

**MCRC FROST CALL 002-02 DATED 2 OCTOBER 2001**

From: Commanding General, Marine Corps Recruiting Command

Subj: PROCEDURAL GUIDELINES TO VERIFY SUBMISSION OF CLEARANCE INVESTIGATION REQUESTS, USING THE SF-86/EPSQ AND THE AGENCY USE FORM, TO OFFICE OF PERSONNEL MANAGEMENT (OPM)

Ref: (a) MCRC Frost Call 041-00 dated 15 Sep 00  
(b) MCRC Frost Call 021-01 dated 11 May 01  
(c) MCRC Frost Call 026-01 dated 20 Jul 01  
(d) MCRC Frost Call 033-01 dated 21 Sep 01

Encl: (1) Sample OPM Agency Use Form  
(2) Desktop Guide for OPM Agency Use Form  
(3) USMC MEPS Submitting Office Numbers  
(4) Desktop Guide for MEPS Personnel

1. Purpose. To notify all levels within the Marine Corps Recruiting Command, the procedural guidelines to verify submission of Clearance Investigation Requests to OPM, using the SF-86/EPSQ and Agency Use Form.

2. Background. References (a) through (d) provide guidance on SF-86/EPSQ submissions to OPM for requesting the initiation for clearance investigation. Enclosures (1) through (4) contain Desktop Guidelines germane to this topic. Department of Defense directives require **ALL** accessions requiring a clearance to have their requests submitted prior to being accessed onto active duty or active duty for training.

3. Information. CMC(AR) Security Branch has notified MCRC of the high rate of Marine Students (as much as 80% of a standing class) at NATC Pensacola, and MCSF Chesapeake that have **NO RECORD** of an investigation submission to OPM by the Marine Corps. This is causing a catastrophic backlog in the T2P2 pipeline. Schoolhouses have to submit SF-86/EPSQ to OPM before any of these Marines can begin MOS training. Additionally, random polling of MEPS LNCO's in various districts of MCRC, shows there is an alarming number of MEPS LNCO's who have never sent a SF-86/ EPSQ to OPM requesting an investigation for accessions (shippers) that require a security clearance. **The submission of clearance investigations is not waiverable or negotiable; simply put, it is a DOD directive.**

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4. Action. To facilitate compliance by all of MCRC with DOD directives, mandatory administrative requirements are being instituted. Effective 15 October 2001, **All shippers** requiring a clearance (Secret or Top Secret) for their Program Enlisted For (PEF) or Reserve MOS, require a SF-86/EPSQ with the OPM Agency Use Form completed, attached and MAILED TO OPM prior to being shipped to recruit training. **NO EXCEPTIONS TO THIS POLICY**. The same is required for those poolees originally enlisted into the DEP as **Open Contracts** who are **now shipping with a PEF or MOS requiring a clearance**. Submit a SF-86/EPSQ with the OPM Agency Use Form completed, attached and MAILED TO OPM, prior to shipping to MCRD. The following verification procedures will be accomplished:

a. Recruiting Station MEPS LNCO's. MEPS LNCO's verify the Program or MOS that a poolee is being accessed with. If the Program/MOS requires a clearance verify that an investigation was submitted to OPM. Accomplish verification by the following steps:

(1) Call OPM Investigations at: **724-794-5228**

(2) Provide your **MEPS SON #** (see enclosure 3)

(3) Provide **Last Name, SSN, DOB, and POB of Poolee**

(4) Verify received at OPM, make the following statement on the poolee's DD1966/4 Section VI- REMARKS:

"VERIFIED RECEIPT OF (SNP'S NAME) INVESTIGATION REQUEST AT OPM FOR A (SECRET OR TOP SECRET) INVESTIGATION ON (DATE)"

SIGNATURE OF MEPS LNCO

If a Poolee is shipping to recruit training, and the program/MOS was recently assigned, and the request for investigation has been mailed, but not yet received at OPM, make the following statement on the poolee's DD1966/4 Section VI- REMARKS:

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"POOLEES (PROGRAM/MOS) ASSIGNED IN MCRISS ON (DATE). POOLEE SHIPPED ON (SHIP DATE) TO RECRUIT TRAINING. POOLEES REQUEST FOR INVESTIGATION WAS MAILED TO OPM ON (DATE). RLS CHECK TO VERIFY RECEIPT TO OPM."

SIGNATURE OF MEPS LNCO

b. MCRD Recruit Liaison Section (RLS). Recruit Liaison Section Interviewers verify **ALL** shippers enlisted with a Program/ MOS, which require a clearance of Secret/ Top Secret, that the Recruiting Station submitted a request for investigation. This will be accomplished in the following sequence(s):

(1) Check the DD1966/4 Section VI-REMARKS of the shipper to verify receipt or non-receipt of the clearance investigation.

(A) If verified statement that the investigation has been received at OPM is on SNR's DD1966/4, RLS verify type clearance requested vs. the requirements for the Program/MOS assigned.

(B) If non-verified statement at OPM is noted on SNR's DD 1966/4, maintain a log for proper follow-up to OPM (allowing for mail time from the submitting MEPS to OPM in Boyers, PA). Using the format in paragraph 4.a.(1)-(4).

(C) If no statement is contained on DD1966/4 regarding the submission of the required clearance for the Program/MOS enlisted, annotate this as a "Missing Document" against the Recruiting Station.

(1) Make a copy of the SF-86/EPSQ, complete an updated Agency Use Form, have the recruit fingerprinted on a FD-258 Electronic Fingerprint Card, (Naval Security Group (NSG) Office, and Provost Marshall Office (PMO) have fingerprint equipment) attach together and mail to OPM.

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(2) Mail to:  
**U.S. Office of Personnel Management  
Federal Investigations Processing Center  
P.O. Box 700  
1137 Branchton Road  
Boyers, PA 16018-0618**

(3) Verify receipt to OPM using the format  
in paragraph 4.a.(1)-(4), allowing for mail time from the  
submitting MEPS to OPM in Boyers, PA.

(4) Record the receipt on DD1966/4 Section  
VI-REMARKS in the format of paragraph 4.a.(4) above.

c. Assistant Chief of Staff Recruiting (Region). The  
following action is required:

(1) Ensure all recruiting personnel at the region  
level are aware of the contents of this Frost Call.

(2) Incorporate into existing MEPS inspection  
procedures, the contents of this Frost Call.

(3) Incorporate into any course of instruction or  
conference, the contents of this Frost Call.

(4) Ensure region Quality Control section is aware  
of the contents of this Frost Call and monitors for any  
adverse trends or abnormalities.

(5) Arrange for the ability to have a select  
number of recruits fingerprinted at the NSG Office or PMO,  
on a case-by-case basis.

5. Point of contact at this headquarters is LtCol S. B.  
Wittle, MCRC G-3E, or M. J. Styka at (703) 784-9403 or DSN  
278-9403.

  
D. L. MCMANUS  
By direction

This form is to be attached to each Electronic Personnel Security Questionnaire (EPSQ) submitted to the OPM for investigation. Note: The EPSQ is for internal DOD use only, and is pending OMB approval.

**Agency Use Information (SF86)**

<b>A</b> Type of Investigatin	<b>O8B</b>	<b>B</b> Extra Coverage		<b>C</b> Sensitivity Level	<b>2</b>	<b>D</b> Access	<b>2</b>	<b>E</b> Nature Action Code	<b>MIL</b>	<b>F</b> Date of Action	<b>mm/dd/yy</b> <b>0901 01</b>
<b>G</b> Geographic Location		<b>H</b> Position Code		<b>I</b> Position Title							
<b>J</b> Son	<b>C75M</b>	<b>K</b> Location of Official Personnel Folder		None NPRC At Son	Other Address						

<b>L</b> SOI	<b>NV00</b>	<b>M</b> Location of security Folder	<b>x</b>	None At SOI NPI	Other Address 546 Vernon Ave Attn: Marine Liaison Mountain View, Ca 94040						
<b>N</b> OPAC ALC #	<b>DSS-MIL</b>		<b>O</b> Accting Date/ Agency Case #87001								
<b>P</b> Requesting Official	Name and Title GySgt Joseph Menusa Meps Liaison/RS San Francisco			Signature <i>Joseph Menusa</i>			Telephone Number 650-603-8260		Date 090101		

The following information is requested as part of your EPSQ for an investigative request being sent to OPM. This information will be used to obtain records in order to determine your suitability for employment. Please sign and date this sheet certifying the accuracy of the information you provided.

**Subject of Investigation (Identifying Information)**

Full Name

If you have only initials in you name, use them and state (IO) \*If you are a "Jr", "Sr", "II" etc enter this in th box after your middle name. If you have no middle name, enter "NMN".

<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>	<b>Jr, II, etc.</b>
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Maiden Name Used

List your maiden name and "to and from" dates of when it was used.

Maiden Name	Month/year to Month/year
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**Education Degree(s) (not shown on the EPSQ)**

OPM verifies highest degree obtained and degrees pertinent to the position for which this investigation is conducted. Please list education information below for those degrees beyond the 7 year period, not listed on your EPSQ. Use the number "2" in the co

#1 Month/Year	Code	Name of School	Degree/diploma	Month/Year Awarded
Street Address and City of School			Ca	Zip Code
#2 Month/Year	Code	Name of School	Degree/diploma	Month/Year Awarded
Street Address and City of School			Ca	Zip Code

**Appointee/Applicant Signature:** \_\_\_\_\_ **Date** **10/2/01**

**OPM AGENCY USE FORM INSTRUCTIONS**

<b>DESK TOP GUIDE</b>		No clearance required for PEF, or all Open Contracts or Reservists with MOS not requiring clearances	AE/6W,AG/95,AJ,BA/5E,BX,BY/2W,CG,CH, CJ,DB,UJ,UT,Y4/9G,YB,YC,YG/81,YJ/4E,YL/4J,YN/4Q,YQ,YW,BZ,YS/5S,E1,E3,E7 or any Reserve MOS requiring a Secret Clearance	DC/2S, DD, UV, E6 or any Reserve MOS requiring a Top Secret Clearance
<b>BLOCK</b>	<b>DESCRIPTION</b>	<b>NO CLEARANCE REQD</b>	<b>SECRET CLNC</b>	<b>TOP SECRET CLNC</b>
A	TYPE OF INVESTIGATION	LEAVE BLANK	08B LEAVE BLANK	30B LEAVE BLANK
B	EXTRA COVERAGE	LEAVE BLANK	2 2	3 3
C	SENSITIVITY LEVEL	LEAVE BLANK	MIL	MIL
D	ACCESS	LEAVE BLANK	LEAVE BLANK	LEAVE BLANK
E	NATURE OF ACTION	MIL	LEAVE BLANK	LEAVE BLANK
F	DATE OF ACTION	LEAVE BLANK	LEAVE BLANK	LEAVE BLANK
G	GEOGRAPHIC LOCATION	LEAVE BLANK	LEAVE BLANK	LEAVE BLANK
H	POSITION CODE	LEAVE BLANK	LEAVE BLANK	LEAVE BLANK
I	POSITION TITLE	LEAVE BLANK	LEAVE BLANK	LEAVE BLANK
J	SON (SUBMITTING OFFICE NUMBER)	ENTER YOUR MEPS ID #	ENTER YOUR MEPS ID #	ENTER YOUR MEPS ID #
K	LOCATION OF OPF	LEAVE BLANK	LEAVE BLANK	LEAVE BLANK
L	SOI	NV00	NV00	NV00
M	LOCATION OF SECURITY FOLDER	SEE NOTES 1,2 or 3 BELOW	SEE NOTES 1,2 or 3 BELOW	SEE NOTES 1,2 or 3 BELOW
N	OPAC-ALC NUMBER	DSS-MIL	DSS-MIL	DSS-MIL
O	ACCOUNTING NUMBER	ENTER YOUR RUC	ENTER YOUR RUC	ENTER YOUR RUC
P	REQUESTING OFFICIAL	SEE NOTE 4 BELOW	SEE NOTE 4 BELOW	SEE NOTE 4 BELOW

NOTE 1: SHIP WITHIN 60 DAYS OF SUBMISSION USE MCRD ADDRESS  
 NOTE 2: SHIP OVER 60 DAYS OF SUBMISSION USE MEPS ADDRESS

NOTE 3: OCS CANDIDATE USE TBS ADDRESS  
 NOTE 4: NAME, TITLE, COMMAND & SIGNATURE OF OFFICIAL REQ INVESTIGATION

**SUBJECT OF INVESTIGATION (IDENTIFYING INFORMATION)**

LAST NAME  
 FIRST NAME  
 MIDDLE NAME  
 SUFFIX  
 MAIDEN NAME IF USED  
 DATES MAIDEN NAME USED

**EDUCATION DEGREE(S) (NOT SHOWN ON EPSQ)**  
 DATES  
 CODE  
 NAME OF SCHOOL  
 DEGREE/DIPLOMA  
 DATE AWARDED  
 STREET ADDRESS/CITY  
 STATE ZIP CODE

**APPOINTEE/APPLICANT SIGNATURE**

DATE SIGNED (SEE NOTE BELOW)

NOTE: The Applicant Signature on the Agency Use Form must be within 120 days of the signature on the attached SF-86/EPSC. Also all work received at OPM must have signatures that are within this 120 day window or they will be returned to be updated. This ensures that OPM has an accurate and up to date investigation request. These are not OPM rules, these are DOD requirements for clearance investigations.

<b>Example:</b>	<b>DATE SF-86/EPSC SIGNED</b>	<b>DATE AGENCY USE FORM SIGNED</b>	<b>DATE RECEIVED AT OPM</b>
CORRECT (WI/ 120 DAYS)	15-Jul-01	15 Sep 2001 (60 Days)	1 Oct 2001 (75 Days)
INCORRECT (OVER 120 Days)	15-May-01	15 Aug 2001 (90 Days)	20 Sep 2001 (125 Days)
INCORRECT (OVER 120 Days)	15-May-01	15 Sep 2001 (120 Days)	20 Sep 2001 (125 Days)

**SUBMITTING OFFICE NUMBER (SON) FOR AGENCY USE FORM**

**Use in Block J of the Agency Use Form**

**A01M** Albany, New York Military Entrance Processing Station  
**C36M** Albuquerque, New Mexico Military Entrance Processing Station  
**C37M** Amarillo, Texas Military Entrance Processing Station  
**C81M** Anchorage, Alaska Military Entrance Processing Station  
**A20M** Atlanta, Georgia Military Entrance Processing Station  
**A02M** Baltimore, Maryland Military Entrance Processing Station  
**A21M** Beckley, West Virginia Military Entrance Processing Station  
**C70M** Boise, Idaho Military Entrance Processing Station  
**A03M** Boston, Massachusetts Military Entrance Processing Station  
**A04M** Buffalo, New York Military Entrance Processing Station  
**C71M** Butte, Montana Military Entrance Processing Station  
**A22M** Charlotte, North Carolina Military Entrance Processing Station  
**B54M** Chicago, Illinois Military Entrance Processing Station  
**B56M** Cleveland, Ohio Military Entrance Processing Station  
**B57M** Columbus, Ohio Military Entrance Processing Station  
**C38M** Dallas, Texas Military Entrance Processing Station  
**C39M** Denver, Colorado Military Entrance Processing Station  
**B58M** Des Moines, Iowa Military Entrance Processing Station  
**B59M** Detroit, Michigan Military Entrance Processing Station  
**C40M** El Paso, Texas Military Entrance Processing Station  
**B60M** Fargo, North Dakota Military Entrance Processing Station  
**A10M** Fort Dix, Pennsylvania Military Entrance Processing Station  
**A24M** Fort Jackson, South Carolina Military Entrance Processing Station  
**A06M** Harrisburg, Pennsylvania Military Entrance Processing Station  
**C73M** Honolulu, Hawaii Military Entrance Processing Station  
**C41M** Houston, Texas Military Entrance Processing Station  
**B61M** Indianapolis, Indiana Military Entrance Processing Station  
**B42M** Jackson, Mississippi Military Entrance Processing Station  
**A25M** Jacksonville, Florida Military Entrance Processing Station  
**B43M** Kansas City, Missouri Military Entrance Processing Station  
**B26M** Knoxville, Tennessee Military Entrance Processing Station  
**B50M** Lansing, Michigan Military Entrance Processing Station  
**B44M** Little Rock, Arkansas Military Entrance Processing Station  
**C74M** Los Angeles, California Military Entrance Processing Station  
**B27M** Louisville, Kentucky Military Entrance Processing Station  
**B45M** Memphis, Tennessee Military Entrance Processing Station  
**A23M** Miami, Florida Military Entrance Processing Station  
**B62M** Milwaukee, Wisconsin Military Entrance Processing Station  
**B63M** Minneapolis, Minnesota Military Entrance Processing Station  
**B28M** Montgomery, Alabama Military Entrance Processing Station  
**B29M** Nashville, Tennessee Military Entrance Processing Station  
**B46M** New Orleans, Louisiana Military Entrance Processing Station  
**A05M** New York, New York Military Entrance Processing Station  
**C75M** Oakland, California Military Entrance Processing Station  
**C47M** Oklahoma City, Oklahoma Military Entrance Processing Station  
**B64M** Omaha, Nebraska Military Entrance Processing Station

**C76M** Phoenix, Arizona Military Entrance Processing Station  
**A11M** Pittsburgh, Pennsylvania Military Entrance Processing Station  
**A12M** Portland, Maine Military Entrance Processing Station  
**C77M** Portland, Oregon Military Entrance Processing Station  
**A31M** Raleigh, North Carolina Military Entrance Processing Station  
**A32M** Richmond, Virginia Military Entrance Processing Station  
**C72M** Sacramento, California Military Entrance Processing Station  
**C78M** Salt Lake City, Utah Military Entrance Processing Station  
**C48M** San Antonio, Texas Military Entrance Processing Station  
**C67M** San Diego, California Military Entrance Processing Station  
**A30M** San Juan, Puerto Rico Military Entrance Processing Station  
**C79M** Seattle, Washington Military Entrance Processing Station  
**B49M** Shreveport, Louisiana Military Entrance Processing Station  
**B65M** Sioux Falls, South Dakota Military Entrance Processing Station  
**C80M** Spokane, Washington Military Entrance Processing Station  
**A13M** Springfield, Massachusetts Military Entrance Processing Station  
**B66M** St. Louis, Missouri Military Entrance Processing Station  
**A14M** Syracuse, New York Military Entrance Processing Station  
**A17M** Tampa, Florida Military Entrance Processing Station

