



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
POSTAL SERVICE CENTER BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 5512.9E  
MPR

28 APR 2017

AIR STATION ORDER 5512.9E

From: Commanding Officer, Marine Corps Air Station, Cherry Point  
To: Distribution List

Subj: IDENTIFICATION CARDS

Ref: (a) MCO 5512.11D

Encl: (1) DoD List of Acceptable Identity Documents Jan 2017

1. Situation. To promulgate information and establish procedures for the issuance of Identification (ID) Cards to members of the Uniformed Services, retired members, family members, and civilians employed to work aboard Marine Corps Air Station (MCAS) Cherry Point.

2. Cancellation. ASO 5512.9D.

3. Mission. Members of the Uniformed Services, retirees and their family members, Civil Service, Nonappropriated Fund employees (NAF) and specific eligible contractors will be issued their ID cards utilizing the Real Time Automated Personnel Identification System (RAPIDS) and the Defense Eligibility Enrollment Reporting System (DEERS).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To issue ID cards to members of the Uniformed Services, family members, retired members, and Civil Service employees in accordance with the reference.

(2) Concept of Operations. Two forms of ID are required for issuance of an ID card (exceptions are children under the age of seventeen). A list of acceptable identification documents can be found in enclosure (1).

(a) Teslin IDs will be issued to the following Personnel

1. Family members of military personnel.
2. Retirees.
3. Inactive Reservists.
4. Disabled Veterans.
5. Reserve Retirees.

(b) Common Access Cards (CACs) will be issued to the following personnel for a period of three years or their expiration of active service, whichever occurs first.

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1. All Active Duty.
2. Active Reserve.
3. Civil Service.
4. NAF Employees.

5. Eligible Contractors. Eligible contractors are those employees who utilize a government computer in the performance of their daily duties. These contractors will be entered into the Trusted Associate Sponsorship System (TASS) for issuance of a CAC.

(c) Chip-less CACs will be issued to Department of Defense (DoD) Civilian Retirees for a period of eight years.

(3) Coordinating Instructions

(a) Procedures for a Lost CAC

1. Active Duty military members are required to have a "Lost ID Card Statement" issued from the military member's unit. This statement must be printed on command letterhead and signed by an E-6 or above. Two forms of ID are required for the issuance of CACs.

2. Civilian/Contractor employees are to provide a memo from their supervisor on their command letterhead stating their current employment status. Two forms of ID are required for the issuance of CACs.

3. NAF employees must have a DD Form 1172-2 (Application for Department of Defense Common Access Card) signed by the Personnel Management Specialist, Marine Corps Community Services Personnel Office, Building 400. Two forms of ID are required for issuance of CAC.

4. Fleet Readiness Center East (FRC-East) employees are to notify their supervisor who will send an email to the FRC-East Security Office. Two forms of ID are required for the issuance of CACs.

(b) All CACs and IDs will be turned into the RAPIDS Office, Building 298 for destruction upon termination of employment, discharge, or expiration of active service.

(c) The RAPIDS Office is open Monday through Friday from 0730 to 1600. Holiday closings will be published via an electronic all-hands message, and signs will be posted at the entrance of the RAPIDS Office.

5. Administration and Logistics

a. Questions pertaining to the contents of this Order should be directed to the Military Personnel Officer, Manpower Directorate, MCAS Cherry Point at phone number (252) 466-4054.

b. The phone numbers for the RAPIDS Office are (252) 466-3330/3375, and the Fax machine number is (252) 466-2532.

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6. Command and Signal

(a) Command. This Order is applicable to MCAS Cherry Point, its subordinate and supported commands, and all personnel authorized to obtain identification cards through DEERS/RAPIDS.

(b) Signal. This Order is effective the date signed.



T. W. FERRY

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## Department of Defense List of Acceptable Identity Documents

Applicants are required to provide two forms of identity source documents in original form. The identity source documents must be bound to that applicant and shall be neither expired nor cancelled. If the two identity source documents bear different names, evidence of a formal name change must be provided.

### Primary Identity Source Document

- U.S. Passport or a U.S. Passport Card;
- Permanent Resident Card or an Alien Registration Receipt Card (Form I-551);
- Foreign passport;
- Employment Authorization Document that contains a photograph (Form I-766);
- Driver's license or an identification (ID) card issued by a state or possession of the United States provided it contains a photograph;
- U.S. Military ID card;
- U.S. Military dependent's ID card; or
- Personal Identity Verification (PIV) Card.

### Secondary Identity Source Document

The secondary identity source document may be from the list above, but cannot be of the same type as the primary identity source document.<sup>1</sup> An expired Common Access Card or Uniformed Services Identification card may be used as a secondary identity source document for reissuance of the same type of identification card, but is not acceptable for initial issuance.

- U.S. Social Security Card issued by the Social Security Administration;
- Original or certified copy of a birth certificate issued by a state, county, municipal authority, possession, or outlying possession of the United States bearing an official seal;
- ID card issued by a federal, state, or local government agency or entity, provided it contains a photograph;
- Voter's registration card;
- U.S. Coast Guard Merchant Mariner Card;
- Certificate of U.S. Citizenship (Form N-560 or N-561);
- Certificate of Naturalization (Form N-550 or N-570);
- U.S. Citizen ID Card (Form I-197);

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<sup>1</sup> For example, if the primary source document is a foreign passport (e.g., Italy), the secondary source document should not be another foreign passport (e.g., France).

- Identification Card for Use of Resident Citizen in the United States (Form I-179);
- Certification of Birth Abroad or Certification of Report of Birth issued by the Department of State (Form FS-545 or Form DS-1350);
- Temporary Resident Card (Form I-688);
- Employment Authorization Card (Form I-688A);
- Reentry Permit (Form I-327);
- Refugee Travel Document (Form I-571);
- Employment authorization document issued by Department of Homeland Security (DHS);
- Employment Authorization Document issued by DHS with photograph (Form I-688B);
- Foreign ID with photograph;
- Driver's license issued by a Canadian government entity; or
- Native American tribal document.