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Sent: Tuesday, May 01, 2007 8:39

Subject: Contractor Background checks

Per MCIEAST CG Policy Letter 001-07 dated 12Mar07 the policy for obtaining contractor CAC and locally issued contractor/vendor identification cards has changed. A copy of the CG Policy letter is attached. The letter outlines the requirements for a criminal records check and guidelines that would constitute the denial of a contractor identification card. The background checks are required on an annual basis. The requirement is in effect for all contractors. Contractors currently in possession of a valid CAC or locally issued identification card will be required to submit proof of a background check when the ID is renewed. Due to the new policy, criminal offenses that were once deemed acceptable may now be reason for denial. One example is a DUI within the last year or if the applicant fails to provide or falsifies required information on the consent form.

The process for obtaining a contractor CAC at MCLB, Albany is attached. The new process also requires a new consent form for contractor CAC and locally issued contractor ID cards. Consent forms for each are attached.

Please read the attachments carefully. If you have questions, please contact me at 639-5181.

Security Assistant