

MCRC FROST CALL 015-04 DATED 7 JUNE 2004

From: Commanding General, Marine Corps Recruiting Command

Subj: DEPARTMENT OF DEFENSE (DOD) VERIFICATION QUERIES WITH  
U.S. CITIZENSHIP AND IMMIGRATION SERVICES (USCIS) AND  
SOCIAL SECURITY ADMINISTRATION (SSA)

Ref: (a) Memo from Acting DUSD dated 6 May 2004  
(b) USMEPCOM Memo dated 1 June 2004  
(c) MCO P1100.72.C Short Title: MPPM EnlProc  
(d) MCRC Frost Call 006-03 (corr copy) dated 21 Jan 03

Encl: (1) DoD Verification Matrix for DOB, POB and Citizenship

1. Purpose. To notify all levels of the Marine Corps Recruiting Command (MCRC), the DoD verification policy for Place of Birth (POB), Country of Citizenship and Social Security Number (SSN), for the enlistment into the Marine Corps or Marine Corps Reserve.

2. Background. Reference (a) directed USMEPCOM to facilitate verification processes for citizenship and social security numbers. Reference (b) establishes the verification procedures commencing 1 June 2004. All information will be electronically submitted to USCIS and SSA databases from MEPCOM Integrated Reporting System (MIRS) to validate accuracy of enlistment information at the time of processing at the MEPS.

3. Information. Reference (c) contains MCRC accession (ship) verification for social security numbers and citizenship. Reference (d) is cancelled. The verification process starts with the recruiter and NCOIC at the sub-station level and culminates with the Marine Corps MEPS Liaison NCO. It is imperative that only the documents listed in this frost call are used for verification, as directed in references (a) through (c) and contained in the enclosure. The first phase of this citizenship verification process commences 1 June 2004 with USCIS for Alien Registration Numbers (ARN), and the second phase is tentatively scheduled to commence 1 August 2004 with SSA for SSN verification. The verification process could result in an NWA record labeled as "not found" or "mismatch", between the information provided to the recruiter and the specific agency. These records will be placed in an administrative hold "N" status by the MEPS. The applicants "N" status will have to be cleared prior to enlisting by either the MEPS LNCO or MEPS personnel in accordance with the paragraph 4 below. The interface between MIRS and USCIS will take approximately 36-48 hours. Applicants will be allowed to DEP, but any discrepant records (i.e. mismatch, no record) will be placed in "N" status.

Subj: DEPARTMENT OF DEFENSE (DOD) VERIFICATION QUERIES WITH  
U.S. CITIZENSHIP AND IMMIGRATION SERVICES (USCIS) AND  
SOCIAL SECURITY ADMINISTRATION (SSA)

4. Action. The following incremental actions (by type and date) will be accomplished:

a. Alien Registration Numbers (ARN). Effective 1 June 2004 all New Working Applicants with an ARN, will have the ARN provided to the OPSO at time of NWA declaration.

(1) The recruiter will annotate **IMMIGRANT ALIEN** on Block 5d, and record the **ARN** in Block 5f, of the MEPCOM 680-3 A-3.

(2) The recruiter will annotate **IMMIGRANT ALIEN** on Block 5d, and record the ARN in Block 5 of the DD1966/1.

(3) The RS Operations will be provide the ARN to the MEPS LNCO at time of MEPS scheduling for input into MIRS.

(4) Applicants can be enlisted into the DEP or SMCR, using the below documents to verify the ARN, (**DEP ONLY**) but if placed in a "N" status post DEPIN, the procedures and verifications listed in paragraph 4.a (5) and (6) are the only documents that can be used to clear "N" status to ship applicant to recruit training:

- (a) Stamped I-94 per reference (c) page 3-28 (**DEP ONLY**)
- (b) Stamped Notation on Foreign Passport, per reference
- (c) page 3-27/3-28 (**DEP ONLY**)
- (c) I-551 Alien Registration Receipt Card
- (d) Stamped G-845 Document Verification Request

(5) If notified of a **NO RECORD or MISMATCH**, and the applicants record is placed in a "N" status, the following procedures for removal of a "N" are outlined below:

(a) ONLY MEPS Personnel have authority to clear "N" Status relating to an ARN not found in the USCIS or SSA database. The below listed documents must be provided to MEPS personnel at time of MEPS arrival, to clear the "N" status:

- 1. I-551 Alien Registration Receipt Card
- 2. Stamped G-845 Document Verification Request

(b) MEPS LNCO's have the ability to clear "N" status for Mismatch of Place of Birth, Date of Birth, and Name. The below listed documents will be used to verify the specific mismatch:

- 1. Original/Certified Birth Certificate
- 2. Current Passports
- 3. Court Ordered Name Changes

Subj: DEPARTMENT OF DEFENSE (DOD) VERIFICATION QUERIES WITH  
U.S. CITIZENSHIP AND IMMIGRATION SERVICES (USCIS) AND  
SOCIAL SECURITY ADMINISTRATION (SSA)

(6) Applicants pending results of the verification process with USCIS, or in a "N" status, or with "N" Status discrepancy, will not be allowed to be projected for shipping until cleared in accordance with paragraph 4.a.(5) and (6).

b. Social Security Number. Effective **1 June 2004**, New Working Applicants can be enlisted into the DEP or SMCR, using the below documents (as annotated by type) to verify the SSN, (**DEP ONLY**) but if placed in a "N" status post DEPIN, the procedures and verifications listed in paragraph 4.b (2) are only documents which can be used to clear the "N" status to ship to recruit training:

(1) The following SSN Verifications for **DEP ONLY**

- (a) Original/Replacement SSA Social Security Card, excluding those listed as **NOT VALID FOR EMPLOYMENT**
- (b) Automated NUMIdent (**U.S. Citizens ONLY**)
- (c) Original DD-214/NGB - 22 (**Prior Service only**)

(2) Effective **1 August 2004**, (MIRS > SSA interface commences) if notified of a **NO RECORD or MISMATCH**, and the applicants record is placed in a "N" status, the following procedures for removal of a "N" are outlined below:

(a) ONLY MEPS Personnel have authority to clear "N" Status relating to an SSN **not found** in the SSA database. The below listed documents must be provided to MEPS personnel at time of MEPS arrival, to clear the "N" status:

- 1. Original/Replacement SSA Social Security Card, excluding those listed as **NOT VALID FOR EMPLOYMENT**
- 2. Original DD-214/NGB -22 (**Prior Service only**)

(b) MEPS LNCO's have the ability to clear "N" status for **Mismatch** of Date & Place of Birth, and Name. The below listed documents will be used to verify the specific mismatch:

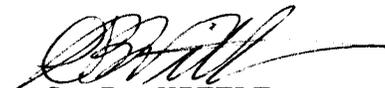
- 1. **Name:** Original/Certified Birth Certificate, U.S. Passports, DD 372 (U.S. Citizens only), DS Form 1350, FS 240, FS 545, original/replacement Social Security Card, and Court Ordered Name Change.
- 2. **Place of Birth:** Original/Certified Birth Certificate, U.S. Passports, DD 372 (U.S. Citizens only), DS Form 1350, and FS 545.
- 3. **Date of Birth:** Original/Certified Birth Certificate, U.S. Passports, DD 372 (U.S. Citizens only), DS Form 1350, FS 240, and FS 545.

Subj: DEPARTMENT OF DEFENSE (DOD) VERIFICATION QUERIES WITH  
U.S. CITIZENSHIP AND IMMIGRATION SERVICES (USCIS) AND  
SOCIAL SECURITY ADMINISTRATION (SSA)

(c) Effective **1 August 2004**, no shipper can be accessed to active duty without a Social Security Administration SSN card or DD214/NGB-22 for Prior Service. **NO EXCEPTIONS**. Certified True Copies of SSN Cards held by the MEPS LNCO's are acceptable. Those currently in the DEP or SMCR AIADT without SSN Cards or certified true copies of SSN Cards, must be directed to the Social Security Administration Field Offices with proper credentials to submit a SS-5 Application, to ensure timely receipt of replacement cards prior to being accessed onto active duty.

5. Any member of the DEP or SMCR AIADT whose record is returned as "**NOT FOUND MISMATCH**" and the "N" status is not able to be cleared per these instructions, or is found to be attempting to fraudulently enter the Marine Corps with false SSN or ARN, the applicant will be expeditiously processed for discharge as **RECRUITING ERROR Code: ZEB**. Additionally, formally notify the MEPS Commander, so that the "N" Status will remain in MIRS on the applicants record.

6. Point of contact is M. J. Styka, MCRC G-3 Enlisted Recruiting, Deputy Operations Officer, at 703-784-9405 or DSN 278-9405.

  
S. B. WITTLE  
By direction

	<b>U.S. BORN</b>	<b>NATURALIZED U.S. CITIZENS</b>	<b>FSM/RMI/PALAU</b>	<b>JAY TREATY OF 1796 NATIVES</b>	<b>NON US CITIZENS</b>
<b>PLACE OF BIRTH</b>	Birth Certificate US Passport DD 372 (Request for Verification of Birth) FS 240 (Report of Birth Abroad of a US citizen) DS 1350 (Certification of Birth) FS 545 (Certification of Birth Abroad)	Birth Certificate Passport	Birth Certificate Passport	Birth Certificate Passport	Birth Certificate Passport
<b>SSN</b>	Original Social Security Card DD 214 (Prior Service) NGB Form 22 (National Guard Only)	Original Social Security Card DD 214 (Prior Service) NGB Form 22 (National Guard Only)	Original Social Security Card DD 214 (Prior Service) NGB Form 22 (National Guard Only)	Original Social Security Card DD 214 (Prior Service) NGB Form 22 (National Guard Only)	Original Social Security Card DD 214 (Prior Service) NGB Form 22 (National Guard Only)
<b>CITIZENSHIP</b>	Birth Certificate US Passport DD 372 (Request for Verification of Birth) FS 240 (Report of Birth Abroad of a US citizen) DS 1350 (Certification of Birth) FS 545 (Certification of Birth Abroad)	INS N-550/551/570 (Naturalization Certificate) INS N-560/561 (Certificates of Citizenship)	Birth Certificate Passport INS N-550/551/570 (Naturalization Certificate) INS N-560/561 (Certificates of Citizenship)	Birth Certificate Tribal Letter/Card	INS G-845 (Document Verification Request) INS I-551 (Permanent Residence Card)

**Note**

*The following forms must be originals or "Certified True Copies." All other documents must be originals.*

- Birth Certificate
- DD 372
- FS 240
- DS 1350
- FS 545
- Tribal Letter/Card