

**Appendix G**  
**REQUEST FOR INSTALLATION RECORDS CHECK (IRC)**  
**Medical Treatment Facility Records and Family Housing**

Name of Requesting Agency: NAF Human Resources Office

POC at Requesting Agency: \_\_\_\_\_ Duty Phone: (505) 846-1522

- a. It is Air Force policy that Non-Appropriated Fund (NAF) employees and all volunteers working with or near children under 18 years of age must have an IRC. The following individual is being considered for either employment or a volunteer position in a DoD-sanctioned activity:
- a. APPLICANT NAME: \_\_\_\_\_
  - b. APPLICANT SSN: \_\_\_\_\_
  - c. APPLICANT DATE OF BIRTH: \_\_\_\_\_
  - d. PROSPECTIVE POSITION: \_\_\_\_\_
  - e. NAME OF MILITARY SPONSOR: \_\_\_\_\_
  - f. SSN OF MILITARY SPONSOR: \_\_\_\_\_
  - g. CURRENT ADDRESS: \_\_\_\_\_
- b. The Privacy Act protects the information in this letter. Air Force personnel (military or civilian) must conduct this IRC. Information contained herein should be protected as sensitive information.
- c. The applicant and the applicant's sponsor acknowledge that both of the social security numbers provided above will be submitted for an Air Force Central Registry check to verify the applicant has no documented history of perpetrating child maltreatment.

\_\_\_\_\_  
Signature of Applicant (date)      Signature of Sponsor (date)

- d.  **For Family Advocacy Program** – A Medical Facility Records Check of AHLTA, Mental Health Records and Family Advocacy Program Records, to include an Air Force Central Registry Check reveals.
- e.  **For Family Housing**
- f.  **For Security Forces - SFMIS**       **SFMIS Former Installation** \_\_\_\_\_

\_\_\_\_ No pertinent information exists  
\_\_\_\_ Information exists that requires review

\_\_\_\_\_  
Date    Name & Position of FAP Official    Signature