

Security Note: 02-09

Year: 2009 Authorization: **APPROVED**

From: Director, Administration and Resource Management Division
To: Security Coordinators

Subj: INVESTIGATIVE REQUIRMENTS FOR COMMON ACCESS CARD ISSUANCE

Ref: (a) Homeland Security Presidential Directive (HSPD)- 12
(b) MARADMIN 624/08

1. **Purpose.** This security note provides information for compliance with the references.

2. **Background**

a. Reference (a) mandates a standard for issuing secure and reliable forms of identification to federal government employees and eligible contractors through implementation of a strong security and vetting process. This process includes a separation of roles for the sponsoring, evaluating and issuance of identification credentials to personnel. The end state of this process is the issuance of a Department of the Defense (DoD) Common Access Card (CAC).

b. Reference (b) provides guidance for compliance with reference (a) within the Marine Corps

3. **Action**

a. Effective 1 January 2009, all CAC eligible Marine Corps personnel must complete a registration process with a consistent identity proofing and background check before being issued a DoD CAC. Initial issuance of a CAC requires, at a minimum, the completion and submission of National Agency Check with written Inquiries (NACI) to the Office of Personnel Management (OPM) or a DoD determined equivalent investigation.

b. When it has been determined that personnel do not meet the minimum requirements, the following will take place:

(1) Military personnel will submit a Questionnaire for National Security Positions (SF 86) along with fingerprints.

(2) Civilian personnel will submit Questionnaire for Non-Sensitive Position (SF 85), Declaration for Federal Employment (OF 306), Resume, fingerprints and Report of Separation DD 214 (if applicable).

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(3) DoD Contractors will submit a Public Trust Positions Security Questionnaire Standard Form (SF 85P) and Fingerprint Card (FD 258) (provided by the Facility Security Officer (FSO)) and Report of Separation (DD 214) (if applicable).

4. Questions regarding this Security Note should be directed to the HQMC Security Manager at (703) 614-2320.


M. M. OLIVER JR.
By direction