

MCRC FROST CALL 003-03 DATED 9 OCTOBER 2002

From: Commanding General, Marine Corps Recruiting Command

Subj: ELECTRONIC PERSONNEL SECURITY QUESTIONNAIRE (EPSQ)
ADMINISTRATIVE PROCEDURES FOR MARINE CORPS SECURITY
FORCES ENLISTEES (UV/UW)

Ref: (a) MARADMIN 486/02 SEP 02
(b) MCRC FC 042-02 dtd 12 Sep 02
(c) MCRC FC 024-02 dtd 25 Mar 02

Encl: (1) EPSQ Certification Process Example
(2) NAC Security Information Example

1. Purpose. To notify all levels of the Marine Corps Recruiting Command, of administrative changes for security investigation priority codes for EPSQ submissions.
2. Background. The EPSQ is used to submit clearance investigations to the Defense Security Services (DSS) for all applicants requiring clearances. The Department of Defense (DoD) established priority codes to expedite clearances requests for those with a higher precedence.
3. Information. Reference (a) has established new DoD priority codes for investigation submissions. These new codes will only affect Recruiting Command EPSQ work for Marine Corps Security Forces (MCSF) applicants. Reference (b) previously listed priority codes that are now no longer applicable. Reference (c) has established new procedures containing the requirement to submit a SECRET Clearance Investigation request on all MCSF applicants under the "UW" Program Enlisted For (PEF).
4. Action. Effective **immediately**, the following action be taken for MCSF applicants (PEF Code "**UV**"/"**UW**") when submitting NAACLAC SECRET INVESTIGATIONS per reference (b).
 - a. RS EPSQ Security Managers (MEPS LNCO's).

(1) EPSQ Certification Process, on the Enter Signature Dates Page, under Special Project Codes, annotate the Priority Investigation Code of "**15**" per enclosure (1).

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(2) The Security Information Module (National Agency Check Security Information), **Block 6 Reason for Request**, will list the following reasons, using the Drop Down Boxes, for all MCSF applicants, as shown in enclosure (2):

Enlistment
Personnel Reliability Program (PRP)
Secret

Note: The NAC/Security information will be printed, reflecting the above procedure, and with the EPSQ Receipt, attached to the Program Statement of Understanding (SOU) for all "UV/UW" accessions.

(3) No other priority codes will be used by Security Managers at the RS level, and will left blank for all other investigations.

b. Marine Corps Recruiting Command. Make the following pen change to reference (c), paragraph 3.c., last 2 sub-paragraphs, to read: **15 - SECRET INVESTIGATION (PRP). Use this code for "UV/UW" Marine Corps Forces ONLY.** Line out the following subparagraph: 41 - SECRET INVESTIGATION ROUTINE. Use this code for all other NACLAC Secret Investigations both Officer and Enlisted.

c. Naval Security Group (NSG)/RLS Staff. Apply the proper codes per reference (a) for submission of any "UW" requiring clearance upgrade/resubmission for selection to positions within the Marine Corps Security Forces (PRP) which require Top Secret Clearances.

5. Point of contact is M. J. Styka, MCRC G-3, at DSN 278-9403 or commercial (703) 784-9403.


S. B. WITTLE
By direction

National Agency Check Security Information

Date: 2002/10/07

SMITH

MICHAEL, JOHN

EPSQ Version 2.2

Time: 09:51:14

SSN: 111-22-3333

Page: 1

1. Addresses

Forward This Request To:

DSS
PERSONNEL INVESTIGATIONS CENTER
P. O. BOX 28989
BALTIMORE, MD 21240-8989

RETURN RESULTS TO:

MARINE CORPS SECURITY LIAISON
3280 RUSSELL ROAD
MARSH CENTER
QUANTICO, VA 22134

Requester Marines (M)

Organization Code/Type 80001/UIC

FROM:

MARINE CORPS RECRUITING COMMAND
3280 RUSSELL ROAD
MARSH CENTER
QUANTICO, VA 22134

2. Type of Investigation

NACLC - Military (8)

3. Local Files Check

YES Were the results of local files check favorable?

4. Current Status

What is the subject's current status? Military

Is the subject an applicant? Yes

Branch/Grade Marines/Private (E1)

Status ACTIVE

5. Citizenship Verified

YES Was the subject's U.S. citizenship verified?

6. Reason for Request

Enlistment
Personnel Reliability Program (PRP)
Secret

UV/UW EPSQ'S

7. Investigation Validity Certification

I certify that the information provided on this form is true to the best of my knowledge and that the above named individual has the need for the indicated clearance to perform assigned duties.

Name of Certifier STYKA

MICHAEL, J

Title of Certifier SECURITY MANAGER

Certifier's Phone 7037849403

Certifier's Signature

Date

ENCLOSURE (2)

Enter Signature Dates

SMITH, MICHAEL JOHN 111-22-3333

Security Officer signed the form on: 2002/04/02

Subject signed the form on: 2002/04/02

Subject signed the authorization for release on: 2002/04/02

Requestor M Marines

Other Requestor

ALL MCSF
UV/UW



Special Project Code (Not required unless applicable): 15
(If established formal agreement exists with DSS, enter code. If none, press OK and continue.)

OK

Cancel

Enter the year/month/day the Security Officer signed the form

ENCLOSURE (1)