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***** **CVS Registration Request Form** *****

Did you know as a CVS Trusted Agent you are responsible for everyone you enter into CVS?

That responsibility involves ensuring contractors/volunteers (hereafter referred to as 'contractors') entered into CVS "actually are eligible" to be issued an ID card. To assist TAs with that responsibility a form called the "CVS Registration Request" form was created. It is Navy policy that this form be completed for each CVS applicant when they are (1) initially entered into CVS, (2) reverified for ID card retention (every 6 months during reverification) and (3) when an ID card is reissued (after an ID card has expired and needs to be reissued with a new expiration date). It is the responsibility of the Government Sponsor of the contractor to complete the CVS Registration Request form and submit it to the TA for processing. The Government Sponsor is usually someone within the sponsoring organization in a supervisory role over the contractor. It is **not** the responsibility of the TA to fill out the form, unless they are also assigned as the Government Sponsor of the contractor. A TA should **not** accept the form from the contractor or the contracting company employing the contractor. It is the responsibility of the TA to review the CVS Registration Request form for accuracy once it is received, and if the information supplied does not validate the contractor as being eligible for an ID card, the TA should reject the form and return it to the Government Sponsor for them to properly complete it. Do not process CVS Registration Request forms that do not validate an applicant as being eligible for ID card issuance.

It is important the CVS Registration Request form be completed each time an applicant has to be entered into CVS, reverified or reissued a new ID card with a new expiration date. A CVS Registration Request form should be retained for as long as the CVS application it supports is active in CVS (not more than 3 years). Only one copy of the completed form needs to be saved,

so older copies can be discarded. If the form is stored in an unsecure draw, the SSN and Date of Birth data should be blackened out to protect Personally Identifiable Information (PII) data.

The requirement to use the CVS Registration Request form has been in place since May 2009, as part of the "Navy CVS Standard Operating Procedures." Periodic audits of TA accounts have discovered numerous ineligible applicants being entered into CVS. In almost all cases the TAs are not using the CVS Registration Request form, which would have identified those applicants at the beginning of the process as not being eligible for entry into CVS or reverification. This oversight of properly vetting applicants creates a serious security issue that weakens the integrity of the ID cards (the CAC and the Volunteer Logical Access Credential (VOLAC)).

Use of the CVS Registration Request form will stop ineligible personnel from being entered into CVS for ID card issuance and will also aide in identifying those who have been entered into CVS erroneously (identified during reverification time). If ineligible personnel are discover to be entered in CVS TAs should contact their Trusted Agent Security Manager (TASM) for guidance on how to either get those personnel properly qualified or removed from CVS (and ID card confiscated). Retaining the ID card usually will involve **immediately** starting the process to get background vetting procedures underway within the organization.

If a TA believes a Government Sponsor has falsified the eligibility of a contractor on a CVS Registration Request form by stating they are eligible for an ID card, when they are not, bring this concern up to your TASM, where it will be investigated further. Also investigated will be TAs believed to be entering contractors into CVS without properly validating them via the use of CVS Registration Request form.

Milton L. Warren
Navy CVS Project Manager
Navy CAC PMO