



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
2 NAVY ANNEX  
WASHINGTON, DC 20380-1775

IN REPLY REFER TO:

7100  
TS/RODS  
29 Oct 08

From: Contracting Officer's Representative  
To: DISTRIBUTION

Subj: LETTER OF TECHNICAL DIRECTION (#09-001USMC) COMMON ACCESS CARDS  
(CAC) FOR CONTRACTOR PERSONNEL

Ref: (a) FLEET INDUSTRIAL SUPPLY CENTER (FISC) SAN DIEGO CONTRACT  
N00244-08-C-0032

1. Reference (a) provides that Contractor Staff utilize various computer services in the performance of their work under the contract. This in turn requires that these contractors be provided with an NMCI seat, email account, and Common Access Card (CAC) for their use during the term of the contract.
2. This letter constitutes authority for installation commands utilizing contractor services to issue CACs to contractor personnel. The number of accounts should be at least one, plus any additional accounts necessary to ensure adequate work flow and account for variations in contractor staffing. This is particularly important where a pool of contract staff may be coordinating their efforts across several installations in the same geographical area.
3. The Contract is currently awarded for performance through FY09. Follow-on options exist that are yet to be exercised. Commands should follow their customary practice in setting the expiration of CACs in order to support contractor performance through the awarded performance period, and effective management of CAC renewal for subsequent award periods.
4. The government considers the direction contained in this letter to be within the scope of reference (a). If you disagree, please contact me within three (3) business days.
5. If you need any further information, please contact me at 703-614-1202 or peter.j.hill@usmc.mil.

  
Peter J. Hill  
Contracting Officer's Representative

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