

MCRC FROST CALL 026-01 DATED 20 JULY 2001

From: Commanding General, Marine Corps Recruiting Command

Subj: ELECTRONIC PERSONNEL SECURITY QUESTIONNAIRE (EPSQ)/
NATIONAL AGENCY CHECK (SF-86) ADMINISTRATIVE
REQUIREMENTS FOR SECURITY CLEARANCE INVESTIGATION
SUBMISSIONS TO OFFICE OF PERSONNEL MANAGEMENT (OPM)

Ref: (a) MCSF Bn EMail to HQMC Security Branch 18 Jun 01
(b) MCRC Frost Call 021-01 dated 11 May 2001

Encl: (1) Agency Use Form for SF-86 Submissions to OPM

1. Purpose. To notify all levels within the Marine Corps Recruiting Command, the administrative and verification requirements for requesting security clearance investigations for new accessions.

2. Background. Reference (a) has identified that over 90% of the Marine students (**PEF Code "UV"**) reporting to Marine Corps Security Forces Battalion (MCSF Bn), have **NO** record of submission for Top Secret Clearance investigations required in the Enlistment Incentive Programs Order (MCO 1130.53N). This has been verified in random checks of the receipt system of Defense Security Service (DSS) and Defense Clearances Investigation Indices (DCII). Some cases have no clearance investigations requested and others are marked as Secret vice Top Secret. Defense Department guidelines require all accessions who need a clearance for their position/billet/MOS **must be submitted prior to shipping**. These discrepancies are causing a complete resubmission of the EPSQ/SF-86 by the staff at MCSF Battalion. This is not only time consuming, it also prevents the Marine student from starting school (further elongating the T2P2 pipeline), and has the potential of assigning unqualified Marines to sensitive billets. Additionally, we have been notified of similar problems for Cryptologic Linguist Option (**PEF Codes "DC/2S"**), and Intelligence/Signals Intelligence/Ground Electronic Warfare Options (**PEF Code "DD"**), but not of the same magnitude.

3. Information. Reference (b) outlines new submission procedures for EPSQ work to OPM. Paragraphs 3 and 4 of reference (a) state that a copy of the SF-86/EPSQ will be used and retained in the residual and forwarded as part of the SRB to recruit training for all shippers regardless of

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accession clearance requirements. To eliminate the ambiguity, or any confusion in the assignment of Incentive Program PEF Codes and Reserve MOS's requiring clearances (SECRET or TOP SECRET), all the SF-86/EPSQ copies will have a completed Agency Use Form (enclosure 1) attached to the SF-86/EPSQ. Additionally, any accession that does not require a clearance will also have an Agency Use Form attached in accordance with below instructions. The Agency Use Form will be used to verify the level of security clearance investigation submitted to OPM. Enclosure (4) of reference (b) contains instructions for completing the Agency Use Form for all OPM submissions. Coding in Blocks **A, B, C, D and E**, of the Agency Use Form will be as follows:

SECRET CLEARANCE

PEF Codes: AE/6W, AG/95, AJ, BA/5E, BX, BY/2W, CG, CH, CJ, DB, UJ, UT, Y4/9G, YB, YC, YG/81, YJ/4E, YL/4J, YN/4Q, YQ, BZ, YS/5S, E1, E3, E7 and any Reservists MOS requiring a Secret Clearance.

AGENCY USE FORM: BLOCK A *Type of Investigation* 08B
BLOCK B *Extra Coverage* (Leave Blank)
BLOCK C *Sensitivity Level* 2
BLOCK D *Access* 2
BLOCK E *Nature of Action Code* MIL

TOP SECRET CLEARANCE

PEF Codes: DC/2S, DD, UV, E6 and any Reservists MOS requiring a Top Secret Clearance.

AGENCY USE FORM: BLOCK A *Type of Investigation* 30B
BLOCK B *Extra Coverage* (Leave Blank)
BLOCK C *Sensitivity Level* 3
BLOCK D *Access* 3
BLOCK E *Nature of Action Code* MIL

NON CLEARANCE REQUIRED ACCESSIONS

AGENCY USE FORM: BLOCK A, B, C, and D, LEAVE BLANK
BLOCK E *Nature of Action Code* MIL

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4. Action. The following will be accomplished effective
1 August 2001:

a. Recruiting Station MEPS LNCO's. Verify that the Agency Use Form is completed in accordance with paragraph 3 above and reference (b), and attached to the SF-86/EPSQ for all shippers. The SF-86/EPSQ will be retained in the residual and sent to MCRD as part of the enlistment package. **NO EXCEPTIONS TO THIS POLICY WILL BE ALLOWED.**

b. Recruit Liaison Section Interviewers. Verify that the Agency Use Form is completed and attached to the SF-86/EPSQ in accordance with paragraph 3 above and reference (b), for all recruits (regular and reserve) whose PEF/MOS require a clearance. The SF-86/EPSQ and Agency Use Form will be retained in the residual as part of the Service Record Book. Screen all recruits whose Incentive PEF Code or Reserve MOS requires a SECRET or TOP SECRET Clearance. Compare this requirement against the Agency Use Form Blocks A,B,C,D and E for discrepancies. Notify Marine Corps Recruiting Command (MCRC), G-3 Programs Section, of any discrepancies between PEF Code and the type of Clearance Investigation requested. The report to MCRC will contain the following, and be submitted at the end of each Recruit Company receiving period:

<u>DATE</u>	<u>NAME</u>	<u>SSN</u>	<u>PEF/ MOS</u>	<u>TYPE CLEARANCE REQUESTED</u>	<u>TYPE CLEARANCE REQUIRED</u>
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The Recruiting Station/MEPS Liaison NCO will be informed of the Missing Document, and if an improper level clearance has been requested for the PEF/MOS, inform the RS/MEPS to take the following corrective action:

(1) If the SF-86/EPSQ **has not been submitted** by the MEPS LNCO to OPM, by the date informed of the discrepancy, correct Blocks A,B,C,D, or E of the Agency Use Form and submit the SF-86/EPSQ and the corrected Agency Use

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Form to OPM, to request the correct security clearance level of the shipper who requires a clearance.

(2) If the SF-86/EPSQ has been submitted by the MEPS LNCO to OPM, by the date informed of the discrepancy, call the OPM Liaison at (724) 794-5228 to request an upgrade of the Type Clearance Requested. MEPS LNCO's should anticipate a time lapse of 3-5 working days between mailing date to OPM and the date of requests for upgrade. Information required to request an upgrade are

- (a) Name of Subject
- (b) SSN of Subject
- (c) Date of Birth of Subject
- (d) SON/SOI/MEPS ID of Submitting Agency

(3) Forward a corrected copy of the Agency Use Form to the appropriate Recruit Liaison Section (RLS) to be attached to the SF-86/EPSQ.

c. SOI Liaisons. Will rescreen and verify all Marine Corps Security Forces Option (PEF Code 'UV') for proper level clearance requests and report all discrepancies to MCRC G-3 Programs Section utilizing same format as above.

d. MCRC G-3 Programs Section. Will monitor this program and make liaison with Security Branch HQMC, and OPM to seek resolution on a case by case basis.

5. Point of contact is M. J. Styka, Policy Analyst, MCRC, G-3 Enlisted Recruiting Operations, at commercial number (703) 784-9466 or DSN 278-9466.



S. B. WITTLE
By direction

This form is to be attached to each Electronic Personnel Security Questionnaire (EPSQ) submitted to OPM for investigation. Note: *The EPSQ is for internal DOD use only, and is pending OMB approval.*

Agency Use Information (SF86)

A Type of Investigation	B Extra Coverage	C Sensitivity Level	D Access	E Nature of Action Code	F Date of Action	Month Day Year
G Geographic Location	H Position Code	I Position Title				
J SON	K Location of Official Personnel Folder	None NPRC At SON	Other Address			Zip Code
L SOI	M Location of Security Folder	None At SOI NPI	Other Address			Zip Code
N OPAC-ALC Number	O Accounting Data and/or Agency Case Number					
P Requesting Official	Name and Title		Signature		Telephone Number	Date

The following information is requested as part of your EPSQ for an investigative request being sent to OPM. This information will be used to obtain records in order to determine your suitability for employment. Please sign and date this sheet certifying the accuracy of the information you provided.

Subject of Investigation (Identifying Information)

FULL NAME
 * If you have only initials in your name, use them and state (IO) * If you are a "JR.", "SR", "II", etc., enter this in the box after your middle name
 * If you have no middle name, enter "NMN"

Last Name	First Name	Middle Name	Jr., II, etc.

Maiden Name Used
 List your maiden name and the "To and From" dates of when it was used.

Maiden Name	Month/Year To	Month/Year

Education Degree(s) (Not shown on the EPSQ)

OPM verifies highest degree obtained and degrees pertinent to the position for which this investigation is conducted. Please list education information below for those degrees beyond the 7 year period, not listed on your EPSQ. Use the number "2" in the Code block which represents College/University/Military College.

Month/Year #1 To	Code	Name of School	Degree/Diploma/Other	Month/Year Awarded
Street Address and City (County) of School			State	Zip Code
Month/Year #2 To	Code	Name of School	Degree/Diploma/Other	Month/Year Awarded
Street Address and City (County) of School			State	Zip Code

Appointee/Applicant Signature: _____ **Date:** _____

August 2000