COMNAVRESFOR INSTRUCTION 5512.1

From: Commander, Navy Reserve Force

Subj: CONTRACT PERSONNEL COMMON ACCESS CARD MANAGEMENT PROCEDURES

(b) FIPS PUB 201-1, Personal Identity Verification of Federal Employees and Contractors
(c) OPM memo of 31 Jul 08
(d) DOD Instruction 1000.13 of 5 December 1997
(e) SECDEF memo Ser 08-003 of 1 Dec 08
(f) OPM P&R memo of 10 Nov 05
(g) BUPERSINST 1750.10C
(h) Defense Manpower Data Center Trusted Associate Sponsorship System Trusted Agent User Guide Version 4.00

1. Purpose. This instruction establishes Commander, Navy Reserve Force (COMNAVRESFOR) policy, procedures and responsibilities for the issuance, re-verification, reissuance and revocation and recovery of contract personnel Common Access Cards (CAC) per references (a) through (h).

2. Cancellation. COMNAVRESFORINST 1000.8.

3. Discussion. In October 2000, the Department of Defense (DoD) began issuing CACs to active duty military personnel, Selected Reserve (SELRES) personnel, civilian employees and eligible contractors. CACs allow DoD personnel and eligible contractors access to DoD facilities, installations and networks. A contractor CAC looks different from military and DoD civilian CACs. It displays a green vertical stripe and contractor affiliation, allowing government officials to differentiate a contractor's access privileges to DoD resources, installations and information from civilian or military access privileges.
4. Procedures. The life cycle of the contractor CAC consists of four phases: application approval, issuance, re-verification and revocation and recovery, as depicted in Table (1).

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<th>TASS Approval Phase</th>
<th>RAPIDS Issuance Phase</th>
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<td>• Government sponsors confirm contractors’ need for CAC and approve applications using TASS.</td>
<td>• RAPIDS personnel verify contractor’s identity and check DEERS to ensure contractors have an approved TASS Application.</td>
<td>• Every 6 months, TASS requires contractors’ need for CAC to be re-verified.</td>
<td>• When contractors no longer need their CACs, they are revoked in either TASS or RAPIDS.</td>
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<td>• TASS updates contractor records in DEERS.</td>
<td>• RAPIDS personnel issue CACs.</td>
<td>• If the need for CAC is not re-verified, contractors’ CACs are revoked.</td>
<td>• CACs shall also be recovered from contractors.</td>
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**Table 1: Contractor CAC Lifecycle**

a. Assigned Trusted Agents (TA) shall use the Trusted Associate Sponsorship System (TASS), formerly known as the Contractor Verification System, to process and approve contractor CACs. Per reference (f), DD FORM 1172-2 is no longer authorized for the processing of contractor CACs. TASS is a Web based system that feeds information on approved contractors into the Defense Enrollment Eligibility and Reporting System (DEERS). The Real Time Automated Personnel Identification System (RAPIDS) then retrieves contractor records from DEERS to print CACs for issuance.

b. Application Approval: Applicants for a contractor CAC must be sponsored by a DoD government official, known as the government sponsor. An on-site government sponsor will be designated in writing for all COMNAVRESFOR contractors. Verification of the identity of the applicant must be completed before requesting issuance of a CAC. The government sponsor shall verify the identity of the applicant by requesting a copy of the applicant’s Form I-9, Employment Eligibility Verification, from the applicant’s employer.
c. Issuance. The government sponsor makes a request for a contractor CAC to the TA only after reviewing the contract and statement of work to ensure a CAC is required for the contractor. After the TASS application is approved, contractors are registered into the TASS by the TA. Contractors then report to a RAPIDS site for CAC issuance.

(1) To be eligible for a contractor CAC, the access requirement must meet one of the following criteria:

(a) The individual requires access to multiple DoD facilities or access to multiple non-DoD Federal facilities on behalf of the Department on a recurring basis for a period of 6 months or more.

(b) The individual requires access to a DoD facility and access to DoD networks on site or remotely.

(c) The individual requires remote access to DoD networks that use only the CAC logon for user authentication.

d. Re-verification: A contractor’s requirement for a CAC shall be re-verified every 180 days.

(1) When a contractor reaches the 150 day mark, the TA receives an automated e-mail notification from TASS to re-verify the contractor’s continued need for the CAC. The TA will notify COMNAVRESFOR Contracts (NOOCT)/Commander, Naval Air Force Reserve (COMNAVAIRFOR) Aviation Readiness (N43) and the government sponsor to re-verify the CAC requirement.

(2) A new TASS Registration Request (TRR) must be created for each 180 day re-verification.

(3) If the re-verification is not completed within 30 days of notification, the contractor’s CAC will automatically be revoked and collected by the government sponsor.

e. Revocation and Recovery: Invalid, inaccurate, inoperative or expired CACs shall be collected and returned by the government sponsor to the TA and RAPIDS site for disposition, per reference (g). COMNAVRESFOR NOOCT/COMNAVAIRFOR N43 shall ensure all contracts include a clause stating that contractors shall return CACs to the government sponsor upon contractor change in status, expiration of the CAC or completion or
expiration of the contract. In the event a contractor does not turn in their CAC, the government sponsor will immediately notify COMNAVRESFOR NOOCT/COMNAVAIRFORES N43 and COMNAVRESFOR Security Office so appropriate action can be taken in an attempt to collect the CAC.

f. Reissuance: CAC reissuance occurs when CACs are lost, stolen, damaged or when information printed on the CAC requires a change. When reissuing a CAC, the government sponsor shall verify a contractor’s continued need for a CAC by initiating a new TRR.

g. Expiration Date: CACs will be issued for a period not to exceed 3 years from the date of issuance or contract expiration date, whichever is sooner.

5. Responsibilities

a. COMNAVRESFOR Executive Director will:

   (1) Ensure COMNAVRESFOR staff and subordinate organizations comply with statutes, regulations, guidance and directives from higher level authorities for contractor CAC issuance.

   (2) Designate TAs using the "TASS TA Appointment" form, available through TASS.

   (3) Ensure an audit of the contractor CAC issuance process is conducted twice a year.

b. COMNAVRESFOR NOOCT/COMNAVAIRFORES N43 shall:

   (1) Designate in writing, coordinate and monitor on-site government sponsors for all COMNAVRESFOR contracts.

   (2) Ensure government sponsors establish eligibility for DoD contractors based on the type and frequency of access required to DoD facilities and/or networks that will effectively support the mission.

   (3) Ensure government sponsors retrieve CACs from contractors who are no longer supporting their organization and/or activity.
(4) Ensure government sponsors notify and return revoked, invalid, inaccurate, inoperative, terminated or expired CACs to the TA via certified or registered mail.

(5) Attempt to retrieve revoked CACs from contractors that did not return them to their government sponsor by contacting their employer.

(6) Provide COMNAVRESFOR Security Manager and Operational Security (OPSEC) Officer with a copy of all contracts for security review, coordination and comment. Provide COMNAVRESFOR Security Office with a copy of all DD 254s as applicable.

c. COMNAVRESFOR Security (NO1S) shall:

(1) Conduct background vetting of applicants upon receipt of TRR; a security clearance is not required to obtain a CAC. Reference (b) requires contractors seeking a CAC to have, at a minimum, the completion of Federal Bureau of Investigations fingerprint check with favorable results and submission of a National Agency Check with Inquiries (NACI) to the Office of Personnel Management, or a DoD determined equivalent investigation.

(2) Designate personnel authorized to conduct applicant background vetting and digitally sign “TASS TA Appointment,” available through TASS.

(3) Supervise personnel designated as TAs.

(4) Review all contracts and DD 254s to ensure security provisions are addressed.

(5) Maintain a copy of all active contracts and DD 254s.

(6) Ensure TAs return turned in CACs to the nearest RAPIDS site for disposition.

(7) Upon notification by the government sponsor, TA and COMNAVRESFOR NOOCT that attempts to retrieve a contractor’s CAC have been unsuccessful, report the circumstances by letter or message to the appropriate installation security authority of the military installation nearest the unauthorized cardholder’s address. Provide name of unauthorized card holder, date of
birth, card expiration date, last known address and reason why the individual is no longer entitled to the card per reference (g).

d. TAs shall:

(1) Be designated as TAs.

(2) Register applicants in TASS, following procedures per reference (h).

(3) Electronically route applicant TRRs to the COMNAVRESFOR N43 and COMNAVRESFOR Security Office.

(4) Ensure identity verification and background vetting of applicants are completed prior to approving CAC issuance.

(5) Approve issuance of a CAC in TASS.

(6) Ensure a contractor's requirement for a CAC is re-verified every 180 days.

(7) Verify a contractor's continued affiliation with the government in case of the need for CAC reissuance.

(8) Maintain copy of contractor application, reissuance, re-verification and revocation documents for 2 years following termination of contractor employment.

(9) Manage no more than 100 contractor applicants in TASS.

(10) Receive retrieved CACs from government sponsors and return to the nearest RAPIDS site for disposition per references (g) and (h).

e. Government Sponsor shall:

(1) Serve on-site as the government sponsor.

(2) Maintain a copy of applicable contracts on which to base CAC issuance and expiration decisions.

(3) Determine if a contractor requires a CAC to carry out their task(s) as specified in the contract/Statement of Work.
(4) Verify the identity of a contractor CAC applicant by requesting a copy of the applicant's Form I-9, Employment Eligibility Verification, from the applicant's employer and reviewing a State or Federal issued photo identification of the applicant.

(5) Make requests for contractor CACs through the TA.

(6) Re-verify requirement for contractor CAC every 180 days or when requested.

(7) Liaise with contractor's company site leads as applicable.

(8) Conduct daily muster of all contract personnel. Coordinate with employer for any absentee contractor.

(9) Provide TA and COMNAVRESFOR NOC/COMNAVAIRFORSES N43 notification of contractor termination or resignation.

(10) Collect CAC cards (and other like credentials such as flight line IDs/passes) from contractors upon a change in status (CAC revocation, contract expires, contractor termination/resignation, CAC expiration) and return them to the TA via certified or registered mail.

(11) Ensure contractor Navy Marine Corps Intranet (NMCI) account is disabled/deleted when access is no longer needed/authorized.

(12) Notify COMNAVRESFOR NOC/COMNAVAIRFORSES N43, COMNAVRESFOR Security and TA immediately when it is known that a contractor left the contract without turning in their CAC.

f. Applicant. The applicant is the person requiring issuance of a CAC. The applicant shall:

(1) Log in to TASS upon receiving a user Identification (ID) and password from the TA and verify that all information is correct.

(2) Turn in contractor CAC to the government sponsor when possession is no longer required or authorized.
6. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of November 2007.

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