Common Access Card (CAC) for Non-Appropriated Funds (NAF)

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

1. Employee Record must be inputted/updated in PeopleSoft by the NAF Office prior to visiting center. See Notes.
2. NAF Employee - Two (2) forms of valid unexpired identification, one form <u>MUST</u> be a photo ID.
3. Provide Employment status: Regular Full-time, Regular Part-time and Flex-time

<u>NOTES</u>:

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

- Discrepancies in the DEERS record such as citizenship, name change or new contract start date, <u>MUST</u> be updated by the NAF Office prior to receiving the CAC.

- 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

NAF Employees 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.