



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION MIRAMAR
P O BOX 452000 SAN DIEGO CA 92145-2000

StaO 5512.1

G-1/Pers

20 MAY 2002

STATION ORDER 5512.1

From: Commanding General
To: Distribution List

Subj: PROCEDURES FOR ISSUING IDENTIFICATION CARDS TO ACTIVE,
RESERVE, RETIRED, CIVILIAN PERSONNEL AND FAMILY MEMBERS

Ref: (a) MCO P5512.11B

Encl: (1) Hours of Operation and Location
(2) Active Duty and Selected Reserve/Government Civilian
Employees and Eligible Contractors Procedures
(3) Retirees and Individual Ready Reserve (IRR) Members
Procedures
(4) Family Members Procedures
(5) Non-eligible Civilian Personnel and Contractors
Procedures

1. Situation. This Order establishes Identification (ID) Card issuance procedures to be utilized by the ID Card Center, Marine Corps Air Station (MCAS), Miramar.

2. Mission. The ID Card Center produces ID cards and completes records updates in the Defense Enrollment Eligibility Reporting System/Real Time Automated Personnel Identification System (DEERS/RAPIDS) for eligible personnel as indicated in the reference. This center also produces ID cards to grant access to MCAS Miramar for other civilian employees, contractors and vendors as required.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) This Order provides guidance for the operation and management of the ID Card Center at MCAS Miramar.

(b) This Order delineates the administrative procedures and documents required for the issuance of ID cards at the ID Card Center.

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(2) Concept of Operations. The reference requires review of source document(s) prior to the issuing of an ID Card. Members listed in the enclosures must provide the requested documentation, prior to an ID card being issued.

b. Subordinate Element Mission. Comply with the intent and content of this Order.

c. Coordinating Instructions. Submit all recommendations concerning this Order to the Personnel Officer, Assistant Chief of Staff (AC/S), G-1 via the appropriate chain of command.

4. Administration and Logistics. The Adjutant, AC/S, G-1 will administer the requirements and ensure the accuracy, modification and distribution of this Order.

5. Command and Signal

a. Signal. This Order is effective the date signed.

b. Command. This Order is applicable to the Marine Corps Reserve.



G. L. GOODMAN
Chief of Staff

DISTRIBUTION: A

HOURS OF OPERATION AND LOCATION

1. The MCAS Miramar ID Card Center is located in the Joint Reception Center, building 2258.
2. The ID Card Center was established to provide a location to issue ID cards and to record Defense Enrollment Eligibility Reporting System (DEERS) updates in the Real-Time Automated Personnel Identification System (RAPIDS).
3. The primary mission of the ID Card Center is to issue ID cards to military members and employees assigned to MCAS Miramar. Secondary missions include DEERS records update, and ID card issuance for retirees and family members of military personnel.
4. Normal hours of operation are from 0800 to 1600, Monday through Friday. The ID Card Center is closed on Saturday, Sunday, and during periods of authorized leave or liberty associated with Federal Holidays.
5. In keeping with the primary mission of the ID Card Center, the center will open to address military personnel ID card needs during times of mobilization, or to support short notice deployments for tenant commands stationed aboard MCAS Miramar. Requests for deployment ID card support may be made by contacting the staff noncommissioned officer in charge (SNCOIC) of the ID card center at (858) 577-1142. Requests may also be submitted via facsimile to (858) 577-4705.
6. The ID card center operates on a first come, first served basis. A number system is used to track arrivals and service customers in the order which they arrived.
7. Other ID Card Centers in the San Diego area include the following sites:

<u>LOCATION</u>	<u>HOURS</u>	<u>TELEPHONE NUMBER</u>
PSD Naval Station (32nd St)	0730-1600	(619) 556-9250
MCRD San Diego	0730-1600	(619) 524-8741/8740
PSD Point Loma (Sub Base)	0730-1600	(619) 553-0746
MCB Camp Pendleton	0730-1530	(760) 725-2768/2633

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ACTIVE DUTY AND SELECTED RESERVE/GOVERNMENT CIVILIAN EMPLOYEES
AND ELIGIBLE CONTRACTORS PROCEDURES

1. During Fiscal Year 2002 (FY-02), the Common Access Card (CAC) was adopted as the standard ID card for Active Duty and Selected Reserve Uniformed Services personnel, DOD Civilian Employees, and eligible contractors. Required documents and issuance procedures for the CAC card are as follows.

a. Active Duty and Selected Reserve Uniformed Services Personnel must provide the following items to receive a CAC card.

(1) Current military ID card.

(2) The service member's government e-mail address, if they have one. E-mail addresses must be provided in the unclassified Internet address format and must end with ".mil." Local computer system administrators may be contacted to assist personnel with identifying their email address. If an e-mail address is not provided when requesting a new CAC card, the e-mail certificates will not be added to the card. Personnel may have to return at a later date to add the e-mail address to the CAC card to make full use of the Public Key Infrastructure capabilities of the CAC card.

(3) A six (6) to eight (8) digit number will be used as a Personal Identification Number (PIN). The CAC card PIN should not be a number derived from something easily known about the member such as part of their SSN, birth date, anniversary date, telephone number, or address.

b. DOD Civilian Employees, Government Contractors and other CAC card eligible personnel must bring the following:

(1) Two forms of picture ID.

(2) Government e-mail address as indicated above.

(3) A 6 to 8 digit PIN number as indicated above.

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(4) If the individual is a new hire or contract employee, the local Human Resource Office (HRO) or contracting department must complete and sign a DD Form 1172-2 (Application for Department of Defense Common Access Card DEERS Enrollment) to authorize the issuance of the CAC card.

c. Due to the requirements for mandatory possession of the CAC during FY-03, an appointment system has been established for the issuance of CAC cards.

(1) Active Duty and Selected Reserve Uniformed Services personnel, DOD Civilian Employees, and eligible contractors may schedule an appointment by accessing the following web page: https://es.cac.navy.mil/cgi-bin/signup.pl?site_id=107745.

(2) The appointment system has been established to meet the mandatory possession requirements of the CAC card only. Personnel that require family member ID cards or DEERS updates will be served on a first come first served basis.

2. Unserviceable Identification Card. Individuals must present their unserviceable identification card and be in the proper uniform or appropriate civilian attire.

3. Promotion or Appointment. Individuals may present an original or "Certified True Copy" promotion warrant/Appointment Acceptance Record, current ID card, and be in the proper uniform or appropriate civilian attire.

4. Reenlistment. Individuals may present a DD Form 4 "Certified True Copy," current ID card and be in the proper uniform or appropriate civilian attire.

5. Extension. Individuals may present an original or "Certified True Copy" NAVMC 321A, current ID card and be in the proper uniform or appropriate civilian attire. Note: ID cards will not be issued before the effective date of the extension as contained in block 9 of the NAVMC 321A, unless the extension clearly indicates the Marine extended for one of the following reasons:

a. Deployment and the extension become effective while deployed.

b. PCS Overseas and the extension becomes effective while overseas.

c. Assignment to a "formal" school.

d. Obligated service for promotion to Gunnery Sergeant (E-7) and above.

e. Obligated service upon approval of transfer to the Fleet Marine Corps Reserve/Retired List.

6. Reduction. Individuals may present Page 12 or Page 13 of the Service Record Book (SRB), a copy of the Unit Punishment Book (UPB) or Unit Diary (UD) showing reduction, current ID card and be in the proper uniform or appropriate civilian attire. Otherwise, a DD Form 1172 must be initiated at the unit level.

7. Name Change. Individuals may present a "Certified True Copy" of the UD entry that reported the name change, current ID card and be in the proper uniform or appropriate civilian attire. Otherwise, a DD Form 1172 must be initiated at the unit level.

8. Lost/Stolen. Individuals must complete a lost ID card statement (available at the ID Card Center). Individuals must also provide valid ID (e.g., state driver's license or state ID, passport or birth certificate) and be in the proper uniform or appropriate civilian attire. In the absence of any positive picture ID, E-5s and below must be accompanied by a SNCO or officer to verify the identity of the member. Staff noncommissioned Officers and Officers without positive picture ID must be accompanied by an individual who is senior in grade. Otherwise, a DD Form 1172 must be initiated at the unit level.

9. Unit Diary/Marine Integrated Personnel System (UD/MIPS) Active Duty ID card applications. Marine Corps administrative units may use the Active Duty ID card application contained in UD/MIPS in lieu of the DD Form 1172 for issuance occasions listed below. In order to support the use of this form, administrative units will ensure that the Commanders Unit Diary Data Base (CUDDDB) reflects the current data (e.g., grade or name). If the data contained in the CUDDDB does not reflect the actual information (e.g. grade or name), then the Approving Official may annotate the correct data, initial the changes, and affix clear

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tape over the entry for acceptance as an official request.

a. Reduction.

b. Change of Grade (when promotion warrant is not available).

c. Change of Name.

d. Lost or Stolen. Unless otherwise specified, ID card issuance does not require the completion of a DD Form 1172 as long as the appropriate documents indicated are provided.

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RETIREES AND INDIVIDUAL READY RESERVE (IRR) MEMBERS PROCEDURES

1. Retire/Transfer to FMCR. A DD Form 2 (RET) may be issued to the member once he/she presents his/her separation leave orders and a certified true copy of the retirement orders, but no earlier than 90 days prior to the actual retirement date. If the retirement or FMCR date is already passed, the member may present an original or certified true copy of their retirement orders or DD 214 (copy 4). Family members may also be issued a dependent's ID card reflecting the sponsor's retired status within 90 days of the retirement date. However, doing so may adversely impact access to medical care before the actual retirement date.

2. Individual Ready Reserve (IRR). A DD Form 2 (RES) may be issued to members of the IRR on the following occasions when supported by proper documentation:

a. Unserviceable. Individuals must present their unserviceable ID card and be in the proper uniform or appropriate civilian attire.

b. Promotion or Appointment. Individuals may present an original or "Certified True Copy" of the Promotion Warrant or Appointment Acceptance Record, current ID card, and be in the proper uniform or appropriate civilian attire.

c. Reenlistment. Individuals may present a "Certified True Copy" of the DD Form 4, current ID card, and be in the proper uniform or appropriate civilian attire.

d. Extension. Individuals may present an original or "Certified True Copy" NAVMC 321A, current ID card and be in the proper uniform or appropriate civilian attire. Note: ID cards will not be issued before the effective date of the extension as contained in block 9, NAVMC 321A, unless the extension clearly indicates the Marine extended for assignment to a "formal" school.

e. Reduction. Individuals may present Page 12, Page 13 of the SRB, the UPB or UD showing the reduction, current ID card and be in the proper uniform or appropriate civilian attire. Otherwise, a DD Form 1172 must be initiated at the unit level.

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3. Name Change. Individuals may present a "Certified True Copy" of the UD entry that reported the name change, current ID card and be in proper uniform or appropriate civilian attire. Otherwise, DD Form 1172 must be initiated.

4. Lost/Stolen. Individuals must complete a lost ID card statement. The member must also provide valid ID (e.g., state driver's license or state ID, passport or birth certificate and be in proper uniform or appropriate civilian attire. In the absence of any positive picture ID, E-5s and below must be accompanied by a SNCO or Officer to verify the identity of the member. Staff noncommissioned Officers and Officers without positive picture ID must be accompanied by an individual who is senior in grade. Otherwise, a DD Form 1172 must be initiated at the unit level.

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FAMILY MEMBERS PROCEDURES

1. There are four ways an ID Card may be issued to a dependent:

a. Sponsor accompanies the Dependent. In this case, there is no requirement to complete a DD Form 1172. The sponsor and family member(s) will be required to present the documents listed below, based on the occasion for issuance.

b. Dependent provides a completed DD form 1172 signed by the sponsor. The personnel office or any ID card issuing activity may prepare a DD Form 1172 and have the sponsor certify the form. The sponsor may also complete the form himself/herself and have their signature "notarized" by an official notary public or legal assistance office if a personnel office or ID card issuing activity is not reasonably accessible.

c. The dependent presents an original and current, General or Special Power of Attorney. If a Special Power of Attorney is utilized, it must specifically authorize the issuance of ID cards and update to DEERS/RAPIDS data. Though an individual choice, this is a highly recommended method to cover family member needs during times of deployment/overseas assignment.

d. The sponsor may stop by the Miramar ID Card Center and request family member ID cards by signing a DD Form 1172 generated from DEERS/RAPIDS. Once signed and verified, the DD Form 1172 will be kept on file at the MCAS Miramar DEERS/RAPIDS office for 90 days from the date signed. After 90 days, the DD Form 1172 will be shredded. This method allows the dependents to come in at their convenience for their identification cards without their sponsor present.

2. Family members are required to present the following documents in order to receive a dependent ID card from the MCAS Miramar DEERS/RAPIDS site:

a. Social Security Card - Required for initial entry into DEERS/RAPIDS.

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b. Old ID card unless lost or stolen. If lost or stolen, a current drivers license, state ID or passport will suffice.

c. Marriage Certificate (original or certified/notarized copy). If previously married (sponsor and/or spouse), the Divorce Decree (original or certified/notarized copy) is also required. If the spouse was previously on active duty, the family member must also provide their DD 214 (copy 4).

d. Birth Certificate (original or certified/notarized copy) or Record of Birth from the hospital showing name, date of birth, and parent or parents name, signed by the attending physician or an Administrator of the hospital/clinic. If a male sponsor is enrolling a child "out of wedlock," then the provisions contained in MCO P5512.11B w/Ch1 (Joint Services Directive) must be met.

e. To qualify for a dependent's ID card for a full time student over the age of 21, the family member must be dependent upon the sponsor for over 50 percent of his/her support and have a letter verifying full time (12 units) enrollment at an accredited institution of higher learning. The letter must also include: anticipated graduation date, seal of institution, and be signed by an authorized officer of the institution.

3. While the DD Form 1172 can be produced on site at the ID Card Center, customers usually find it more convenient to complete this form through their local administrative offices and present a signed copy when requesting the ID card. To support this, administratively prepared DD Form 1172s must be verified for accuracy and completeness when initiated at the personnel office. The following key areas apply:

a. Occasion for Issuance. Examples are initial issue or enrollment, Reenlistment, Extension of Enlistment, Promotion, etc.

b. Indication of which documents were cited for Block 89 verification. Examples are Marriage/Birth Certificates, Reenlistment Contracts, Extensions of Enlistment, Promotion Warrants, etc. Note: The NAVMC 10922 Form, Dependency Application (Marine) or the Page 2 (Navy) are not acceptable documents to verify dependency for the issuance of an ID card or enrollment into DEERS/RAPIDS.

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c. Signature. The sponsor signs the DD Form 1172 in the presence of a verifier, certifying acknowledgement of conditions and responsibilities under which benefits and privileges are authorized to eligible dependents.

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NON-ELIGIBLE CIVILIAN PERSONNEL AND CONTRACTORS

1. All government civilian employees, Marine Corps Community Service (MCCS) Employees, Commissary and Exchange Employees, Authorized Contractors, and vendors who are not eligible for the Common Access Card (CAC) must obtain an OP 55 (ID request form) from their HRO Office or contracting office.

2. The non-eligible civilian employee, contractor or vendor are required to submit to the ID Card Center a signed OP 55 Form from their supporting Human Resource Office or contracting office as appropriate and the following documents.

a. One photo ID (Drivers License, State ID, etc).

b. Birth Certificate (if the photo ID does not include this data).

NOTE: The Social Security Number (SSN) is no longer required to be entered in the OP 55 Form. However, if an employee desires to use the OP 55 Form as a formal identification card for use in conducting business away from MCAS Miramar, the SSN must be provided on OP 55 application form.

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