



MEMORANDUM FOR SUPERVISOR/COMMANDER

FROM: 366 FSS/FSYF

SUBJECT: Supervisor/Commander Endorsement

1. The individual listed below has applied to become a Family Child Care Provider. In accordance with the AFI 34-144 the position is subject to background checks. A letter from the military sponsor's supervisor or commander indicating whether there is information about the active-duty member to suggest the spouse should not be certified.

APPLICANT'S NAME:

SPONSOR'S NAME:

ADDRESS:

2. Do your records indicate any reason why this individual should not perform duties involving children? If so, please provide details in the remarks section.
3. Because applicants must have this letter as part of the initial certification process, this letter must be processed as quickly as possible. Any delays in this process could have an adverse effect on the provider's ability to provide care. If you have any questions, please do not hesitate to contact my office at 208 828-6715 or e-mail at [dana.williams@us.af.mil](mailto:dana.williams@us.af.mil). Thank you for your assistance.

DANA S. WILLIAMS  
Community Child Care Coordinator

1<sup>st</sup> IND

1. I certify that a check of all records pertaining to the above named individuals has been completed and disclosed the following:

\_\_\_\_\_ No record of applicant      \_\_\_\_\_ Favorable Information      \_\_\_\_\_ Unfavorable information

Remarks which affect individual's suitability to work with children: \_\_\_\_\_

\_\_\_\_\_

_____	_____	_____
PRINTED NAME	SIGNATURE	DATE
_____	_____	_____
RANK	POSITION	PHONE NUMBER