



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
PSC BOX 8003
CHERRY POINT, NC 28533-0003

AirStaO 5512.9C
MPR
13 Aug 07

AIR STATION ORDER 5512.9C

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List
Subj: IDENTIFICATION CARDS
Ref: (a) AFI 36-3026(I)

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. AirStaO 5512.9B.

3. Mission. Members of the Uniformed Services, retirees and their family members, Civil Service, Nonappropriated Funds Instrumentalities (NAFI) and some 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 Operation

(1) Commanders Intent. To issue IDs to members of the Uniformed Services, retired member and family members, and Civil Service employees in accordance with the reference.

(2) Concept of Operations

(a) Teslin IDs will be issued to the following personnel:

1. Family members of military personnel.
2. Retirees.

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3. Inactive reservists.
4. Disabled veterans.
5. Reserve retirees.

(b) Per the reference, Command Access Cards (CAC) will be issued to the following personnel for a period of three years or their end of active service, whichever occurs first:

1. All Active Duty.
2. Active Reserve.
3. Civil Service.
4. NAFI Employees.
5. *Eligible contractors.

*NOTE: Eligible contractors are those employees who utilize a government computer in the performance of their daily duties. These contractors will be input into the Contractor Verification System (CVS) for issuance of a CAC.

(3) Coordinating Instructions

(a) Procedures for lost CAC

1. Active Duty military members are required to have a "Lost ID Card Statement" issued from the Installation Personnel Administration Center (IPAC) signed by an E6 or above and a picture ID.

2. Civilian employees are to provide an SF-50 form or a memo from their supervisor stating their current employment status and a picture ID.

3. NAFI employees must have a DD Form 1172-2 (Application for Department of Defense Common Access Card).

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

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

5. Administration and Logistics. This Order is available electronically and can be accessed via MCAS homepage at <http://www.cherrypoint.usmc.mil>.

6. Command and Signal.

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

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


R. C. MANN
By direction

DISTRIBUTION: A