



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

5510  
Ser N09N2/11U213200  
22 December 2011

From: Special Assistant for Naval Investigative and Security  
Matters

Subj: DEPARTMENT OF THE NAVY IMPLEMENTATION OF HOMELAND SECURITY  
PRESIDENTIAL DIRECTIVE 12

Ref: (a) Directive-Type Memorandum (DTM) 08-006, DoD  
Implementation of Homeland Security Presidential  
Directive 12 (HSPD-12), 27 Sept 2011  
(b) Under Secretary of Defense (DTM) 08-003, 27 Sep 11  
(c) OPM Final Credentialing Standards for Issuing  
Personal Identity Verification Cards under HSPD-12,  
31 Jul 08  
(d) CNO ltr 5510 Ser N09N2/8U223257, 9 October 2008  
(e) CNO ltr 5510 Ser N09N2/9U223145, 6 June 2009  
(f) SECNAV M-5510.30 Chapter 9, Section 9-20, Facility  
Access Determinations (only)  
(g) SECNAV M-5510.30, June 2006

Encl: (1) Command HSPD-12 Decision Tracking Worksheet Template

1. In accordance with references (a) through (c), the following guidance is provided:

a. References (d) through (f) are cancelled.

b. References (a) through (c) are the current policy in use by the Department of the Navy (DON) for implementation of Homeland Security Presidential Directive (HSPD-12).

2. Per credentialing process requirements contained in references (a) through (c), it is DON policy that a National Agency Check with Inquiries investigation with a favorable fingerprint result are the basis for the issuance of a Command Access Card (CAC).

3. It is imperative commands understand, based on recent Office of Personnel Management (OPM) guidelines, a Standard Form 85 (Revised September 19, 1993), Questionnaire for Non-Sensitive Positions, is the required form to be submitted for CAC issuance; all other forms will be rejected by the Office of Personnel Management (OPM).

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4. Commanding Officers are the final adjudicating officials for CAC issuance and must make determinations based on reference (c), HSPD-12 Credentialing Standards, understanding a favorable determination will be reciprocal across the federal government.

5. The command, during their adjudication, has the flexibility to apply the supplemental credentialing standards delineated by reference (c), in addition to the six basic standards if information is developed during the credentialing process that may present an unacceptable risk to the life, safety, or health of employees, contractors, vendors or visitors.

6. The command security manager or the human resource office must ensure final CAC issuance decision results are recorded and maintained at the command using enclosure (1), or like tracking method, and the INV Form 79A Report of Agency Adjudicative Action on OPM Personnel Investigation, Report of Agency Adjudicative Action on OPM Personnel Investigations, is returned to the Federal Investigative Service Division within 30 days.

7. This guidance will be incorporated into the next revision of reference (g).

8. The CNO (N09N2) point of contact is Mr. Steven C. Long at DONSECURITYPOLICY@NAVY.MIL. Echelon II Security Managers please ensure widest dissemination to subordinate commands.



MARK D. CLOOKIE

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CNO (N09B31)

### Decision Tracking Worksheet Template

Name (First/Last)	SSN	Contract Number	Contract End Date	AFP Requested	AFP Result	Investigation Open Date	Investigation Decision	CAC issued	Date INV Form 79A Returned
Doe, John M.	1234	11B12332	31-Dec-12	12-Dec-11	Yes	12-Dec-11	Favorable	21-Dec-11	26-Dec-11

Column 1: Full Name

Column 2: Last 4 of SSN

Column 3: Contract Number if applicable

Column 4: Contract End Date if applicable

Column 5: Advance Fingerprint request date

Column 6: Advance Fingerprint Result

Column 7: Date investigation opened at OPM

Column 8: Final decision made based on closed investigation

Column 9: Date CAC issued

Column 10: Date form INV 79A returned to OPM

Enclosure (1)