



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
300 PENTAGON
WASHINGTON DC 20310-0300

SEP 27 2012

DAPE-CPZ

MEMORANDUM FOR ARMY NAF HUMAN RESOURCES OFFICES

SUBJECT: Implementation of Army Directive 2011-08 for Common Access Card (CAC) Background Vetting for Nonappropriated Fund (NAF) Employees

1. References:

a. Memorandum, Secretary of the Army, 26 May 2011, subject: Army Directive 2011-08 (Army Implementation of Homeland Security Presidential Directive-12).

b. Memorandum, DAPE-CPZ, 26 October 2010, subject: Interim Policy Guidance for Common Access Card (CAC) Background Vetting Requirements for NAF Employees who are Non- United States (U.S.) Citizens.

c. Memorandum, Under Secretary of Defense Personnel and Readiness, 1 December 2008, Incorporating Change 3, 27 September 2011, subject: Directive-Type Memorandum (DTM) 08-003, "Next Generation Common Access Card Implementation Guidance."

2. This memorandum provides guidance concerning the application of references 1a and 1c for NAF employees for the purpose of meeting the revised requirements for CAC issuance. Effective immediately, NAF employees requiring a CAC will be required to undergo a favorable Federal Bureau of Investigations (FBI) fingerprint check, and an initiated National Agency Check with Inquires (NACI) or equivalent/higher level background investigation prior to being issued a CAC. The NACI will be initiated using the SF 85 (Questionnaire for Non-Sensitive Position) and submitted through the Personnel Security Investigation Portal to the Office of Personnel Management. Employees previously submitted for a NAC (regardless of date), to include those employees who currently hold a CAC, will also be subject to a NACI or equivalent /higher background investigation. The NAC is no longer an acceptable equivalent investigation. The appropriate investigations must be initiated no later than 31 September 2013. NAF employees who are Non-U.S. Citizens will be subject to provisions in reference 1.b.

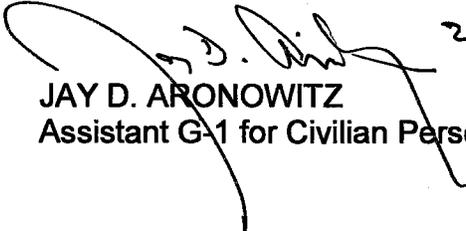
3. NAF employees hired in flexible, seasonal, and/or temporary positions (non-DoD networks) designated not to exceed six months are not subject to this requirement, to include summer hire positions (except for childcare). However, successful pre-employment checks remain a condition of employment.

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4. Activities are reminded to meet any applicable labor relations obligations prior to implementing this policy.

5. This guidance remains in effect until superseded. The point of contact is Ms. Rena Gwyn, NAF Human Resources Policy and Program Division, (703) 806-3575 or DSN 656-3575.

 2758812
JAY D. ARONOWITZ
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