

MCBUL 5512. HOMELAND SECURITY PRESIDENTIAL DIRECTIVE (HSPD)  
12/COMPLIANCE WITHIN THE MARINE CORPS

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SUBJ/MCBUL 5512. HOMELAND SECURITY PRESIDENTIAL DIRECTIVE (HSPD) 12  
/COMPLIANCE WITHIN THE MARINE CORPS//

REF/A/MSGID:DOC/HSPD 12/-/20040827//

REF/B/MSGID:DOC/FIPS 201/NIST/20050225//

REF/C/MSGID:DOC/OMB NO. 1615-0047, FORM I-9,/OMB/20070605//

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NARR/REF A IS HOMELAND SECURITY PRESIDENTIAL DIRECTIVE (HSPD) 12,  
POLICY FOR A COMMON IDENTIFICATION STANDARD FOR FEDERAL EMPLOYEES  
AND CONTRACTORS WHICH ESTABLISHES THE STANDARDIZATION OF FEDERAL  
IDENTIFICATION CARDS. REF B IS THE FEDERAL INFORMATION PROCESSING  
STANDARD (FIPS) FOR PERSONAL IDENTITY VERIFICATION (PIV) OF FEDERAL  
EMPLOYEES AND CONTRACTORS WHICH IS THE PRIMARY STANDARD FOR  
IMPLEMENTATION OF REF A. REF C LISTS ACCEPTABLE IDENTITY PROOFING  
DOCUMENTS REQUIRED FOR PRESENTATION AT TIME OF ISSUANCE OF THE  
COMMON ACCESS CARD (CAC).//

GENTEXT/REMARKS/1. PURPOSE. THIS BULLETIN PROVIDES GUIDANCE FOR  
COMPLIANCE WITH REFS A AND B WITHIN THE MARINE CORPS. COMMANDS ARE  
NOT AUTHORIZED TO LEVY ADDITIONAL REQUIREMENTS FOR ISSUANCE OF A CAC  
BEYOND WHAT IS MANDATED IN THIS POLICY.

2. BACKGROUND. REF 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, VETTING, AND ISSUANCE OF IDENTIFICATION CREDENTIALS  
TO PERSONNEL. THE END STATE OF THIS PROCESS IS THE ISSUANCE OF A  
DEPARTMENT OF DEFENSE (DOD) PIV COMPLIANT CREDENTIAL, OR CAC. ALL  
CAC ELIGIBLE MARINE CORPS PERSONNEL MUST COMPLETE A REGISTRATION  
PROCESS WITH A CONSISTENT IDENTITY PROOFING AND BACKGROUND CHECK  
BEFORE BEING ISSUED THE CAC. THE CAC WILL BE ISSUED TO ELIGIBLE  
PERSONNEL AS THE PRIMARY CREDENTIAL FOR IDENTIFICATION, BUILDING AND  
INSTALLATION ACCESS, AND NETWORK LOGON.

3. ACTION. AS OF 1 JANUARY 2009, ALL CACS ISSUED FROM A MARINE  
CORPS ID CARD FACILITY WILL BE THE PIV COMPLIANT CAC. THE PIV  
COMPLIANT CAC WILL BE ISSUED THROUGH ATTRITION OF CARDS ONLY. FOR  
AN ELIGIBLE INDIVIDUAL TO RECEIVE A CAC, THEY MUST FIRST MEET THE  
REQUIREMENTS AS DETAILED IN THIS BULLETIN PRIOR TO ISSUANCE. THE  
CAC IS THE ONLY DOD PIV COMPLIANT CARD ISSUED TO USMC PERSONNEL;  
OTHER VENDOR PIV CARDS ARE NOT AUTHORIZED TO BE PROCURED BY USMC  
COMMANDS.

A. ELIGIBILITY. ONLY THE GROUPS LISTED IN THIS BULLETIN ARE  
ELIGIBLE FOR A CAC.

(1) ALL ACTIVE DUTY MILITARY AND SELECTED RESERVE PERSONNEL,  
GOVERNMENT CIVIL SERVICE, AND FULL-TIME NON-APPROPRIATED FUND (NAF)  
EMPLOYEES.

(2) USMC ELIGIBLE CONTRACTORS ARE THOSE ON A CURRENT USMC CONTRACT  
WHO REQUIRE ACCESS TO A MARINE CORPS ENTERPRISE NETWORK (MCEN)  
ACCOUNT OR MUST ACCESS MULTIPLE INSTALLATIONS WITHIN A REGION ON A  
REGULAR WEEKLY BASIS.

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unlimited

(3) ONLY THE OFFICE OF THE UNDERSECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (OUSDP&R) CAN ADD ELIGIBILITY CATEGORIES FOR THE DOD. AS GROUPS ARE ADDED, THEY MUST MEET THE REQUIREMENTS OF THIS BULLETIN TO BE ISSUED A CAC.

B. SPONSORSHIP. ELIGIBLE PERSONNEL MUST BE ENTERED INTO THE DEFENSE ELIGIBILITY ENROLLMENT RECORDS SYSTEM (DEERS) BY AN AUTHORITATIVE DATA SOURCE (ADS) LISTED BELOW:

- (1) MILITARY PERSONNEL: MARINE CORPS TOTAL FORCE SYSTEM (MCTFS).
- (2) CIVIL SERVICE: DEFENSE CIVILIAN PERSONNEL DATA SYSTEM (DCPDS).
- (3) FULL-TIME NAF EMPLOYEES: A NAF HUMAN RESOURCE SYSTEM THAT FEEDS INTO DEERS. IF A NAF HUMAN RESOURCE SYSTEM IS NOT AVAILABLE, THE DD FORM 1172-2 WILL BE USED WITH AN ASSOCIATED DD FORM 577 ON FILE AT THE REAL-TIME AUTOMATED PERSONNEL IDENTIFICATION SYSTEM (RAPIDS) SITE.
- (4) CONTRACTORS: CONTRACTOR VERIFICATION SYSTEM (CVS).

C. BACKGROUND VETTING

(1) A MINIMUM BACKGROUND SECURITY INVESTIGATION OF A NATIONAL AGENCY CHECK WITH INQUIRES (NACI), OR DOD APPROVED EQUIVALENT, MUST BE CONDUCTED PRIOR TO ISSUANCE OF A CAC. A CAC WILL BE ISSUED WHEN THE NAC PORTION OF THE CHECK HAS BEEN ADJUDICATED AND THE QUESTIONNAIRE FOR THE INQUIRIES HAS BEEN COMPLETED AND SUBMITTED.

(2) INFORMATION MUST BE COMPLETED AND VERIFIED THROUGH THE JOINT PERSONNEL ADJUDICATION SYSTEM (JPAS).

(3) CURRENTLY, THERE IS NO TECHNICAL MEANS BY WHICH A RAPIDS VERIFYING OFFICIAL (VO) CAN VERIFY BACKGROUND INVESTIGATION INFORMATION IN JPAS. UNTIL A TECHNICAL SOLUTION IS IN PLACE, LOCAL COMMANDS SHALL DETERMINE METHODS THAT WILL PROVIDE PROOF THAT BACKGROUND INVESTIGATIONS HAVE BEEN CONDUCTED IN ACCORDANCE WITH THIS BULLETIN.

(A) COMMANDS WILL BE RESPONSIBLE FOR VERIFYING BACKGROUND CHECKS OF ALL MILITARY AND CIVIL SERVICE PERSONNEL BEFORE REISSUANCE OF A CAC.

(B) CONTRACTOR VERIFICATION SYSTEM (CVS) TRUSTED AGENTS (TA) ARE RESPONSIBLE FOR VERIFICATION OF A MINIMUM BACKGROUND CHECK BEFORE APPROVING A CVS RECORD.

(4) ALL CONTRACTS REQUIRING ELIGIBLE CONTRACT PERSONNEL TO OBTAIN A CAC MUST INCLUDE LANGUAGE TO OUTLINE COMPLIANCE REQUIREMENTS FOR THIS BULLETIN. CURRENT CONTRACTS MUST BE MODIFIED TO INCLUDE THE REQUIRED LANGUAGE.

(5) PROCEDURES FOR THE SUBMISSION, PROCESSING, AND PAYMENT OF A NACI IS A FUNCTION OF HQMC PP&O PHYSICAL SECURITY FORCE PROTECTION (PSFP). ALL PROCEDURAL QUESTIONS ARE TO BE DIRECTED TO PSFP.

D. ISSUANCE. THE CAC MUST BE ISSUED VIA A STRONG SECURITY AND VETTING PROCESS. THIS PROCESS REQUIRES A SEPARATION OF ROLES FOR THE SPONSORING, VETTING, AND ISSUANCE OF CREDENTIALS FOR PERSONNEL.

(1) THE ONLY PLACE A CAC CAN BE ISSUED IS AT A RAPIDS SITE, COMMONLY REFERRED TO AS AN ID CARD ISSUANCE FACILITY, BY A VO OR VIA THE CENTRAL ISSUANCE FACILITY (CIF) AS UTILIZED BY THE RECRUIT DEPOTS AND OFFICER CANDIDATE SCHOOL. USMC PERSONNEL MAY OBTAIN A CAC FROM ANY RAPIDS LOCATION HOSTED BY A DOD SERVICE, AGENCY, SERVICE RESERVE UNIT, NATIONAL GUARD UNIT, OR THE UNITED STATES COAST GUARD (USCG). RAPIDS SITES MAY BE FOUND BY THE RAPIDS SITE LOCATOR FOUND ON THE WWW.DMDC.OSD.MIL SITE.

(2) THE INDIVIDUAL MUST PRESENT TO THE VO TWO IDENTITY SOURCE DOCUMENTS; ONE BEING A VALID FEDERAL OR STATE ISSUED PICTURE ID. DOCUMENTS MUST BE IN ORIGINAL FORM AND FROM THE LIST OF ACCEPTABLE DOCUMENTS INCLUDED IN REF C. THESE DOCUMENTS WILL BE SCANNED AT THE RAPIDS SITE AND RETAINED IN DEERS.

(3) DURING THE ISSUANCE PROCESS, ALL INDIVIDUALS MUST SUBMIT TO A FINGERPRINT SCAN AND PHOTOGRAPH FOR DIGITAL RETENTION AND VERIFICATION.

E. TERMS OF EXPIRATION.

(1) MILITARY, CIVIL SERVICE, AND FULL-TIME NAF EMPLOYEES WILL BE ISSUED THE CAC FOR NO MORE THAN THREE (3) YEARS.

(2) USMC ELIGIBLE CONTRACTORS WILL BE ISSUED A CAC FOR THE TERM OF THREE (3) YEARS OR THE LENGTH OF THE CONTRACT PLUS OPTION YEARS, WHICHEVER IS SHORTER REGARDLESS OF CURRENT FUNDING APPLICATION TO THE CONTRACT. CONTRACTOR CAC EXPIRATION LENGTHS WILL BE SET BY THE CVS TRUSTED AGENT (TA) IN THE CONTRACTOR'S CVS RECORD.

(3) OTHER ELIGIBLE POPULATIONS WILL BE ISSUED A CAC FOR THE TERM OF SPONSORSHIP AS DEFINED BY THE USMC SPONSORING ORGANIZATION AND NOTATED IN THE ADS. THIS TERM WILL NOT EXCEED THREE (3) YEARS.

F. OPAQUE SLEEVES. DUE TO THE CONTACTLESS TECHNOLOGY INCLUDED ON THE CAC, AN OPAQUE SLEEVE IS AVAILABLE. THIS SLEEVE WILL PROTECT THE CAC FROM UNINTENDED INTERROGATION OF THE CARD. OPAQUE CARDHOLDERS, BOTH MINIMUM LEVEL AND THOSE ALLOWING VISUAL DISPLAY OF THE CAC WITHIN FACILITIES AND BUILDINGS, ARE AVAILABLE TO COMMANDS FOR PURCHASE FROM THE GENERAL SERVICES ADMINISTRATION (GSA) HSPD-12 APPROVED PRODUCTS LIST.

4. ADDITIONAL INFORMATION REGARDING CAC AND HSPD-12 CAN BE FOUND ON THE USMC CAC WEBPAGE LOCATED AT [HTTPS:\(SLASH SLASH\)HQDOD.HQMC.USMC.MIL/CAC.ASP](https://(SLASH SLASH)HQDOD.HQMC.USMC.MIL/CAC.ASP).

CARD TOPOLOGY AND TECHNICAL CHANGES BETWEEN THE CURRENT AND PIV COMPLIANT CAC BE FOUND AT [WWW.CAC.MIL](http://WWW.CAC.MIL).

5. RESERVE APPLICABILITY. THIS BULLETIN IS APPLICABLE TO THE MARINE CORPS TOTAL FORCE AND CONTRACTORS IN SUPPORT OF THE MARINE CORPS.

6. CANCELLATION CONTINGENCY. THIS BULLETIN, UNLESS SUPERSEDED, IS CANCELLED 15 OCTOBER 2009.

7. RELEASE AUTHORIZED BY BGEN G. J. ALLEN, DIRECTOR, COMMAND, CONTROL, COMMUNICATIONS, AND COMPUTERS.//