COMNAVRESFOR INSTRUCTION 5512.1B

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 8/2013
(c) OPM memo of 31 Jul 08
(d) DOD Instruction 1000.13 of 14 December 2017
(e) SECDEF memo Ser 08-003 of 1 Dec 08
(f) OSD P&R memo of 10 Nov 05
(g) BUPERSINST 1750.10D
(h) Defense Manpower Data Center Trusted Associate Sponsorship System Trusted Agent User Guide Version 5.3.2

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 5512.1A.

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>
<th>TASS Re-verification Phase</th>
<th>TASS/RAPIDS Revocation and Recovery Phase</th>
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<td>• Government sponsors confirm contractors' need for CAC and TA approves 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 automatically revoked.</td>
<td>• CACs will also be recovered from contractors.</td>
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**Table 1: Contractor CAC Lifecycle**

a. **Assigned Trusted Agents (TA).** Must 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 will verify the identity of the applicant by requesting a copy of the applicant’s Form I-9, Employment Eligibility Verification; or a letter from the company on company letterhead stating required documents per reference (a) were cited (i.e. passport), when member becomes an employee, and verify member's citizenship from the applicant’s employer.

c. **Issuance.** The government sponsor makes a request for a contractor CAC to COMNAVRESFOR Contracts (N4B) or Commander, Naval Air Force Reserve Aviation Readiness (COMNAVAIRES) (N43) only after reviewing the contract and statement of work to ensure a CAC is required for the contractor. COMNAVRESFOR N4B or COMNAVAIRES N43 will forward CAC request to TA for processing as applicable. 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. To be eligible for a contractor CAC, the access requirement must meet one of the following criteria:
(1) 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 six months or more.

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

(3) 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 must 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 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 must be collected and returned by the government sponsor to the TA or RAPIDS site for disposition, per reference (g). COMNAVRESFOR N4B or COMNAVAIRFORES N43 will ensure all contracts include a clause stating contractors will 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 N4B or COMNAVAIRFORES N43 and COMNAVRESFOR Security Office (N01S) for appropriate action to be taken in an attempt to collect the CAC.

f. **Reissuance.** CAC reissuance occurs when CACs are lost, stolen, damaged, when information printed on the CAC requires a change, or contract expiration date expires or changes. When reissuing a CAC, the government sponsor will 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 three 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. COMNAVRESFORCOM N4B/COMNAVAIRFORCES N43 will:

(1) Designate in writing, coordinate and monitor on-site government sponsors for all COMNAVRESFOR and COMNAVAIRFORCES 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, registered mail, or turn in to nearest RAPIDss site. Ensure name and phone number of person CAC is turned in to is provided to COMNAVRESFOR N4B/COMNAVAIRFORCES N43.

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

(6) Provide COMNAVRESFOR N01S and Operational Security Officer with a copy of all contracts for security review, coordination and comment. Provide COMNAVRESFOR N01S with a copy of all DD 254s (DoD Contract Security Classification Specification) as applicable.

c. COMNAVRESFORCOM N01S will:

(1) Conduct background vetting of applicants upon receipt of CAC request; 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 TIER 1 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 take all retrieved CACs to the nearest RAPIDS site for disposition.

(7) Upon notification by the government sponsor, TA and COMNAVRESFOR N4B/COMNAVAIRFORES N43 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 must:

(1) Be designated as TAs.

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

(3) Electronically route applicant TRRs to COMNAVRESFOR N01S and government sponsor.

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

e. Government Sponsor will:

(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 COMNAVRESFOR N4B/COMNAVAIRFORES N43.

(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 N4B/COMNAVAIRFORES N43 notification of contractor termination or resignation.

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

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

(12) Notify COMNAVRESFOR N4B/COMNAVAIRFORES N43, COMNAVRESFOR N01S 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 must:
(1) Log in to TASS upon receiving a user ID and password from the TA and verify 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, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

7. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFOR NO1S will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years after effective date unless reissued or cancelled prior to the 10 year anniversary date, or an extension has been granted.

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Deputy Commander

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site, http://www.public.navy.mil/nrh/Pages/instructions.aspx