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What is the Ineligible Volunteer File?

Basically the Ineligible Volunteer File is a listing of names and records of people, aged 18 to 70, who through a lack of integrity or loyalty, or by moral or mental weakness, have proven themselves potentially harmful as associates or leaders of youth and a detriment to the Boy Scouts of America. There are six classifications indicating the nature of the cases listed on the file. These include:

1. Perversion – Code P   4. Leadership – Code L
2. Morals   – Code M   5. Criminal   – Code C
3. Financial   – Code F   6. Theft   – Code T

The majority of the cases on file are perversion cases. Next in line are the morals cases, then financial, leadership, criminal and theft. Every year, all adults over the age of 75 whose cases are still on file, should be pulled from the file and given to the Director for evaluation. The cancelled cases are deleted from the computer, then placed in the dead file.

All adults, whether they are attached to a unit or are an addition to a unit, are checked against the Ineligible Volunteer File. If there is a match, they kick out into the pending error file. One of the following codes will show in the individual's registration status. This invalid status will stay until manually corrected to the corresponding letter:

A = R = Renewal   B = M = Multiple
C = N = New   E = T = Transfer

I.   UNITS – BATCH COUNCILS

A.   If the individual in question is the CR, CC, SM, CM, SK, EA, or VC, the entire unit must be held pending. The entire unit must also be held if there are only two MC's and one of them is in question. A unit must also be held if the only den leader "DL" or Webelos leader "WL" is the individual in question.

1.   Leave the status of the individual as is and place a CF in the "state" field of the individual on the computer on MSP2 file.

2.   Follow inquiry procedures (Section III-B).

3.   File documents in council folder in drawers on the right hand side of the desk.

B.   If the individual in question is a DA, DC, WA, CA, VA, SA, AA, or MT, the name may be removed and the rest of the unit released. The unit may also be released if it has more than two MC's and two or more Den Leaders or Webelos leaders in a pack.

1.   Delete the individual from the unit. The rest of the unit can then be released from the computer MSP2 File.

2.   Prepare an adult application if the individual is listed on the renewal papers.

3. Fill out an enrollment report with information listed below and attach to application:

   a. Council Number

   b. National and local unit number

   c. District number

   d. Term and renewal date

4. Follow inquiry procedures (Section III-B)

II. ADDITIONAL ENROLLMENTS - BATCH COUNCILS

A. If more than one individual, but only one in question:

   1. Delete individual from the computer.

   2. Fill out inquiry and send with a green envelope and form letter ~~3626r~~. 5825r

      a. Follow inquiry procedures (Section III-B)

   3. Fill out an enrollment report with the information below and attach to the application:

      a. Council number

      b. National and local number

      c. District number

      d. Renewal date and term

   4. File application in council folder.

   5. Return the rest of the additional to the Registration Processing section and place in the correction box for that date.

B. If only one individual is in the add:

   1. Leave invalid status as is.

   2. Place a CF in the state field.

   3. Fill out inquiry and send with a green envelope and form letter ~~3626r~~. 5825r

   4. File application in council folder.

III. LOOK-UPS - KICKOUTS

All new, reregistered, separated-reregistered, and transfer adults are thoroughly checked against the computer ineligible volunteer file. If there is a similarity between the name on the application and name on the computer ineligible volunteer file, the name is rejected by the computer program. The names come printed on computer paper above the individuals that are similar. If the age is within 10 years and other information closely matches the individual's application, the application is held pending and a questionnaire is sent to the Scout Executive in an effort to determine whether or not the individual is the same person.

A. Use the following procedure:

    1. Check the name against the ones listed.

        a. If not similar, clear individual.

    2. If name is similar:

        a. Check age - If within 10 years, refer to index card.

    3. Check:

        a. Council number

        b. Address - city and state

        c. Occupation

        d. Education

        e. Marital and parental status

        f. Religion

    4. Check for past inquiries located in drawers under index file.

B. When most of the item in A-3 are the same:

    1. Find the document in the batch of work received by the Registration Processing section.

    2. Fill out Identification Questionnaire form number 28-906.

        a. This form is in triplicate.

        b. Refer to pink file folder to fill in any questions that might be of help for identification.

    3. Mail first copy to Scout Executive in a Personal and Confidential envelope with a green return envelope and form letter 3626. 5825r

        a. File other two copies in accordion date file kept in right hand drawer.

4. Log name onto the monthly Confidential Listing form #0091r.

5. When inquiry is returned and it is determined that it is not the same man:

    a. Release the document from the computer pending file if it was held.

    b. If only one individual from a document was held, place the application in the appropriate batching folder.

    c. If inquiry resulted from an additional enrollment, release from the computer pending file.

    d. Note on the monthly Confidential Listing form that it was not the "same man".

    e. Stamp the inquiry "Not Same Man" and file in inquiry file which is located below the card index file.

    f. Pull additional copies of the inquiry from file and destroy.

6. When inquiry is returned and it is determined that it is the "Same Man:"

    a. Note on the monthly Confidential Listing form that it is the "same man".

        1. The director dictates a letter to the Scout Executive explaining the registration of the "same man".

        2. A Credit Notice is attached to the letter in the sum of the registration fee.

        3. Since documents are held on the computer pending file, the person can be deleted and the unit released.

        4. If the "same man" is registering in a prime position on a unit, request a replacement and hold the unit pending until a replacement is received.

        5. When the replacement is received, he/she is added directly to the unit and then released from the computer pending file.

        6. If the "same man" is an additional enrollment, delete additional from the computer pending file.

    b. Stamp the inquiry "same man" and file in inquiry file.

    c. Pull index card and note refusal date, council, and unit refused in.

    d. Pull additional copies of the inquiry from file and destroy.

7. If the inquiry is not returned in one month:

   a. Pull the copy from the accordion file.

   b. Send a "second request" to the Scout Executive in a
       Personal and Confidential envelope with a green
       return envelope and form letter 3626. *5825r*

8. If the inquiry is not returned after the second request:

   a. Pull the final copy from the accordion file.

   b. Fill out form #3194r and place in accordion file.

   c. Send a "third request" to the Scout Executive in a
       Personal and Confidential envelope with a green
       return envelope and form letter 3626. *5825r*

9. If the inquiry is still not returned after third request:

   a. Give all information to the Director for action.

IV. CONFIDENTIAL KICKOUTS - VAN COUNCILS

The individuals coming in from the VAN Councils go straight to the MSMA
file. The names that match someone on the Confidential File are
printed on a computer run called the Exception Report. These names
must be checked in the same manner as Batch Council Kickouts (See
Section III-A).

A. When individual is not the same:

   1. Place a red checkmark next to the name.

   2. Do nothing else.

B. When an individual needs to be questioned:

1. Fill out form number 28-906. Fill in the following information:

   a. Council Number

   b. District Number

   c. Unit number

   d. Name

   e. Position Code

   f. Phone # if available

   g. address

2. Send to the council with a green return envelope and form number ~~3626r.~~ *5825r*

3. Enter name on form number 0091r

    a. Kept in notebooks labeled "Questionnaire and Answers"

C. When inquiry is returned and it is determined that it is not the "same man:"

1. Note on the monthly confidential listing form that it was not the "same man".

2. File returned inquiry in the inquiry file and destroy all additional copies.

D. When inquiry is returned and it is determined that it is the "Same Man":

1. Information is taken to the Service Director. He will either:

    a. Call the Council Scout Executive

    b. Write a letter to the Council Scout Executive

2. Council must be told to delete the registration from their computer.

3. We delete from the National Computer.

    a. Issue a Credit for the registration fee.

4. Stamp the inquiry "same man" and file in inquiry file.

5. Pull index card and note refusal date, council, and unit number refused in.

6. Pull additional copies of the inquiry and destroy.

E. If the inquiry is not returned in one month:

1. Pull the copy from the accordion file.

2. Send a "second request" to the Scout Executive in a Personal and Confidential envelope with a green return envelope and form letter ~~3626r.~~ *5825r*

F. If the inquiry is not returned after the second request:

1. Pull the final copy from the accordion file.

2.   Fill out form #3194r

3.   Send a "third request" to the Scout Executive in a Personal and Confidential envelope with a green return envelope and form letter ~~3626r~~. *5825r*

C.   If the inquiry is still not returned after third request:

    1.   Give all information to the Director for action.

<u>All procedures are determined solely by what the council and the Director agree upon.</u>

V.   <u>NEW CASES</u> (Handled by the Supervisor of the section)

   A.   Needed information:

      1.   Ineligible Volunteer Record Sheet

      2.   Newspaper clippings if applicable

      3.   Letters from people involved

      4.   Court records if applicable

      5.   Document with individuals signature

   B.   When initial alert is received but Ineligible Volunteer Record Sheet (IVRS) has not been sent:

      1.   Read correspondence and place name on monthly log sheet.

      2.   Place name and other needed information on computer Ineligible Volunteer File by using attached procedure in VI.

      3.   Type name, classification code, council number, birth year, and sex on 1544r for Director's binder.

      4.   Make a print of the individuals registration and subscription from the MSMA computer file and delete individual off MSMA.

      5.   Give to the Director for a letter if one has not already been sent to council.

      6.   File in "Monthly Pending" folder in bottom left hand drawer.

      7.   If additional information is not received in one month, give to the Director for a follow-up letter.

   C.   When Ineligible Volunteer Record Sheet (IVRS) is received:

      1.   Set up pink folder.

         a.   Staple IVRS to inside on the left hand side.

         b.   Place all documents in the folder in date order.

         c.   Make up label with name, classification code, and year placed on the file.

1.   Place label on the folder tab.

2.   Using the IVRS, type the index card.

   a.   Give to Confidential Clerk.

3.   Put name, age, birth year, and social security number on the computer Ineligible Volunteer File by using the attached procedure; if not already done from previous correspondence.

4.   Place name on monthly log sheet, if not already done from previous correspondence.

5.   Type name, classification code, council number, birth year, and sex on 1544r for Director's binder, if not already done from previous correspondence.

6.   Delete and make a print of the individual's registration and subscription from the MSMA computer file, if not already done from previous correspondence.

7.   Give to Director. He will either take the case to our lawyer or write for more information.

   a.   If more information is requested, file will be returned. Place in top right hand drawer. If additional information is no received in one month, give to Director for follow-up letter.

There are instances when a Scout Executive may wish to have an individual checked against our Ineligible Volunteer File prior to registering. This may be done by authorized personnel.

The Boy Scouts of America never makes any charges or accusations. The Boy Scouts of America has maintained that membership is a privilege and not a right. Usually when an individual realizes his past record is known, he ceases to make attempts to register.

VI.   INELIGIBLE VOLUNTEER COMPUTER FILE PROCEDURES

  A.   Entry into file from blank screen

    1.   Key MSS2 and press enter

    2.   This takes you directly into the file

  B.   Name Look-Up

    1.   Enter last name and press enter

      a.   All individuals with similar last names will appear on the screen

    2.   First name can also be entered if you want to narrow the search

C.   For Additions

    1.   Press PF4

    2.   Enter all available information and press PF4 again

    3.   Press clear to exit file

D.   Change or Add Information to an Individual

    1.   Birth year, sex, classification code, middle name, and social security number are the only fields that can be changed. If the first or last name is to be altered, you must delete the whole record and re-enter.

    2.   Locate name on the file by name look-up

    3.   Place a X next to the name.

    4.   Move cursor to field you wish to change. Change the information and Press PF3.

E.   Deletion of an Individual

    1.   Locate individual on the file by name look-up

    2.   Place a X next to the name

    3.   Press PF10 twice

This is a high security file. Access into this file is very limited. Clearance for the sign on capability to get into this must be given by the Director. ISD then must program the sign on into the system.

VII.   MONTHLY REPORT

At the end of each month, a report is given to the director on the status of the number of cases on file (sample attached).

A.   Cases on file: taken from previous month's report

B.   New cases added to file: taken from Log-in Sheet #3351r

C.   Same man cases: taken from Report 0091r

    1.   This report is kept by the confidential clerk.

D.   New cases approved by the lawyer: There will be a figure here only if the director has taken cases to him for final approval.

E.   New cases not approved by the lawyer: There will be a figure here if the lawyer feels documentation in file is not strong enough to refuse registration.

F.   Old cases cancelled: There will be a figure here only if someone has been removed from the file for any reason.

This report is typed in duplicate. A carbon copy with a Xerox of Report 0091r and the monthly log sheet are placed in a binder kept in the left hand size of the supervisor's desk.

BOY SCOUTS OF AMERICA

National Office
1325 Walnut Hill Lane
P.O. Box 152079
Irving, Texas 75015-2079

PERSONAL AND CONFIDENTIAL

Name		Social Security Number	Date	Code
Address				

Date of Birth		Religion		Nationality	
Occupation					
Education					

Weight	Color	Height	Color of Hair	Color of Eyes
Marital Status	Children			
Spouse's Name				

Unit and No.	City	State	Position	Date Reg'd	Date Resigned

Reference

Characteristics or interests

Special Recognition

No. 28-904A

15C190

MONTH _____ CONFIDENTIAL FILES LOG SHEET

NAME	ROTARY INSERTS	PINK FOLDER	CARDINEER	CONFIDENTIAL RECORD SHEET	BIRTHYEAR	ON COMPUTER

11/3/87-eak-3351r

Date _____

Entry Date _____

CODE	FIRST NAME	MIDDLE NAME	LAST NAME	COUNCIL	BIRTH YR.	SEX

ADDITIONS

SEPARATIONS

1544r-Revised-3/26/90

Date _____

Subject: Questionnaire After 3rd Request _____

From: Paul I. Ernst, 108

    Council _____

Transmission _____

Name _____

Address _____

Birth _____

Position _____

Unit _____

District _____

Date of 3rd request _____

Letter to be sent _____

9/2/87/mdw/3194r

MONTHLY REPORT

CONFIDENTIAL LISTING

DATE _____

DATE	NAME	REQ. NO.	CITY AND STATE	POSITION COUNCIL	UNIT ADDITIONS	RETURN DATE COMMENTS SAME MAN

R/S-91
9/14/83-sah

BSA0103063

BOY SCOUTS OF AMERICA
National Office
1325 Walnut Hill Lane
P.O. Box 152079, Irving, Texas 75015-2079
214-580-2000

TO: Scout Executive

PERSONAL AND CONFIDENTIAL

The individual whose name appears on the enclosed Identification Questionnaire
is applying for registration through your council. We cannot determine
whether this is the same person as one we do not wish to register.

It would be helpful if you could supply us with more information. There are
three things that are of the most help in the process of identification:
Birth date, Occupation, and Race.

Please use discretion in obtaining information. We recommend that you make no
reference to the Ineligible Volunteer File.

Any available information and your prompt reply would be greatly appreciated.

Sincerely,

Paul Ernst, Director
Registration and Statistical Service

ag

Enclosure

5825r/revised/3-15-91

INELIGIBLE VOLUNTEER RECORD SHEET
REGISTRATION SERVICE
BOY SCOUTS OF AMERICA

DATE:_____

FULL NAME_____ S.S. NO._____
        (No initials if you can possibly get full name)

ADDRESS_____

CITY_____STATE_____ZIP CODE_____

DATE OF BIRTH_____(This is important and should be exact)

APPROXIMATE AGE_____(To be used ONLY when date of birth is not known)

RELIGION_____ NATIONALITY (Citizen of)_____

OCCUPATION _____

EDUCATION _____

WEIGHT_____HEIGHT_____RACE_____

COLOR OF HAIR _____COLOR OF EYES_____

DISTINGUISHING PHYSICAL CHARACTERISTICS _____

HOBBIES OR SPECIAL INTERESTS_____

MARRIED /___/ SINGLE /___/ NAME OF SPOUSE _____

CHILDREN_____
            (Name, number, ages, if possible)

SCOUTING CONNECTIONS:

UNIT #   CITY   STATE   POSITION   DATE REGISTERED   DATE RESIGNED

Chartered Organization_____

SPECIAL RECOGNITIONS_____

Check off list of attached documentation

1. Description of incident
2. Victim(s) statement
3. media reports
4. Legal proceedings
5. Offender's statement
6. Official notification of termination
7. Found guilty/innocent by court

Council_____Signed_____
                                        SCOUT EXECUTIVE

3828r-eko-6/7/91   BSA0103065

IDENTIFICATION QUESTIONNAIRE

COUNCIL NO.	DISTRICT NO.	PROGRAM CODE	NATIONAL UNIT NO.

RETURN PROMPTLY TO:
Registration Service, S108
Boy Scouts of America

(MARKED PERSONAL AND CONFIDENTIAL)

Date _____

SCOUTER _____ POSITION _____

ADDRESS _____ SOCIAL SECURITY NUMBER _____

City _____

State _____ ZIP Code _____

Date of Birth _____

Marital Status _____

Education _____ Where? _____

Occupation _____

Date _____ Signature _____
                                         Scout Executive

ANSWER AS MANY QUESTIONS AS POSSIBLE

No. 26-906

5C1290

PERSONAL AND CONFIDENTIAL
ATTN: MR. PAUL ERNST

BUSINESS REPLY MAIL
FIRST CLASS PERMIT NO. 1963   IRVING, TX

POSTAGE WILL BE PAID BY ADDRESSEE

National Office, S108
BOY SCOUTS OF AMERICA
1325 Walnut Hill Lane
P.O. Box 152079
Irving, TX 75015-9963