an individual has been in full time education during the period, a reference should also be obtained from the relevant academic institution.
 - d. Where the individual has served in the armed forces or civil service during the period, employer's references should be obtained from previous line managers named by the individual and not from the service or department.
17. Personal referees nominated by the individual should be of some standing in the community, for example, a JP, medical practitioner, officer of the armed forces, clergyman, teacher, lecturer, lawyer, bank manager, or civil servant.
18. Where personal referees have insufficient knowledge of the individual for them to give an appropriate reference, references should be obtained from personal acquaintances who are not related to. or involved in any financial arrangement with, the individual.

NATIONALITY CHECK

19. **It is important that the individual's nationality is checked and recorded on the Basic Check Verification Record.** A UK national is a British Citizen, a British Dependent Territories Citizen, or a British Overseas Citizen, as defined by the British Nationality Act 1981. See ACAI 200. Part 6, Section 2, Chapter 8 of JSP 440 provides details of Nationality and Residency.

CRIMINAL RECORDS DECLARATION

20. Where enquiries are to be limited to a BC, the provisions of the *Rehabilitation of Offenders Act (1974)* apply. Individuals should complete an appropriate Criminal Record Declaration Form (Annex C). This will require them to reveal 'spent' and 'unspent' convictions. Certain criminal convictions are deemed to be 'spent' after a set period if an offender remains free of convictions during that period.

21. Where a Criminal Record Declaration Form has been completed on recruitment, an individual should not be asked to do so again. This process is separate from the requirement for an individual to complete Criminal Record Bureau paperwork.

22. On completion of the Criminal Record Check or Declaration, sufficient information about the individual should be available to approve or refuse a BC.

APPROVING OR REFUSING A BC

23. The recruiting authority is responsible for deciding whether to approve or refuse the BC.

BASIC CHECK VERIFICATION RECORD (BCVR)

1. APPLICANT'S DETAILS:

Surname: _____

Forename(s): _____

Address: _____

Post Code: _____ Tel No: _____

Date of Birth: _____ Place of Birth: _____

Nationality: _____

Former or dual nationality: _____ (with dates if applicable)

2. CERTIFICATE OF IDENTITY

Document	Date of Issue
a.	
b.	
c.	
d.	

3. REFERENCES:

Referee	Address	Relationship	Length of Association
a.			
b.			

4. I certify that, in accordance with the Basic Check - Part 6, Section 2, Chapter 1, Annex A of the Defence Manual of Security: Personnel Security, I have personally examined the documents listed at paragraph 2 above; I have satisfactorily established the identity of the above applicant/employee; I have obtained the references and information listed at paras 2 and 3 above and that these references satisfy the requirements.

5. In addition, I have seen the following (academic certificates etc):

Name:

Post:

Signature:

Date:

CRIMINAL CONVICTION DECLARATION FORM

PLEASE READ THESE NOTES BEFORE COMPLETING THIS FORM

1. In accordance with MOD policy, all individuals in posts which require them to have access to MOD information and assets may be subject to a check against the National Collection of Criminal Records. When completing this form, you must declare any criminal convictions that you may have, including those which are "spent". In accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders (Northern Ireland) Order 1978 (Exceptions) Order 1979, spent convictions may also be taken into account where security is concerned. In Northern Ireland, spent convictions may also be taken into account where the protection of public safety or public order is involved. The relevance of particular criminal offences is a matter for the Department to declare: **YOU MUST THEREFORE DECLARE ALL CONVICTIONS, INCLUDING THOSE WHICH INVOLVED A JUVENILE COURT, WHETHER OR NOT "SPENT" UNDER THE ABOVE ACTS. THERE ARE NO EXCEPTIONS.**

2. Once completed, this Form should be handed to your OC for onward transmission to HQ Air Cadets.

PROTECT - STAFF
(when completed)

Have you ever been convicted by a Court, including a Juvenile Court, of any offence in any country (excluding minor motoring offences)?

YES	NO
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If you have answered YES please give details of the offences referred to:

Nature Of Offence	Sentence Awarded	Date Sentence Awarded

Have you ever been convicted by Courts Marshal or sentenced to dismissal whilst serving in the Armed Forces of the UK or any other Commonwealth or foreign country.

YES	NO
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If you have answered YES please give the following details:

Service (RN/ARMY/RAF)	Rank and Serial Number	Nature of Offences	Sentence(s) Awarded

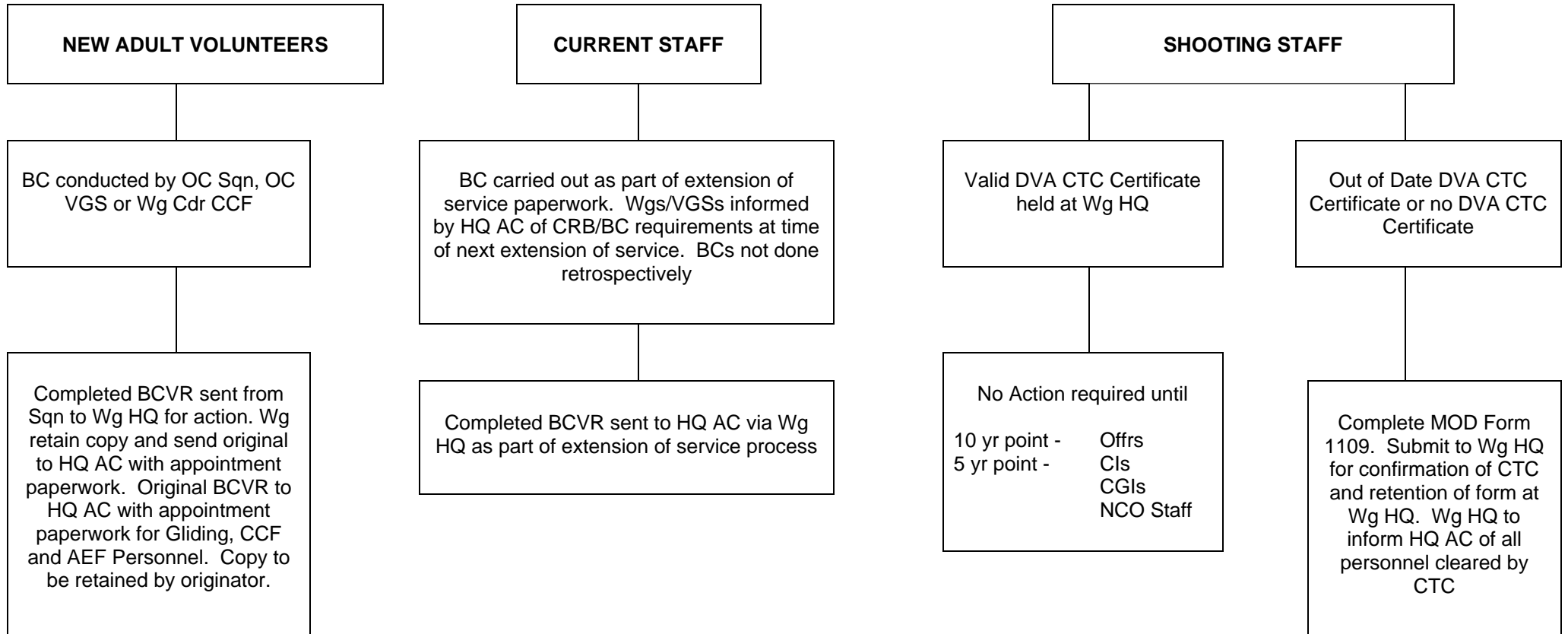
I declare that I have read and understood the MOD policy concerning individuals working as Cadet Forces Adult Volunteers. I understand that this Form will be submitted for checking against the records in accordance with that policy.

I declare that the information I have given is a true and complete to the best of my knowledge and belief. In addition, I understand that any false statement or deliberate omission in the information I have given on this Form may disqualify me from any association with the ACO.

Signed: _____

Date: _____

ACO BASIC AND CT CHECK PROCESS



COVERING LETTER FOR REFERENCE REPORT FORM

The draft covering letter shown below may be used together with the attached Basic Check Reference Report Form. Alternatively, recruiting authorities may wish to include the Report Form with their normal letter requesting references.

Subject: _____

You may be aware that we are required to seek references to confirm the suitability of persons who may have access to certain classes of Government material or who may have unsupervised responsibility for young persons in the ACO. The person named above has applied for a position with the Air Cadet Organization and comes within the terms of this procedure. He/she* has given up your name as a previous employer/personal acquaintance willing to give such a reference. It would be appreciated, therefore, if you would be good enough to let us have any information about him/her*, which you think may help us in assessing his/her* reliability, by completing the attached report form and returning it to us as soon as possible. Your reply will be treated in the strictest confidence, subject to the provisions of the Data Protection Act 1998.

Your co-operation and understanding in this matter will be greatly appreciated.

Yours sincerely

* Delete whichever does not apply.

BASIC CHECK REFERENCE REPORT FORM

Subject: _____

1. Are you related to the subject? If so please state your relationship:

2. Over what period have you known the subject? Please give approximate month and year.

From: _____ To: _____
3. Please state the nature and depth of your acquaintance:

4. Do you believe the subject to be strictly honest, conscientious and reliable?

5. Do you know of any factor concerning the subject that might cause his/her fitness for involvement in the ACO to be questioned? If so please give details.

(Among relevant factors are abuse of alcohol or drugs, signs of mental or physical illness, or any other type of behaviour that may impair judgement or reliability when in charge of young persons).

The above answers are correct to the best of my knowledge and belief.

Name: _____ Signature: _____

Contact address and telephone number:

Company Stamp
(if applicable)