

**MCRC FROST CALL 016-02 DATED 28 FEBRUARY 2002**

From: Commanding General, Marine Corps Recruiting Command

Subj: PROCEDURES FOR ENLISTMENT OF APPLICANTS WITH PROGRAMS  
OR MOS'S WHICH REQUIRE TOP SECRET CLEARANCES WITH ACCESS  
TO SENSITIVE COMPARTMENTED INFORMATION (SCI)

1. Purpose. To inform the Marine Corps Recruiting Command of the implementation of new procedures relative to the enlistment of applicants whose Program or Reserve MOS require a TOP SECRET SCI clearance.

2. Background. The Department of Defense (DoD) requires requests for investigations for clearances are submitted no later than time of accession. Department of the Navy (DoN) directives state that applicants requiring a Top Secret clearance be pre-screened by a representative of the Naval Security Group (NSG) prior to the submission of a request for a Top Secret - SCI clearance investigation. These policies have caused some unqualified applicants/recruits to be enlisted for programs or MOS's that ultimately require their reclassification by MMEA-11.

3. Information. The NSG Headquarters and local representatives at each recruit depot have contacted MCRC to alleviate this situation. Conversations and visits with NSG representatives have resulted in a plan that will satisfy DoD, DoN, and NSG policies, and also benefits MCRC. MCRC recently consulted with the Office of Assistant Secretary of Defense (OASD) C3I, and has been authorized to allow all applicants to access onto active duty and have the NSG representatives submit the requests for clearances for all candidates requiring a Top Secret - SCI clearance, after conducting the NSG Pre-Screening Interview at the recruit depots. This affects the Cryptologic Linguist Option (DC), Cryptologic Linguist Bonus \$4000 (E6), Intelligence/ Signals Intelligence/ Ground Electronic Warfare (DD), and the Presidential Support/ Special Weapons Security (YW) and any Reserve enlisting for a MOS which require a Top Secret - SCI Clearance in the MOS Manual.

4. Action. Effective 18 March 2002, (any Top Secret Clearance investigation not yet submitted, or any newly assigned program requiring a Top Secret Clearance), the following actions will be undertaken for any regular enlistment in the Cryptologic Linguist Option (DC), Cryptologic Linguist Bonus \$4000 (E6), Intelligence/ Signals Intelligence/ Ground Electronic Warfare (DD), and the Presidential Support/ Special Weapons Security (YW) and any Reservist enlisting for a MOS which require a Top Secret - SCI Clearance in the MOS Manual.

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a. Recruiting Station.

(1) The Operations Section Station assigns a poolee a DC, DD, E6, YW or reserve MOS which requires a Top Secret - SCI clearance.

(2) Recruiter/NCOIC have poolee document the appropriate Program Enlisted For (PEF) Statement of Understanding (SOU) with applicable Addendum SOU's, (Security Clearance Screening Form or Presidential Support/Special Weapons Security Screening Forms) or Reserve Optional Enlistment Program (ROEP) SOU and applicable Addendum SOU's, (Security Clearance Screening Form), and forward to the MEPS Liaison NCO.

(3) MEPS LNCO will ensure all applicable and addendum SOU's for enlistment option and a copy of the SF-86/EP SQ are documented and entered into the poolee enlistment package.

(4) The Recruiting Station WILL NOT submit the SF-86/EP SQ request for a Top Secret clearance investigation to OPM/DSS. The MEPS LNCO will ensure these documents are forwarded as part of the recruits' Service Record Book (SRB) to recruit training. NSG Representatives will submit these investigations.

b. Recruit Liaison Section.

(1) Screen all inbound recruits whose PEF is DC, DD, YW or Reserve MOS requiring TOP SECRET - SCI clearance.

(2) Ensure all appropriate Program Enlisted For (PEF) Statement of Understanding (SOU) with applicable Addendum SOU's, (Security Clearance Screening Form or Presidential Support/Special Weapons Security Screening Forms) or Reserve Optional Enlistment Program (ROEP) SOU and applicable Addendum SOU's, (Security Clearance Screening Form) are in recruits SRB.

(3) Provide listing of recruits to Naval Security Group (NSG) representative, for the purposes of conducting Pre-Interview for the Top Secret - SCI clearance requirement.

(4) Coordinate with the RAC/RPC to make sure that the SF-86/EP SQ is not removed from recruits SRB prior to the NSG screening interview.

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(5) Receive listings of unqualified recruits from NSG representatives and coordinate with MCRC G-3 Programs for recruit program reassignment or reclassification.

(6) Initiate new SOU's and addendum SOU's if applicable, on any recruit assigned a program or reclassified through coordination with MCRC G-3 Program, resulting from the NSG Screening Interview process.

c. Naval Security Group Representative. Conduct the Pre-Interview per current regulations.

(1) If recruit found **qualified** at the conclusion of required Pre-Screening Interview submit the request for Top Secret - SCI clearance investigation to OPM/DSS. Copy of the SF-86/EPSQ included in recruits' SRB, as source of required information for documenting and submitting the SF-86/EPSQ, to request Top Secret - SCI clearance investigation initiation.

(2) If recruit found unqualified at the conclusion of the required Pre-Screening Interview, provide listings to the RLS section. Included in this listing, should be a professional recommendation for possibility of obtaining a lower clearance to enhance the reassignment or reclassification process.

(3) If recruit reassigned or reclassified by MCRC G-3 for a Program/MOS which requires a Secret Clearance (based on NSG recommendation) coordinate with RLS for the submission of the request for Secret clearance investigation to OPM/DSS. Copy of the SF-86/EPSQ included in recruits' SRB, as source of required information for documenting and submitting the SF-86/EPSQ, to request Secret clearance investigation initiation.

d. Marine Corps Recruiting Command. G-3 Programs, will facilitate the requests for reassignment of programs received from RLS Sections and coordinate with MMEA-11 reclassifications as applicable.

e. All levels of MCRC. Disregard previously published guidelines and policies germane to the submission of an investigation for all accessions whose billet, job, or MOS requires a **TOP SECRET - SCI** clearance. Contents of this Frost Call will supersede those requirements. Make an annotation in

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the margin, adjacent to the paragraphs or in the heading of the  
enclosures, on the below listed Frost Calls, **"Any reference to  
Top Secret clearance investigation submissions refer to MCRC FC  
016-02"**:

- (1) MCRC FC 021-01 Paragraphs 2 and 4.
- (2) MCRC FC 026-01 Paragraphs 3 and 4.
- (3) MCRC FC 002-02 Para's 2, 4, Encl's (2) and (4)

5. Contents of this Frost Call will be incorporated into the  
next revision of the Military Personnel Procurement Manual MCO  
P1100.72B (Short Title ENL PROC).

6. Point of contact is M. J. Styka, Policy Analyst, MCRC G-3, at  
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By direction