



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

ASO 5512.9D  
MPR  
24 MAR 2015

AIR STATION ORDER 5512.9D

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

Subj: IDENTIFICATION CARDS

Ref: (a) AFI 36-3026\_IP (MCO 5512.11D)

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 5512.9C.

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 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 reference (a).

(2) Concept of Operations. Two forms of ID are required for issuance of an ID card (see Form I-9 contained in Attachment 20 of the reference for a list of acceptable documents).

(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.

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(b) Common Access Cards (CAC) will be issued to the following personnel for a period of three years or their expiration 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 entered into the Contractor Verification System (CVS) for issuance of a CAC.

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

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 issuance of CAC.

3. NAFI 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 issuance of a CAC.

(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, as well as, signs posted at the entrance of the RAPIDS Office.

5. Administration and Logistics. Phone numbers for the RAPIDS Office are (252) 466-3330 and (252) 466-3375. The Fax machine phone 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 tenant commands, and all personnel authorized to obtain identification cards through DEERS/RAPIDS.

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



C. PAPPAS III

DISTRIBUTION: A