



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 5512.2D

1E/7D

MAR 11 2009

COMBAT CENTER ORDER 5512.2D

From: Commanding General
To: Distribution List

Subj: ISSUING OF DEPARTMENT OF DEFENSE (DOD) IDENTIFICATION (ID) CARD AND
INSTALLATION ACCESS CARDS (IAC)

Ref: (a) MCO P5512.11C
(b) MARADMIN 169/06
(c) MARADMIN 624/08
(d) DTM-08-003

Encl: (1) Hours of Operation and Locations
(2) Submission of Adjudication Documentation
(3) Procedures for issuing a DOD ID Card to Active Duty, Selected Reserve, DOD Civil Service and Nonappropriated Fund (NAF) Employees with exchange privileges, and eligible Contractors
(4) Procedures for issuing a DOD ID Card to Retirees and Individual Ready Reserve (IRR) members
(5) Procedures for issuing DOD ID Card to Family Members with DEERS/RAPIDS entitlements
(6) Procedures for Issuing Installation Access Cards (IAC)

1. Situation. The Commanding General is responsible for controlling access to the installation. Access is allowed after proper identification (ID) is issued and presented. Issue of the DOD ID card remains the same. The previously issued activity pass has been changed to the IAC.

2. Cancellation. CCO 5512.2C.

3. Mission. To define and publish the ID required for access to the Combat Center, procedures for obtaining and issuing the DOD ID card, and to establish new procedures for obtaining and issuing IACs.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To safeguard the Combat Center through controlled access.

(2) Concept of Operations

(a) Unescorted access will be granted to the Combat Center when a DOD ID card or an IAC is presented.

1. DOD Identification Card. Individuals that possess a DOD ID Card will be granted unescorted access on board the Combat Center.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

2. Installation Access Card. Individuals that possess an IAC will be granted unescorted access on board the Combat Center.

3. Presentation of ID. All military personnel and their family members, civilian employees, and contractors living or working on board the Combat Center are required to possess ID on their person at all times and to present ID when requested by competent authority when on board the Combat Center.

4. Enclosure (1) lists the location and hours of operation for the ID Card Center and Pass and ID Office.

(b) Employee/Day Laborer Access to the Installation

1. All employees/day laborers/ Contractors who work on board the installation are required to obtain an IAC to access to the Combat Center. Issuance of the IAC is done at the Pass & ID Center, building 901 located adjacent to the main gate, during normal working hours as defined in enclosure (1).

2. All non-government employees on board the installation must be sponsored as an employee by an authorized Unit or Directorate to obtain an IAC.

(c) Access to the installation for employees/day laborers/Contractors during periods when the Pass & ID Center is closed may be authorized by the Provost Marshal on a case by case basis to accommodate emergency or critical situations.

(d) Delivery personnel must present a DOD ID card, IAC, or bill of lading, otherwise an escort is required.

(e) Denial or revocation of access (escorted or unescorted) remains at the sole discretion of the Commanding General or designated representative and is not subject to appeal.

(f) Visitor Escorting Privileges

1. Personnel who possess an IAC only are not authorized to escort/sponsor other individuals on board the installation.

2. GS/NAF employees are authorized to sponsor/escort personnel on board the installation in the performance of official duties.

3. Active duty military personnel are authorized unlimited escort/sponsorship privileges at all times:

a. All military personnel are authorized to verify guest sponsorship telephonically when called by PMO.

(g) Background Checks

1. The Provost Marshal's Office, Pass and ID will conduct background checks, as appropriate. Any fees required to obtain background

check documentation are the responsibility of the individual requesting access and/or their employer.

2. Government sponsors are responsible for ensuring that the background vetting requirements per reference (d) have been met before approving Common Access Card (CAC) issuance for their employees until such time as an automated means for such verification is in place. Approval of the CAC request (DD Form 1172-2) is the government sponsor's affirmation that the vetting requirement has been met.

3. Unescorted access to the Combat Center may be denied based on derogatory information revealed during a background check. Individuals will be provided the opportunity to submit official court documentation indicating final adjudication of an incident. The documentation will be submitted with employer endorsement, following initial denial of unescorted access. Enclosure (3) will be used to submit court documents.

b. Subordinate Element Missions

(1) Assistant Chief of Staff G-1, Center Personnel Office

(a) ID Card Center

1. Issue DOD ID Cards and complete record updates in the Defense Enrollment Eligibility Reporting System/Real Time Automated Personnel Identification System (DEERS/RAPIDS) for eligible personnel per reference.

2. Issue DOD ID cards to DOD Civil Service and NAF employees with Exchange privileges, and eligible contractors.

3. Enclosures (4) through (6) outline procedures and documentation required for issuing a DOD ID Card.

(2) Assistant Chief of Staff G-7, Provost Marshal's Office

(a) Pass and ID

1. Conduct background checks prior to the issuance of an IAC.

2. Issue IACs for eligible personnel. Enclosure (7) outlines the procedures and required documentation.

3. Conduct background checks upon receipt of personnel Sponsor's letter.

4. Provide local database training to appropriate personnel.

c. Coordinating Instructions. Submit change recommendations to this Order to the Provost Marshal's Office via the appropriate chain of command.

4. Administration and Logistics. Distribution Statement A directives issued by the Commanding General are distributed via e-mail upon request. This Order can be viewed at <http://www.29palms.usmc.mil/dir/manpower/adj/ccotoc.asp>.

5. Command and Signal

a. Command. This Order is applicable to military personnel and their family members, guests, civilian employees, volunteers, and contractors living or working on board the Combat Center.

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

A handwritten signature in black ink, appearing to read "R. J. Abblitt", with a long horizontal line extending to the right.

R. J. ABLITT
Chief of Staff

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HOURS OF OPERATION AND LOCATIONS1. MCAGCC ID Card Center

- a. The ID Card Center is located in the Village Center, building 1551.
- b. Normal hours of operation are from 0730 to 1600, Monday through Friday except on days of authorized liberty associated with Federal Holidays.
- c. Appointment rosters are utilized for personnel requiring all types of ID cards. Officers, SNCO's, and Civilians may call 830-1922 to set up an appointment. E-5 and below must physically come into the DEERS Office and sign up for an appointment. A standby roster is also utilized for walk-ins.
- d. The ID Card Center will open to address military personnel ID card needs during times of mobilization, or to support short notice deployments for tenant, visiting, or transiting commands stationed on board MCAGCC. Requests for deployment ID card support may be made by contacting the Officer in Charge (OIC) of the ID card center at (760) 830-7440.

2. MCAGCC Pass and ID

- a. The Pass and ID is located at the front gate, building 901.
- b. Normal hours of operation, for installation access cards, are from 0600 to 1600, Monday through Friday except on days of authorized liberty associated with Federal Holidays.

Submission of Adjudication Documentation

DATE: _____

From: _____
(Employer)

To: Commanding General, Marine Air Ground Task Force Training Command
Marine Corps Air Ground Combat Center (SJA)

Via: (1) Provost Marshal

Subj: RESUBMITTED REQUEST FOR UNESCORTED INSTALLATION ACCESS CARD IN CASE
OF: _____ (Employee)

Ref: (a) CCO 5512.2D

1. On _____, 20_____, issuance of an unescorted Installation Access Card was denied for the employee named above. In accordance with the reference, the subject named employee was denied access and currently is not eligible for an unescorted pass. The following matters are submitted for reconsideration of this decision (attach supporting documentation if applicable).

2. Comments: _____

(Signature)

FIRST ENDORSEMENT on _____ ltr dtd _____

From: Provost Marshal
To: Commanding General, Marine Air Ground Task Force Training Command,
Marine Corps Air Ground Combat Center (SJA)

Subj: RESUBMITTED REQUEST FOR UNESCORTED INSTALLATION ACCESS CARD

1. Recommendation: _____

2. Comments: _____

Signature / Date

SECOND ENDORSEMENT

From: Commanding General, Marine Air Ground Task Force Training Command,
Marine Corps Air Ground Combat Center (SJA)

To: _____

Via: Provost Marshal, MCAGCC, Pass & ID Section

1. Your request for issuance of an Unescorted Installation Access Card in
the case of _____ is:

_____ a. Approved, effective (date): _____

_____ b. Denied by reason of: _____

By Direction

PROCEDURES FOR ISSUING DOD ID CARD TO ACTIVE DUTY, SELECTED RESERVE, DOD
CIVIL SERVICE, AND NONAPPROPRIATED FUND (NAF) EMPLOYEES WITH EXCHANGE
PRIVILEGES, AND ELIGIBLE CONTRACTORS

1. The Common Access Card (CAC) is the standard ID card for Active Duty and Selected Reserve Uniformed Services personnel, DOD Civil Service, Non-appropriated Fund (NAF) Employees with Exchange privileges, and eligible contractors. Required documents and issuance procedures for the CAC card are as follows:

a. Active Duty and Selected Reserve Uniformed Service personnel must provide the following:

(1) Two forms of valid State or Federal government issued identification; one must be a photo ID. The other may be a Social Security Card, Birth Certificate, etc.

(2) The service member's government e-mail address, if they have one. E-mail addresses must be provided in the unclassified Internet address format and end with .mil. Local or unit system administrators can assist personnel with identifying their email address. If an e-mail address is not provided when requesting a new CAC card, the e-mail certificates cannot be added to the card. Personnel have to return once they have an e-mail address to install on the CAC card in order to use the Public Key Infrastructure capabilities of the CAC card.

(3) A six to eight digit number that will be used as a Personal Identification Number (PIN). The CAC card PIN should not be derived from something easily known about the member such as partial social security number, birth date, telephone number, etc.

b. Per reference (a), active duty and members of the Selected Reserve and participating IRR must comply with Service grooming standards. They must also be within Service dress standards when in uniform. Per the CG's Policy Letter 02-06, cultural role players integrated into the Mojave Viper Exercises will not be issued an Armed Forces ID card with relaxed grooming standards.

c. DOD Civil Service and Nonappropriated Fund (NAF) Employees with Exchange privileges must bring the following:

(1) Two forms of valid State or Federal government issued identification; one must be a photo ID. The other may be a Social Security Card, Birth Certificate, etc.

(2) Military (.mil) as indicated above or Organization (.org) e-mail address, if applicable.

(3) A completed DD form 1172-2. The local Human Resource Office (HRO) or NAF Personnel Office must complete and sign a DD Form 1172-2

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(Application for Department of Defense Common Access Card DEERS Enrollment) to authorize the issuance of the CAC card. The remarks section of the form must indicate that the required background vetting has been completed IAW DTM-08-003. An Appointment/Termination Record - Authorized Signature (DD Form 577) must be on file for personnel authorized to sign the DD Form 1172-2.

d. Contract employees will be put into the Contractor Verification System (CVS) by the Trusted Agent (TA) of the contracting department. Upon completion of the application process, the CVS will notify the contractor via electronic mail to proceed to the DEER/RAPIDS site for issuance of a Common Access Card. Contract employees must bring two forms of valid ID.

2. Unserviceable Identification Card. Individuals must present their unserviceable ID card and be in the proper uniform or appropriate civilian attire.

3. Promotions or Appointment. Individuals may present an original or copy of their Promotion Warrant/Appointment Acceptance Record, current ID card, and be in the proper uniform or appropriate civilian attire.

4. Reenlistment. Individuals may present a copy of their Form DD 4, current ID card, and be in the proper uniform or appropriate civilian attire.

5. Extension. Individuals may present an original or copy of their NAVMC 321A, current ID card, and be in the proper uniform or appropriate civilian attire. Note: ID cards will not be issued before the effective date of the extension as contained in block 9 of the NAVMC 321A, unless the extension clearly indicates the Marine extended for one of the following reasons:

- a. Deployment and the extension become effective while deployed.
- b. PCS overseas and the extension becomes effective while overseas.
- c. Assignment to a formal school.
- d. Obligated service for promotion to Gunnery Sergeant (E-7) and above.
- e. Obligated service upon approval of transfer to the Fleet Marine Corps Reserve/Retired List.

6. Reduction. Present Page 12 or Page 13 of the Service Record Book (SRB), a copy of the Unit Punishment Book (UPB) or Unit Diary (UD) showing reduction, current ID card and be in the proper uniform or appropriate civilian attire. Otherwise, a DD Form 1172 initiated at the unit-level must be provided.

7. Name Change. Present a copy of the AA form (NAVMC 10274) requesting the name change, signed by the Commanding Officer or a copy of the UD entry that

reported the name change, current ID card, and be in the proper uniform or appropriate civilian attire. Otherwise, a DD Form 1172 must be initiated at the unit-level. Civilian employees must notify the appropriate HRO or NAF Personnel Office and complete a DD form 1172.

8. Lost/Stolen. Personnel E5 and below must complete a lost ID card statement (available at the ID Card Center). Individuals must also provide valid ID (e.g., state driver's license or state ID, passport or birth certificate), and be in the proper uniform or appropriate civilian attire. In the absence of any positive photo ID, the DEERS personnel will use the biometrics system within the DEERS/RAPIDS program to verify the identity of the member. Civilian employees must notify the appropriate HRO or NAF Personnel Office and complete a DD form 1172.

9. Unit Diary/Marine Integrated Personnel System (UD/MIPS) Active Duty ID card applications. Marine Corps administrative units may use the Active Duty ID card application contained in UD/MIPS in lieu of the DD Form 1172 for issuance occasions listed below. To support the use of this form, administrative units will ensure that the Commanders Unit Diary Data Base (CUDDDB) reflects the current data (e.g., grade or name). If the data contained in the CUDDDB does not reflect the actual information (e.g. grade or name), the Approving Official may annotate the correct data, initial the changes, and affix clear tape over the entry for acceptance as an official request.

- a. Reduction.
- b. Change of Grade (when promotion warrant is not available).
- c. Change of Name.
- d. Lost or Stolen. Unless otherwise specified, ID card issuance does not require the completion of a DD Form 1172 as long as the appropriate documents indicated are provided.

10. Deserters. The DEERS data base will be updated to reflect personnel reported in a deserter status, and entitlements eligibility (e.g., medical benefits) will be terminated for both the service member and if applicable, his/her dependents. Upon return from deserter status, the service member must report to the DEERS/RAPIDS ID card office and present a signed DD Form 616 (Report of Return of Absentee) to reactivate entitlements.

PROCEDURES FOR ISSUING DOD ID CARD FOR RETIREES AND INDIVIDUAL READY RESERVE
(IRR) MEMBERS

1. Retire/Transfer to FMCR. A DD Form 2 (RET) may be issued to the member when they provide either an original or copy of their DD 214 (copy 4). Family members may also be issued an ID card reflecting the sponsor's retired status.

2. Individual Ready Reserve (IRR). A DD Form 2 (RES) may be issued to members of the IRR on the following occasions when appropriate documentation is provided:

a. Unserviceable. Present their unserviceable ID card and be in the proper uniform or appropriate civilian attire.

b. Promotion or Appointment. Present an original or copy of the Promotion Warrant or Appointment Acceptance Record, current ID card, and be in the proper uniform or appropriate civilian attire.

c. Reenlistment. Present a copy of the DD Form 4, current ID card, and be in the proper uniform or appropriate civilian attire.

d. Extension. Present an original or copy of the NAVMC 321A, current ID card, and be in the proper uniform or appropriate civilian attire. Note: ID cards will not be issued before the effective date of the extension as contained in block 9, NAVMC 321A, unless the extension clearly indicates the Marine extended for assignment to a formal school.

e. Reduction. Present page 12, page 13 of the SRB, the UPB or UD showing the reduction, current ID card, and be in the proper uniform or appropriate civilian attire, otherwise, a DD Form 1172 initiated at the unit-level must be provided.

f. Name Change. Present a copy of the AA form (NAVMC 10274) signed by the Commanding Officer requesting the name change, or a copy of the UD entry that reported the name change, current ID card and be in the proper uniform or appropriate civilian attire. Otherwise, a DD Form 1172 must be initiated at the unit-level.

g. Lost/Stolen. E5 personnel and below must complete a lost ID card statement (available at the ID Card Center). Individuals must also provide valid ID (e.g., state driver's license or state ID, passport or birth certificate) and be in the proper uniform or appropriate civilian attire. In the absence of any positive photo ID, DEERS personnel will use the biometrics system within the DEERS/RAPIDS program to verify the identity of the member.

PROCEDURES FOR ISSUING DOD ID CARD FOR FAMILY MEMBERS WITH DEERS/RAPIDS
ENTITLEMENTS

1. There are four ways a DOD ID Card may be issued to a family member:

a. Sponsor accompanies the Family Member. There is no requirement to complete a DD Form 1172. The sponsor and family member(s) will be required to present the documents listed below, based on the occasion, for issuance.

b. Family Member(s) provide a completed DD form 1172 signed by the sponsor. The personnel office or any ID card issuing activity may prepare a DD Form 1172 and have the sponsor certify the form.

c. The Family Member(s) present an original and current General or Special Power of Attorney. If a Special Power of Attorney is used, it must specifically authorize the issue of ID cards and update to DEERS/RAPIDS data. Note: A power of attorney is recommended to cover family member(s) needs during times of deployment/overseas assignment.

d. The sponsor may stop by the MCAGCC ID Card Center and request family member ID cards by signing a DD Form 1172 generated from DEERS/RAPIDS. This method allows family members to come in at their convenience for their ID cards without their sponsor being present. Once signed and verified, the DD Form 1172 will be kept on file at the MCAGCC DEERS/RAPIDS office for 90 days from the date signed. After 90 days, the DD Form 1172 will be destroyed.

2. Family members are required to present the following documents to receive a family member DOD ID card:

a. Social Security Card - Required for initial entry into DEERS/RAPIDS.

b. Old ID card (unless lost or stolen). If lost or stolen, a current state driver's license, state ID, or passport will suffice. If no current drivers license, state ID, or passport is available, the DEERS personnel will use the biometrics system with the DEERS/RAPIDS program to verify identity.

c. Marriage Certificate (original or copy). If previously married (sponsor and/or spouse) the Divorce Decree (original or copy) is also required. If the spouse was previously on active duty, the family member must also provide their DD 214 (copy 4).

d. Birth Certificate (original or copy) or Record of Birth from the hospital showing name, date of birth, and parent or parents name, signed by the attending physician or an Administrator of the hospital/clinic. If a male sponsor is enrolling a child "out of wedlock," then the provisions contained in the reference (a) must be met.

e. To qualify for a family member's ID card for a full time student over the age of 21, the family member must be dependent upon the sponsor for over 50 percent of his/her support and have a letter verifying full time (12 units) enrollment at an accredited institution of higher learning. The letter must also include: anticipated graduation date, seal of institution, and be signed by an authorized officer of the institution.

f. Effective September 2007, with the RAPIDS 7.0 upgrade, all required documentation must be scanned into the DEERS database and forwarded to the Defense Manpower Data Center (DMDC). It is imperative to have all original or certified documents available when requesting DEERS record updates.

3. While the DD Form 1172 can be produced on site at the ID Card Center, customers usually find it more convenient to complete this form through their local administrative offices and present a signed copy when requesting the ID card. The initiating personnel office is responsible for verifying the accuracy and completeness of Form DD 1172. The following applies:

a. Occasion for Issuance. Examples include: Initial issue or enrollment, Reenlistment, Extension of Enlistment, Promotion, etc.

b. Documents cited for Block 89 verification. Examples include Marriage/Birth Certificates, Reenlistment Contracts, Extensions of Enlistment, Promotion Warrants, etc. Note: The NAVMC 10922 Form, Dependency Application (Marine) or the Page 2 (Navy) are not acceptable documents to verify dependency for the issuance of an ID card or enrollment into DEERS/RAPIDS.

c. Signature. The sponsor signs the Form DD 1172 in the presence of a verifier, certifying acknowledgement of conditions and responsibilities under which benefits and privileges are authorized to eligible dependents.

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PROCEDURES FOR ISSUING INSTALLATION ACCESS CARD (IAC)

1. Wide variations of forms and requests were previously used to gain access on board the Combat Center. The locally issued IAC will enhance security, increase efficiency, reduce identity theft vulnerability, and protect security of the installation and its personnel.
2. The IAC is for personnel who need access to the installation, but do not possess a DOD ID Card.
3. Background Checks. All personnel requesting unescorted access to the Combat Center must submit to and have a successful background check by the Installation Provost Marshal before an IAC will be issued. During any period an individual is pending approval of an IAC, no IAC will be issued. Final authority to grant or deny access rests with the Commanding General or designated representative and is not subject to appeal.
4. Local Businesses. To conduct business on board the Combat Center a letter containing a roster of the personnel that require access to the base must be submitted to the Commanding General, (Attn: PMO, Pass and ID). Personnel listed will be recorded in a local database. Upon approval, personnel can be issued an IAC at the Pass and ID section. The employee roster must be kept current at all times. The business must submit an update whenever the status of an employee listed on the roster changes or annually, whichever comes first.
5. Combat Center Organizations. Organizations on board the installation that sponsor or hire personnel will input individuals into the local database via the web at <https://205.109.128.242>. To gain access to the website and request training contact Pass and ID at (760) 830-7700.
6. Retired NAF and Family Members of NAF employees with Exchange privileges. Retired NAF and family members of NAF employees with Exchange privileges are eligible to be issued an IAC. Retired NAF and family members must submit to and have a successful background check by the Provost Marshal before an IAC will be issued. The NAF Personnel Office will enter family members in the local database.
7. Lost/Stolen. Individuals are to immediately notify Pass and ID regarding a lost or stolen ID Card. NAF employees must also notify the NAF Personnel Office.
8. Issuing
 - a. Personnel must provide one form of valid state or government issued photo ID to receive an IAC.
 - b. An IAC is valid for one year or until business on board the installation is terminated. Business's and organizations are responsible to immediately notify Pass and ID regarding employee termination for database update.

9. Color Scheme. IACs will be issued a color stripe according to the below categories:

- a. Black - Permanent Employees
- b. Purple - Volunteers
- c. Green - Contractors
- d. Crimson - Students/Instructors
- e. Red - Delivery
- f. Light Blue - Miscellaneous