

MCRC FROST CALL 024-02 DATED 25 MARCH 2002

From: Commanding General, Marine Corps Recruiting Command

Subj: ADDITIONAL ADMINISTRATIVE PROCEDURES FOR SUBMISSION OF THE ELECTRONIC PERSONNEL SECURITY QUESTIONNAIRE (EPSQ) TO DEFENSE SECURITY SERVICES (DSS) COMMENCING 1 APRIL 2002 FOR USMC ENLISTED/OFFICER WORK

Ref: (a) DOD Investigative Priority Codes for EPSQ
(b) USMEPCOM briefing dated 12 March 2002
(c) MCRC Frost Call 021-02 dated 8 March 2002

1. Purpose. To notify all levels within the Marine Corps Recruiting Command, the guidance contained in reference (a) requiring DOD Investigative Priority Codes for all enlisted and officer EPSQ's, and reference (b) the USMEPCOM Coding for enlisted Automated ENTNAC and EPSQ's submitted to DSS.

2. Background. The Department of Defense has established Priority Codes to prioritize the workload for DSS. These codes will be added to the Security Officer Certification Screen (MEPS LNCO and OSO) of the Security Officer Version 2.2 of the EPSQ. Reference (c) contains EPSQ submission guidelines. USMEPCOM has established coding of the EPSQ to allow their security personnel to properly select the submission path for Automated ENTNAC's and EPSQ's.

3. Information.

a. Reference (c) directs all enlisted applicants processing at the MEPS to have a printed version of the EPSQ as part of the enlistment package at time of contracting. The MEPS LNCO will ascertain whether the applicant is enlisting for a program/MOS that requires a clearance or enlisting for a program/MOS that does not require a clearance. In the upper left hand corner of the printed EPSQ, the MEPS LNCO will enter one of the following codes (**A, M or R**) in **Red Ink**:

A - AUTOMATED ENTNAC REQUESTED. No EPSQ submitted to Defense Security Services (DSS). The Auto ENTNAC (FD-258 Fingerprint Card) is electronically submitted to DSS, loads into the DSS Case Control Management System (CCMS) and creates an Auto ENTNAC (Tech Check).

M - ELECTRONIC PERSONNEL SECURITY QUESTIONNAIRE (EPSQ). An EPSQ will be submitted to DSS to initiate a request for clearance investigation.

R - ERROR CODE. Only used when MEPS notified of an error received on an Auto ENTNAC and resubmission is required.

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b. The submission of an Automated ENTNAC **Code "A"** (FD-258) will initiate the Tech Check by DSS and provide the MEPS LNCO via MEPCOM/MEPS with the results. If an EPSQ is going to be submitted **Code "M"**, an Auto ENTNAC will not be initiated by DSS, only the investigation requested by the EPSQ. The automated fingerprint processing remains unchanged, the live scan and transmission of fingerprints to DSS/FBI.

c. All EPSQ work submitted to DSS will be prioritized using Codes to facilitate the priorities of investigation submissions for DOD. These codes are entered in the Security Officer Version, Security Officer Certification screen of the EPSQ Version 2.2. The codes will be used for all enlisted and officer EPSQ's. A reminder effective with MCRC FC 016-02, MCRC is only requesting SECRET level investigations. The Naval Security Group (NSG) initiates TOP SECRET investigations. The codes that pertain to MCRC SECRET INVESTIGATIONS are:

15 - SECRET INVESTIGATION (PRP). Use this code for **"UV" Marine Corps Security Forces ONLY**.

41 - SECRET INVESTIGATION ROUTINE. Use this code for all other NACLAC Secret Investigations both Officer and Enlisted.

4. Action. Effective **1 April 2002** the above guidance will be utilized for all Automated ENTNAC or EPSQ related processing until further guidance is received.

5. Point of contact is M. J. Styka, Policy Analyst, MCRC G-3, Enlisted Recruiting Operations, at commercial (703) 784-9403 DSN 278-9403.



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By direction