



REPLY TO
ATTENTION OF

DEPARTMENT OF DEFENSE
UNITED STATES SOUTHERN COMMAND
3511 NW 91ST AVENUE
MIAMI, FL 33172-1217

SC-COS

13 January 2010

POLICY MEMORANDUM 02-10

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contractor Common Access Card Procedures

1. The purpose of this memorandum is to provide the procedures for contractors working at USSOUTHCOM to receive their Common Access Card (CAC).
2. Contractors under a contract managed by other than USSOUTHCOM, such as Office of the Secretary of Defense, Joint Staff, other Federal Agencies, will receive their CAC from that external entity.
3. Contractors under a contract managed by USSOUTHCOM will receive their CAC by processing through the Contracting Center of Excellence (CCE) in person or by ombcce@hq.southcom.mil. Contracting Officers or Contracting Officers Representative will provide to the CCE documentation outlining the beginning, addition, change or termination of employment status for all contractors seeking access to USSOUTHCOM. At a minimum, documentation will include contract, Contracting Officer name, contract number, prime and any sub contracted company names, employee name, social security number, and effective dates. Upon documentation receipt, the CCE will validate the performance period of the contract, the need for access, and will authorize the contractor in the Defense Enrollment Eligibility Reporting System (DEERS).
4. Point of contact for this action is the Contracting Center of Excellence (CCE) at ombcce@hq.southcom.mil or 305-437-3679.

FOR THE COMMANDER

DAVID C. GARZA
Brigadier General, U.S. Marine Corp
Chief of Staff

Distribution:

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