

MCRC FROST CALL 012-03 DATED 8 JANUARY 2003

From: Commanding General, Marine Corps Recruiting Command

Subj: ELECTRONIC PERSONNEL SECURITY QUESTIONNAIRE (EPSQ)
ADMINISTRATIVE REQUIREMENTS

Ref: (a) MCRC FC 003-03
(b) MCRC FC 042-02
(c) MCRC FC 033-02
(d) MCRC FC 024-02
(e) MCRC FC 021-02
(f) TECOM msg 062113Z Dec 02

Encl: (1) "SAMPLE" Security Information Sheet

1. Purpose. Reiterate to all levels within the Marine Corps Recruiting Command, the administrative requirements associated with verifying the electronic submission of the SF-86/EPSQ.

2. Background. References (a) through (d) established the submission requirements relative to the Electronic Personnel Security Questionnaire (EPSQ). Reference (e) entails the verification process for training commands.

3. Information. The SF-86/EPSQ is used by DoD to initiate a request for a clearance investigation. All Marine Corps work is accomplished through Defense Security Services (DSS). Training and Education Command (TECOM) monitors the submission timelines of EPSQ's submitted by MCRC personnel to minimize student backlogs and help diminish to T2P2 Pipeline. This is especially critical at schoolhouses such as Chesapeake VA, Pensacola FL, and 29 Palms CA, where clearance investigations must be closed prior to the Marine student starting classes. TECOM has given subordinate commands guidance in reference (f), for verifying EPSQ submissions. The MCRD's and SOI's are verifying SF-86/EPSQ submissions with the following attached to the EIP/QSN SOU:

- a. DSS Receipt
- b. Security Information Page

4. Action. To ensure all concerned, the previously issued guidance contained in references (b) through (d) are being followed, the listing below is to be accomplished for all accessions:

- a. SF-86/EPSQ Subject Edition (User Form) will be prepared electronically, **validated**, and printed off by RSS Recruiters/NCOIC's, for all applicants sent to the MEPS for processing.

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b. SF-86/EPSQ Subject Version (User Form) will be forwarded electronically (3.5" Disk or as e-mail attachment) and also as a paper copy by the RSS, to the MEPS LNCO as required documents for the enlistment package.

c. MEPS LNCO will code the paper SF-86/EPSQ per reference (e) and forward to MEPS Personnel for the PEI Interview.

d. Electronic version of applicants SF-86/EPSQ will be saved in a folder by MEPS LNCO by Month of DEP-IN.

e. If applicants EIP/QSN require a clearance submit and verify receipt of the SF-86/EPSQ in accordance with reference (d). Per reference (c), attach DSS receipt **and** Security Information Page (Enclosure 1) to the SF-86/EPSQ and EIP/QSN SOU and place in enlistment package. Especially critical is Block 6 of the National Agency Check Security Information, **Reason for Request. All non UV/UW: Enlistment & Secret. All UV/UW: Enlistment. Personnel Reliability Program (PRP) & Secret.**

f. If applicant accesses onto active duty (Ships) and no clearance investigation is required, forward paper copy of the SF-86/EPSQ to the MCRD as part of the enlistment package, and MEPS LNCO maintain electronic copy for a minimum of 6 months after accession.

g. If a recruit is classified/re-classified into MOS requiring a clearance, the RLS staff will be notified by RAC/RPC personnel. RLS will then contact the appropriate MEPS LNCO to electronically transfer the SF-86/EPSQ via email attachment to the MCRD EPSQ Security Officer for submission to DSS.

5. Point of contact is M. J. Styka, MCRC G-3 at commercial (703) 784-9405 or DSN 278-9405.



S. B. WITTLE
By direction

National Agency Check Security Information

Date: 2003/01/07

SMITH

MICHAEL, JOHN

EPSQ Version 2.2

Time: 12:11:54

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:

MSGT TOMMY LEE JONES
SUITE 1000 FEDERAL OFFICE BUILDING
12345 MAIN STREET
ANYTOWN, VA 22134

Requester Marines (M)

Organization Code/Type 50002/UIC

FROM:

MSGT IAM MEPSLNCO
SUITE 1000 FED BLDG
12345 MAIN STREET
ANYTOWN, 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

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 MEPSLNCO
IAM, THE

Title of Certifier MSGT
Certifier's Phone 703 794 1000

Certifier's Signature

Date