From: Special Assistant for Naval Investigative and Security Matters

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

(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).
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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### Decision Tracking Worksheet Template

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

- **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)