UUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUU
U U N C L A S S I F I E D U
UUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUU

NARRATIVE MESSAGE ADMINISTRATIVE MESSAGE

ROUTINE

R 091339Z SEP 05 ZYB

FM COMNAVREG MIDLANT NORFOLK VA//PDPS//

TO AIG 106
AIG 7729
AIG 9987
ALL SHIPS AND FLTUNITS PRESENT HAMPTON ROADS VA

INFO CNI WASHINGTON DC//00/01//

BT
UNCLAS

MSGID/GENADMIN/COMNAVREG MIDLANT/PDPS//

SUBJ/CONTRACTOR VERIFICATION SYSTEM (CVS) FOR COMMON ACCESS CARD
/(CAC), AND REGIONAL CONTRACTOR BADGE//

REF/A/MEETING/CNI, CNRMA AND PSA LANT/22MAR2005//

AMPN/REF A IS A MEETING BETWEEN CNI, CNRMA REGIONAL PUBLIC SAFETY
AND PSA LANT.//
POC/MR. HEMMINGSEN/GS/DEPUTY DIRECTOR/LOC:NAVSTA NORFOLK VA
/EMAIL:MILTON.HEMMINGSEN(AT)NAVY.MIL TEL: (757) 322-2368.//
POC/MS. HESEMANN/CNI CAC PMO/PROGRAM MANAGEMENT ASST.
/LOC:WASHINGTON DC
/EMAIL:CHRISTINE.HESEMANN(AT)NAVY.MIL TEL: (703)419-5070.//
POC/MS. PEREZ/CNI CAC PMO/PROGRAM MANAGEMENT ASST./LOC:WASHINGTON DC
/EMAIL:TERI.PEREZ(AT)NAVY.MIL TEL: (850)452-5758.//

RMKS/1. THE DEFENSE MANPOWER DATA CENTER (DMDC) HAS DEVELOPED AN
AUTOMATED PROCESS TO REPLACE THE DD FORM 1172-2 AS THE TOOL TO
GATHER INFORMATION NEEDED TO ISSUE DEPARTMENT OF DEFENSE (DOD)
COMMON ACCESS CARDS (CAC) FOR CONTRACTORS. THE CONTRACTOR
VERIFICATION SYSTEM (CVS) IS A WEB-BASED PORTAL ACCESSIBLE FROM ANY
COMPUTER WITH A WEB BROWSER. CVS WAS CREATED TO PROVIDE INCREASED
CONTROL IN WHO MAY APPLY FOR A CAC; ELIMINATE DATA RE-ENTRY; AND
PROVIDE REAL-TIME INFORMATION ABOUT DOD CONTRACTORS WHO ARE ELIGIBLE
TO POSSESS A CAC AT A SPECIFIC MOMENT IN TIME. THERE IS A
DISTINCTION BETWEEN CONTRACTORS ELIGIBLE FOR CAC AND OTHERS NEEDING
PHYSICAL ACCESS AND WHO ARE ISSUED A LOCAL CONTRACTOR?S BADGE.
THOSE DISTINCTIONS AND ASSOCIATED ISSUANCE PROCESSES ARE DEFINED IN
THE CNRMA IDENTIFICATION CARD BUSINESS RULES WHICH WILL BE
DISTRIBUTED TO THE CVS TRUSTED AGENT (TA) UPON REGISTRATION BY THE
REGIONAL SECURITY CONTRACTOR VERIFICATION OFFICE.

/25199/ /252 1 AGA 0043 252/17:52Z
CSN:consys 252/17:53Z
VA /
UUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUU

2. THE CVS IS A STREAMLINED TOOL THAT ELIMINATES THE NEED FOR PAPERWORK AND RELIES ON A COMMAND/ACTIVITY?S CVS TA TO VALIDATE BOTH THE CONTRACTOR?S NEED AND APPLICATION INFORMATION FOR A CAC. WHEN A NEED IS ESTABLISHED, THE CVS TA SENDS THE INFORMATION TO THE REGION PASS AND ID, WHERE THE APPLICANT IS RUN FOR WARRANTS, ETC. THE TA WILL BE NOTIFIED WHETHER THE APPLICANT IS APPROVED OR NOT. IF APPROVED THE TA WILL ENTER THE APPLICATION INFORMATION DIRECTLY INTO THE DEERS/RAPIDS SYSTEM AND THE CONTRACTOR THEN PROCEEDS TO THE NEAREST CAC ISSUANCE SITE TO BE ISSUED THE CAC.

3. EFFECTIVE 17 OCT 05, COMMANDER, NAVY INSTALLATIONS WILL SPONSOR THE ROLLOUT OF CVS, REGION WIDE. CVS TA(S) WILL ENTER CONTRACTOR EMPLOYEES INTO THE SYSTEM AT THE TIME OF INITIAL ISSUANCE OR WHEN A RE-ISSUANCE OF A CAC IS REQUIRED. BY USING CVS, THE DD FORM 1172-2 WILL BE PHASED OUT OF USE IN THE CNRMA AOR BY 25 NOV 05. AT THAT TIME, ALL COMMANDS/ACTIVITIES HAVING A NEED TO OBTAIN CONTRACTOR CAC WILL NEED TO HAVE INDIVIDUALS APPOINTED TO ACT AS THE CVS TA AND ALL CARDS WILL BE ISSUED USING ONLY CVS.
A. REGISTRATION OF CVS TA(S) IS ACCOMPLISHED BY THE COMMANDING OFFICER (CO) OR OFFICER-IN-CHARGE (OIC) SENDING A LETTER TO REGIONAL SECURITY SPECIFYING THE NAME, SSN, POSITION TITLE, WORK PHONE NUMBER AND GOVERNMENT EMAIL ADDRESS OF EACH INDIVIDUAL TO BE APPOINTED. THE LETTER SHOULD BE PREPARED ON COMMAND LETTERHEAD, AND ADDRESSED TO: PROGRAM DIRECTOR, PUBLIC SAFETY, REGIONAL SECURITY CONTRACTOR VERIFICATION OFFICE, 1510 GILBERT STREET, NORFOLK, VIRGINIA 23511, OR FAXED TO ATTN: REGIONAL SECURITY CONTRACTOR VERIFICATION OFFICE AT 757-445-4554. THE INFORMATION MAY ALSO BE SENT BY A DIGITALLY SIGNED EMAIL TO ROSIE.MCSWAIN@NAVY.MIL.
B. ALL CVS TA APPOINTEES MUST BE EITHER MILITARY (ACTIVE DUTY OR RESERVIST) OR A DOD CIVILIAN. CONTRACT EMPLOYEES MAY NOT BE NOMINATED. ONCE REGISTERED IN CVS, REGIONAL SECURITY CVS OFFICE WILL CONTACT THE TA WITH INSTRUCTIONS REGARDING TRAINING AND SYSTEM ACCESS. CVS TA'S MUST COMPLETE THE ON-LINE TRAINING WHICH LISTS THE RULES, RESPONSIBILITIES, AND SYSTEM USAGE DIRECTIONS.
C. COMMANDS THAT HAVE A LETTER DESIGNATING INDIVIDUALS CURRENTLY APPROVED TO SIGN DD FORM 1172-2 MAY VALIDATE THOSE INDIVIDUALS TO CONTINUE TO ACT AS THE COMMAND/ACTIVITY?S CVS TA(S) BY ANOTHER LETTER, OR A DIGITALLY SIGNED E-MAIL. IF DONE BY LETTER, LIST ALL INDIVIDUALS AND ASSOCIATED INFORMATION IN THE LETTER REFERENCED IN PARAGRAPH 3A.

4. ON A SEPARATE BUT RELATED NOTE, CNRMA HAS RECOGNIZED A NEED FOR A "REGIONAL CONTRACTORS BADGE" FOR CONTRACT EMPLOYEES THAT HAVE BUSINESS ON ALL REGIONAL BASES, (BUT NO NEED FOR ACCESS TO GOV'T COMPUTER SYSTEMS). THESE BADGES WILL BE LIMITED TO PROGRAMS OR COMMANDS THAT HAVE CONTRACTS IN PLACE AT ALL BASES WITHIN THE HAMPTON ROADS AREA (EXCEPT NORFOLK NAVAL SHIPYARD AND REGIONAL MEDICAL CENTER PORTSMOUTH).

5. WITHIN CNRMA, PROGRAM DIRECTORS ARE RESPONSIBLE FOR AREAS ON EACH

BASE (I.E. CABLE TV, TELEPHONE SERVICE, GROUND MAINTENANCE); THESE PROGRAM DIRECTORS HAVE CONTRACTS THAT REQUIRE PERSONNEL TO HAVE ACCESS TO ALL BASES. IN THE PAST, CNRMA HAS REQUIRED CONTRACTORS TO HAVE A SEPARATE BADGE FOR ACCESS TO EACH INSTALLATION. TO MAKE THE PROCESS OF OBTAINING A CONTRACTORS BADGE EASIER, CNRMA WILL BEGIN ISSUING REGIONAL CONTRACTOR BADGES BEGINNING 1 OCTOBER 2005.

6. A REGIONAL CONTRACTOR ID APPLICATION WILL BE IMMEDIATELY AVAILABLE AT THE PASS AND ID OFFICES, THE CNRMA WEB SITE HTTP:/WWW.CNRMA.NAVY.MIL, OR MAY BE E-MAILED TO THE AUTHORIZING OFFICIAL.
A. THE FIRST STEP FOR A COMMAND TO BE AUTHORIZED TO SPONSOR REGION-WIDE CONTRACTORS IS TO DESIGNATE AN AUTHORIZING OFFICIAL ON COMMAND LETTERHEAD, SIGNED BY THE PROGRAM DIRECTOR. THE LETTER SHOULD BE MAILED TO REGIONAL SECURITY, 1510 GILBERT STREET, NORFOLK, VA 23521 OR FAXED TO 445-4554.
B. THE SECOND STEP WILL BE TO SUBMIT THE CONTRACTOR APPLICANTS FULL NAME, NATIONALITY, SSN, ALIEN REGISTRATION NUMBER, PASSPORT OR VISA NUMBER, DATE OF BIRTH, SEX AND RACE TO REGIONAL SECURITY. EACH CONTRACTOR APPLICANT WILL BE SUBJECT TO A CRIMINAL RECORDS/OUTSTANDING WARRANTS/DEBARMENT CHECK. THIS BACKGROUND CHECK WILL TAKE APPROXIMATELY 5 DAYS.
C. THE THIRD STEP WILL BE FOR THE AUTHORIZING OFFICIAL TO BE NOTIFIED BY E-MAIL WHEN THE CONTRACTOR HAS BEEN GRANTED ACCESS, WHICH ENABLES THE CONTRACTOR TO GO TO THE PASS AND ID OFFICE FOR THEIR REGIONAL CONTRACTOR BADGE. IF ACCESS IS DENIED, THE CONTRACTOR APPLICANT WILL BE NOTIFIED WHY.

7. POINTS OF CONTACT FOR CVS AND REGIONAL CONTRACTOR BADGES ARE MR. MILT HEMMINGSEN AT (757) 322-2368 OR MILTON.HEMMINGSEN(AT)NAVY.MIL OR MS. ROSIE MCSWAIN AT (757) 322-2833 OR ROSIE.MCSWAIN(AT)NAVY.MIL.
//
BT