Volunteer Background Check Workflow (January 2023)

- **Unit**
  - Identifies Volunteer
  - Sends Background Check Release Form

- **HR Background Check Team**
  - Reviews Form
  - Complete?
    - Yes: Initiates Castle Branch Background Check
    - No: Gathers Background Check Information

- **Volunteer**
  - Completes Release Form
  - Completes Castle Branch Submission

- **Vendor (CastleBranch)**
  - Initiates Castle Branch Background Check

- **HRSARC**
  - Liaison to Facilitate Completion
  - Reviews Results
  - Complete?
    - Yes: Move Forward for Service
    - No: More Information Needed

- **Can be placed into service?**
  - Yes: Formulate Recommendation
  - No: More Information Needed

- **HR ELR**
  - Reviews Results
  - Satisfactory?
    - Yes: Notify Volunteer and Unit
    - No: More Information Needed

Subject to adjustment as process and project are finalized.