

Security Note: 12-09

Year: 2009 Authorization: APPROVED

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

Subj: CONTRACTOR VERIFICATION SYSTEM (CVS)

Ref: (a) SECDEF MEMO OF 10 Nov 05
(b) MARADMIN 169/06

Encl: (1) ARS DOD Building Pass/CAC Request Form

1. Reference (a) announced the Defense Enrollment Eligibility Reporting System (DEERS) lock down for contractors effective 31 July 2006. This lock down disables the ability of contractor information being manually placed into DEERS system for issuance of the Common Access Card (CAC). Reference (b) directs the Marine Corps implementation of the CVS.

2. In compliance with reference (b), AR Security (ARS) has been identified as the HQMC Trusted Agent Security Manager (TASM) for the CVS. All requests for issuance of contractor CACs will be initiated through ARS. Staff Agency Security Coordinators must complete and forward the enclosure, along with the valid contract and visitor authorization on contractors requiring issuance of the CAC. Upon receipt of all required documentation, the CAC will be requested via CVS. The CVS provides real-time data feed to DEERS. This data feed will allow the contractor to report to any DEERS ID Card issuing facility to receive a CAC. In addition, the paper DD Form 1172-2 (Application for Department of Defense Common Access Card) will no longer be accepted at DEERS ID Card issuing facilities with the implementation of the CVS.

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

4. This note supersedes Security Manager's Note 04-06.


M. M. OLIVER, JR.
By direction

**ARS SECURITY DoD BUILDING PASS REQUEST
NAVMC HQ 943 (10-06)**

Print Form

PRIVACY ACT STATEMENT

AUTHORITY: 37 U.S.C. Chapter 7; 10 U.S.C. Chapter 55; EO 9397, November 1943..

PRINCIPAL PURPOSE: To obtain information to determine eligibility for access to DoD buildings

ROUTINE USE(S): Copies of this form, information from this form and related documentation may be furnished to the Pentagon Force Protection Agency's Access Control Division and/or the Pentagon Police Department for the purpose of conducting various background checks, to include a review of National Crime Information Center (NCIC) and other sources. In order to determine suitability for issuance of a Pentagon Reservation Building Access Badge in accordance with the provisions of Pentagon Force Protection Agency Administrative Instruction #30 and other applicable laws, rules and policies.

DISCLOSURE: Voluntary; however, the SSN is used for positive identification and if the required information is not furnished, the application may be disapproved.

DATE	CHECK ONE: <input type="checkbox"/> INITIAL REQUEST <input type="checkbox"/> RENEWAL
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LAST NAME	FIRST NAME	MI
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RANK/ GRADE	SSN	AGENCY	OFFICE CODE
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PHONE NUMBER	BUILDING ACCESS: CHECK ONE	<input type="checkbox"/> FOB2 (FEDERAL OFFICE BUILDING #2)
		<input type="checkbox"/> PENT (PENTAGON)
		<input type="checkbox"/> NCR (NATIONAL CAPITAL REGION)

JUSTIFICATION FOR NCR

CONTRACTOR CAC REQUIRED:	<input type="checkbox"/> YES <input type="checkbox"/> NO	EMAIL:
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SECURITY COORDINATOR
ASSISTANT SECURITY
COORDINATOR SIGNATURE



***FOR RENEWAL PURPOSES, SECURITY MANAGERS MUST ENSURE REQUESTERS' BILLET REQUIRES SAME TYPE OF DoD BADE.**