

Common Access Card (CAC) for Department of Defense (DoD) Civilian Employees

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

1. The Record must be inputted/updated through the Civilian Personnel Advisory Center (CPAC) by the Civilian Personnel Office prior to visiting center. See Notes.
2. DoD Civilian Employee - Two (2) forms of valid unexpired identification, one form MUST be a photo ID.
3. If Civilian Employee is Emergency Essential (EE), please also present the original SF 50, MyBiz verification, employee's Position Description (PD) and DD Form 2365 as required.

NOTE: Records for newly-hired civilian employees are typically created between 5 to 7 business days from the start date. For convenience, please call in advance to check if the new record is available in DEERS to issue a CAC.

NOTE: Discrepancies in the DEERS record such as citizenship, name change or new contract start date, MUST be updated by the Civilian Personnel Office prior to receiving the CAC.

NOTE: 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 CAC

DoD Contractors are required to submit documentation from the appropriate security office or CAC sponsor confirming that the CAC has been reported lost or stolen (DoDM 1000.13-M-V1, encl. 2, subpar. 5.c.(3)). 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. The statement or report will be scanned and stored in the DEERS record. If the lost or stolen CAC/ID is found, please return for destruction at any DEERS ID Card Center.