

Common Access Card (CAC) for

Active Duty, Reserve, National Guard, DOD Civil Service, NAF Employees and DOD Contractors

To issue/reissue CAC to an Active Duty, Reserve and National Guard military member, the following is required:

1. Military Member - Two forms of valid unexpired identification, one MUST be a photo ID (CAC is not included as a form of Identification, one form MUST be a photo ID which can be a Driver's License, State ID, Passport, Passport card, and the second can be Birth Certificate, Social Security Card (original not laminated). If names do not match, an original or certified Married Certificate, original or certified Divorce Decree, or original or certified Court Order of Name Change must be presented).
2. The record must be inputted/updated by an authoritative feed source by branch of service to reflect current status/change.
3. For Reenlistment/Extension, Promotions, Demotion all needs to be entered into DEERS by an authoritative feed source by branch of service.
6. Frocking - Frocking Web orders, or Command Frocking Authority needs to be presented to assume the title, once DFAS has been updated with pay an authoritative feed source will update the paygrade in DEERS.

To issue/reissue CAC to DOD Civil Service Employees the following is required:

1. The Record must be inputted/updated through the Civilian Personnel Human Resources.
2. DoD Civilian Employee - Two (2) forms of valid unexpired identification, one form one form MUST be a photo ID which can be a Driver's License, State ID, Passport, Passport card, and the second can be Birth Certificate, Social Security Card (original not laminated). If names do not match, an original or certified Married Certificate, original or certified Divorce Decree, or original or certified Court Order of Name Change must be presented).

To issue/reissue CAC to NAF Employees:

1. Employee Record must be inputted/updated in PeopleSoft by the NAF HR Office and then downloaded into DEERS prior to issuance.
2. NAF Employee - Two (2) forms of valid unexpired identification, one form MUST be a photo ID which can be a Driver's License, State ID, Passport, Passport card, and the second can be Birth Certificate, Social Security Card (original not laminated). If names do not match, an original or certified Married Certificate, original or certified Divorce Decree, or original or certified Court Order of Name Change must be presented.

To issue/reissue CAC to DOD Contractors:

To issue or reissue a CAC to a DoD Contractor, the following is required:

1. A DEERS record must be created by the Mission Partner Affiliation Sponsor (MPAS) through the Mission Partner Identity, Credential, and Access Management (MP ICAM) application prior to issuance.
2. Identity Proofing. The DoD Contractor must present two (2) forms of valid unexpired government issued identification documents - one form MUST be a photo ID which can be a Driver's License, State ID, Passport, Passport card, and the second can be Birth Certificate, Social Security Card (original not laminated). If names do not match, an original or certified Married Certificate, original or certified Divorce Decree, or original or certified Court Order of Name Change must be presented.
3. If going overseas, present a Letter of Authorization (LOA) for authorization of privileges to the Commissary, Exchange and MWR.

NOTES:

CACs can be renewed within 90 days from date of expiration. CACs are issued for a period of three years or less. Lost, Missing or Stolen CACs, all members are required to submit a letter from their command indicating their CAC has been lost/stolen. CAC sponsor confirming that the CAC has been reported lost or stolen. Police or Military Police report will be accepted in place of the Lost or Stolen CAC statement. Please ensure the date, place and circumstances of the loss or theft are included in the statement or report. This documentation must be scanned and stored in DEERS per *DoDM 1000.13-M-V1, January 23, 2014*. If the lost or stolen CAC/ID is found, please return for destruction at any DEERS ID Card Center. Any discrepancies in the DEERS record, such as citizenship, name change or new contract start date, MUST be corrected by an authoritative feed source. ID Card Center personnel are unable to make such corrections to a DEERS record ID (in certain cases Original Marriage Cert or Final Judgement of Divorce Decree, or Court Order of name change maybe required for reissuance of a CAC. All documents must be original or certified true copy from the originator of the document).