



UNITED STATES MARINE CORPS

MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 5512.1C

PERS

FEB 21 2006

BASE ORDER 5512.1C w/ *CH1, CH2*, Ch 3

From: Commanding Officer
To: Distribution List

Subj: CAMP LEJEUNE IDENTIFICATION CARD CENTER

Ref: (a) DoD Inst 1000.13
(b) MCO P5512.11C

Encl: (1) Identification Card Requirements
(2) All Military and Family Members Identification Cards
(3) Civilian Personnel Identification Cards
(4) Contractors

1. Situation

a. The Camp Lejeune Identification Card (ID Card) Center was established during 1981 when the Department Of Defense (DoD) mandated that all Military, Family Members, Retirees, and Civil Service Personnel be issued ID Cards through the Defense Enrollment Eligibility Reporting System (DEERS) via the Real-time Automated Personnel Identification System (RAPIDS).

b. During November 1999 this process was modified to include most civilian contracted personnel within the DoD system. Also, during this timeframe the ID Card was changed to the Common Access Card (CAC) for issuance to Active and Reserve Military personnel, Civil Service, and most contracted personnel DoD wide. References (a) and (b) establish guidelines for the issuance of Identification Cards.

2. Cancellation. BO 5512.1B.

3. Mission

a. To establish regulations governing the issue and recovery of all Identification Cards (military and civilian). This Order also sets forth procedures and responsibilities for the operation of the Camp Lejeune Identification Card Center.

b. Summary of Revision. This Order contains a significant number of changes and should be reviewed in its entirety.

4. Execution

a. The Base Military Personnel Officer issues identification cards at the Camp Lejeune Identification Card Center in Building 59, Molly Pitcher Drive located in the Joint Reception Center. The hours of operation are normally 0630-1900 Monday through Thursday and 0630-1600 on Friday. The ID Card Center is closed on Federal Holidays.

b. There are many forms of DoD mandated Military ID Cards as well as several Marine Corps Base Camp Lejeune generated ID Cards for certain categories of civilian personnel. This Order will cover issuance of all these forms of ID Cards for all personnel aboard this installation as noted in enclosure (1). Enclosure (2) covers Military and Family Members ID Card required by Law and enclosure (3) covers the different ID Cards for the civilian personnel aboard this installation.

c. All ID Cards covered in this Order are the property of the U.S. Government and must be safeguarded against fraudulent use, loss, or mutilation. Their loss must be immediately reported to the Camp Lejeune Identification Card Center. Upon termination of employment, all identification cards must be turned into the Camp Lejeune Identification Card Center per Appendix B of enclosure (3). An expired ID Card offered to the ID Card Center will not be returned, but will be destroyed per the regulations.

d. The improper loaning, use, and altering of these cards constitutes an offense under Title 18, U.S. Code, and violators are subject to punishment in accordance with existing federal law.

5. Administration and Logistics. Not applicable.

6. Command and Signal

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

BO 5512.1C ^{WASH}
FEB 21 2006 ^{CH 3}

b. Command. This Order is applicable to Marine Corps Base, Camp Lejeune and all Camp Lejeune Identification Card Center customers.

Ch 3

W. A. Meier
W. A. MEIER
By direction

DISTRIBUTION: C plus MilPersO (25)

DISTRIBUTION STATEMENT: Approved for public release;
distribution is unlimited



UNITED STATES MARINE CORPS

MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 5512.1C Ch 1
PERS

APR 14 2006

BASE ORDER 5512.1C Ch 1

From: Commanding Officer
To: Distribution List

Subj: CAMP LEJEUNE IDENTIFICATION CARD CENTER

1. Situation. To direct a pen change to the basic Order.
2. Mission. To issue a Change transmittal to the basic Order.
3. Execution. Replace paragraph 2(d) of enclosure (4) page 1, of the basic Order with the following paragraph:
"Proof of Criminal Records Check. Proof of a criminal records check from the county or state where the employee has resided for the previous two years (or length of legal residence for foreign nationals in the U.S. for less than two years). Contractor employee background checks are conducted at Contractor's expense. Acceptable sources for criminal records checks include: County Courthouse; Defense Security Service (www.dss.mil); and Infolink Screening Services, Inc. (www.infolinkscreening.com). Criminal records check shall be conducted annually prior to renewal of badges for reevaluation."
4. Administration and Logistics. File this Change transmittal immediately following the signature page of the basic Order.
5. Command and Signal
 - a. Signal. This Change transmittal is effective the date signed.
 - b. Command. This Change transmittal is applicable to all Tenant Commands of Marine Corps Base, Camp Lejeune.

W. A. Meier
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By direction

DISTRIBUTION: C plus MilPersO (25)



UNITED STATES MARINE CORPS

MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 5512.1C Ch 2
PERS

JUN 02 2006

BASE ORDER 5512.1C Ch 2

From: Commanding Officer
To: Distribution List

Subj: CAMP LEJEUNE IDENTIFICATION CARD CENTER

Encl: (1) New Page Inserts to BO 5512.1C

1. Situation. To transmit new page inserts to the basic Order.
2. Mission. To transmit new page inserts and issue a Change transmittal to the basic Order.
3. Execution. Remove pages 1 and 2 of enclosure (4) of the basic Order and replace it with the corresponding pages contained in the enclosure.
4. Administration and Logistics. File this Change transmittal immediately behind the signature page of the basic Order.
5. Command and Signal
 - a. Signal. This Change transmittal is effective the date signed.
 - b. Command. This Change transmittal is applicable to all Tenant Commands of Marine Corps Base, Camp Lejeune.

W. A. Meier
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By direction

DISTRIBUTION: C plus MilPersO (25)



UNITED STATES MARINE CORPS

MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NC 28542-0004

BO 5512.1C Ch 3
PERS

JUN 18 2010

BASE ORDER 5512.1C Ch 3

From: Commanding Officer
To: Distribution List

Subj: CAMP LEJEUNE IDENTIFICATION CARD CENTER

Encl: (1) New page insert to BO 5512.1C

1. Situation. To transmit a new insert to the basic Order.
2. Mission. To transmit new page insert and issue a change transmittal to the basic Order.
3. Execution. Remove page 2 of enclosure (4) of the basic Order and replace it with the corresponding page contained in the enclosure.
4. Administration and Logistics. File this change transmittal immediately behind the signature page of the basic Order.


W. A. MEIER
By direction

DISTRIBUTION: C plus MilPersO (24)

BO 5512.1C
 FEB 21 2006

IDENTIFICATION CARD REQUIREMENTS

Ch 3

<u>CATEGORY</u>	<u>PHOTO REQUIRED</u>	<u>HEALTH CARD REQUIRED</u>	<u>COLOR/TYPE OF CARD</u>	<u>EXPIRATION DATE</u>
MILITARY PERSONNEL (ACTIVE DUTY, SELECTED RESERVES)	YES		CAC	3 YRS FROM DATE OF ISSUE/EAS
INACTIVE RESERVES/GUARD	YES		DD 2 (RES)	EOS
TRANSITION ASSISTANCE	YES		DD 2765	180 DAYS
RETIREES	YES		DD 2S(RET)	INDEF
DISABLED AMERICAN VETERAN	YES		DD1173	INDEF
FAMILY MEMBERS	YES		DD 1173	4 YRS FROM DATE OF ISSUE/EAS
FORMER SPOUSES	YES		DD1173	****
APPROPRIATED FUND EMPLOYEES (GS/WG)	YES		CAC	3 YRS FROM DATE OF ISSUE
APPROPRIATED FUND EMPLOYEES RETIRED (20+ Yrs)	YES		PINK	3 YRS FROM DATE OF ISSUE
NONAPPROPRIATED FUND EMPLOYEES	YES		CAC	3 YRS FROM DATE OF ISSUE
TECHNICAL/CONTRACTING EMPLOYEES	YES**		CAC	3 YRS FROM DATE OF ISSUE / END OF CONTRACT WHICHEVER COMES FIRST
ESSENTIAL SERVICE EMPLOYEES	YES	YES*	YELLOW	1 YR
DOMESTIC WORKERS	YES	YES	YELLOW	**
DAY WORKERS	YES	YES	YELLOW	**
TAXI/LIMOUSINE OPERATORS	YES			VEHICLE REGISTRATION
INSURANCE/INVESTMENT AGENTS	YES		WHITE	2 YRS FROM DATE OF LETTER OF AUTHORIZATION
PARCEL CARRIERS; SHOE SHINE PERSONNEL; COMMISSARY BAGGERS	YES		YELLOW	1 YR
BASE RESIDENTS (NON- DEPARTMENT OF DEFENSE IDENTIFICATION CARD HOLDERS)	YES***		BLUE	1 YR
HOUSE GUESTS	YES		BLUE	ONLY IF APPROVED BY HOUSING VIA AA FORM NOT TO EXCEED 6 MONTHS
FOREIGN EXCHANGE STUDENTS	YES		YELLOW	(MWR/THEATER PRIV ONLY) ISSUED THROUGH TERMINATION OF SCHOOL YEAR.
SUBSTANCE DELIVERY DRIVER	YES		BLUE	ALSO MUST HAVE AUTHORIZED LETTER

ENCLOSURE (1)

BO 5512.1C wch12
FEB 21 2006 , Ch 3

IDENTIFICATION CARD REQUIREMENTS

<u>CATEGORY</u>	<u>PHOTO REQUIRED</u>	<u>HEALTH CARD REQUIRED</u>	<u>COLOR/TYPE OF CARD</u>	<u>EXPIRATION DATE</u>
PRIVATE LOCAL BUSINESS OPERATING ABOARD MCB	YES		YELLOW	ALSO MUST HAVE AUTHORIZED LETTER
CONTRACTORS	YES		YELLOW	30 DAYS OR MORE

- * FOOD HANDLERS ONLY
- ** DURATION OF CONTRACT, BUT NO MORE THAN 3 YEARS AT A TIME
- *** IF STAY IS MORE THAN 30 DAYS AND REQUIRES DIRECTOR, FAMILY HOUSING APPROVAL IN WRITING.
- **** MUST MEET REQUIREMENT OF FORMER SPOUSE ACT

ENCLOSURE (1)

ALL MILITARY AND FAMILY MEMBERS IDENTIFICATION CARDS

1. The Camp Lejeune Identification Card Center is responsible for the preparation of Identification Cards, DEERS enrollment for privileges and benefits, and related documentation for:

- a. Active Duty;
- b. Reserves;
- c. Transition Assistance;
- d. Retirees;
- e. Disabled American Veterans;
- f. Family members of active duty and retirees;
- g. Former Spouses and;
- h. DOD contractor/Civil Service/Other Federal and Non-Appropriated Fund employees.

2. Requirements for ID Cards vary in accordance with the references. It is the individual's responsibility to keep their ID Card current and serviceable. Eligible personnel will provide an original or "certified true copy" of all required documents, per Appendix A, of enclosure (2) to the verifying official when requesting DEERS enrollment or ID Card issuance. Family members must have either their sponsor present, a Power of Attorney, or a valid DD Form 1172 in accordance with reference (b) prior to issuance of an ID Card or to make any changes to the DEERS. Block 89 of the DD Form 1172 must state what documents the Verifying Official that prepared the DD Form 1172 has reviewed. The DEERS/RAPIDS Verifying Official prior to issuing an ID Card making any changes to DEERS must view the required documentation.

4. Administrative Sections throughout the Camp Lejeune area are responsible for ensuring their Marines surrender their Identification Card at termination of their contract. These ID Cards must be returned to the Camp Lejeune Identification Card Center for proper destruction in accordance with applicable laws and the reference.

ENCLOSURE (2)

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FEB 21 2006

5. Military members must present a properly completed Lost ID Card statement per Appendix B of enclosure (2) before being reissued an ID Card (CAC). Individuals should be cautioned to read the statement thoroughly and ask questions if appropriate.

6. The Camp Lejeune Identification Card Center will ensure all above members are properly enrolled into DEERS for privileges and benefits of which they are entitled. All required documents must be met/viewed prior to the Verifying Official (RAPIDS Clerk) entering these persons into DEERS.

ENCLOSURE (2)

DOCUMENTS/PROCEDURES FOR ID CARDS

Ch 3

PROMOTIONS

- Original signed or copy of signed Promotion Warrant
- Old ID Card

REENLISTMENT/EXTENSION

- Originally signed or Certified True Copy of Reenlistment/Extension Contract
- Old ID Card

Note: extensions will not be done prior to effective date of extension

LOST/STOLEN ID CARD

- Must have filled out Lost ID Card Statement and have another form of picture ID (Active Duty and Reservist only)
- Non-NCO must be accompanied by and NCO or above

RESERVIST GOING ON ACTIVE DUTY

- Original Orders or 1172 stating member is on active duty orders for 31 days or more
- Photo ID

RETIRED/TR FMCR

- Original/Copy of Orders or DD 214 (these members should wait until their retirement date so benefits will continue)
- Old ID Card

APELLATE LEAVE

- Original signed Appellate Leave Orders; Initial ID Card, expiration date 1 year or less
- Reissuance in 90 days increments must be authorized by NAMALA

DIVORCE

- Must have original or certified true copy of divorce decree; Must be absolute divorce or final judgment

ORIGINAL ISSUE/ENROLLMENT OF FAMILY MEMBERS

For Spouses

- Marriage certificate with state seal or file number, birth certificate, SSN Card, Picture ID, and divorce decree if either was previously married. Driver's License, Tax forms or other state or federal documents may be used if birth certificate or SSN Card can't be produced. Death certificate if applicable.

For Children

- Birth certificate and SSN card if over 6 months old
- Court ordered documents and established paternity, child dependency affidavit, and birth certificate documents (applies to Wards, Adoptive, Illegitimate to male sponsor, and any child that is not biological or stepchild)

REISSUANCE AND RENEWALS OF FAMILY MEMBERS

- **SPONSOR MUST BE PRESENT UNLESS:**
 - o The dependent has a valid POWER of ATTORNEY, OR
 - o Must have a signed DD Form 1172 verified and date is 90 days or less from form date

Appendix A to
ENCLOSURE (2)

BO 5512.1C, wchl,
FEB 21 2006

DOCUMENTS/PROCEDURES FOR ID CARDS

Ch 3

REQUIREMENTS FOR CHILDREN BORN OUT OF WEDLOCK

- Male sponsor must have a judicial determination concerning his paternity of the child. Female sponsor must have a birth certificate with her name on it stating she is the mother.
- If the sponsor wants the child to have commissary privileges, the child must reside in the sponsor's household or in one maintained by the sponsor.
- The sponsor must provide a child dependency affidavit showing that he/she provides over 50% of the child's expenses to rate exchange and theater privileges.
- The child's mother must fill out and sign the child dependency affidavit. You may type the sheet yourself as long as the mother's signature is on it. This form must be notarized.
- Sponsor must provide the original or a certified true copy of the child's birth certificate and Social Security Card.

IMPORTANT NOTE: AT LEAST ONE PARENT'S NAME MUST APPEAR ON BIRTH CERTIFICATE.

Appendix A to
ENCLOSURE (2)



UNITED STATES MARINE CORPS
 IDENTIFICATION CARD CENTER
 MARINE CORPS BASE
 PSC BOX 20087
 CAMP LEJEUNE, NORTH CAROLINA 28542-0087

BO 5512.1C wch, 2
FEB 21 2006 Ch 3

1000
 IDCC

 (DATE)

From: _____
 (RANK, LAST NAME, FIRST NAME MI SSN, UNIT)
 To: Identification Card Center, Marine Corp Base, Camp Lejeune, NC
 Subj: **LOST ID CARD STATEMENT**
 Ref: (a) AFI 36-3026 (I)
 (b) MCO P5512.11C

1. If SNM does not have another form of picture ID, SNM **MUST** be accompanied by a VERIFYING INDIVIDUAL or have a photo in the Biometrics of DEERS to receive a new id card. Non-NCOs require an NCO or above to accompany the individual to the ID Card Center. Individuals with appropriate picture ID requires only this form, properly filled out by the correct command official.

2. I hereby certify that the Armed Forces Identification Card DD Form 2 MC/DD Form 1173, issued to me was lost/stolen (circle one) and is not in my possession. I further understand that I am to surrender the lost ID Card, should it be located to the proper authorities. I further understand that the penalty for presenting false claims and statements in connection with said ID card may result in a fine not more than \$10,000, imprisonment for not more than 5 years, or both (Act 25 June 1984, 18 USC 287, 1001). My ID Card was lost/stolen (circle one) under the following circumstances:

 (MARINE'S SIGNATURE AND DATE)

THIS SECTION MUST BE FILLED OUT BY APPROPRIATE COMMAND OFFICIAL:

PLEASE PRINT: _____
 (LAST NAME, FIRST MI)

 (SIGNATURE) (DATE)

	(UNIT)			(PHONE NUMBER)
CIRCLE ONE:	GySgt	1stSgt	XO	CO
	CPO	SCPO	XO	CO (NAVY ONLY)

Appendix B to
 ENCLOSURE (2)

BO 5512.1C^{w chf}
FEB 21 2006

CIVILIAN PERSONNEL IDENTIFICATION CARDS

Ch 3

1. The Camp Lejeune Identification Card Center is responsible for the preparation of Identification Cards for all Civilian Personnel aboard Camp Lejeune.

2. Civilian personnel that have lost their ID Card or have an expired ID Card are required to have a personal history form statement with them when coming in for a reissued ID Card. Ensure you read and fill out the form completely. A copy of this form is attached to this enclosure as Appendix A to enclosure (3). The Human Resource Offices (HRO) are responsible for creating these civilian categories that will be reported through master service tapes/feeds to DEERS.

3. Specific Camp Lejeune ID cards are issued for identification purposes and are not to be considered passes to all areas of Camp Lejeune. Civilian personnel who have official business in quarters, buildings, or areas away from their primary place of employment will carry a work order or special pass authorizing such entry.

4. Supervisors will ensure their employees turn into the Civilian Human Resources Office a completed Civilian Employee Clearance Checklist, Appendix B. Supervisors are responsible for ensuring their employees surrender their Identification Card upon termination of their employment.

5. Possession of Camp Lejeune Civilian Identification Cards.

The following civilian personnel are required to either have a Department of Defense identification card or a Camp Lejeune civilian identification card in their possession at all times while aboard Camp Lejeune. Enclosure (1) identifies what type of ID Card would be issued to the below personnel:

a. Appropriated Fund Employees. Employees who are retired military personnel or family members of retired or active duty military personnel will be issued a Common Access Card (CAC) while employed as a DoD Civil Service Employee.

b. Nonappropriated Fund Employees. The Camp Lejeune Identification Card Center will control and issue ID Cards to nonappropriated fund employees authorizing NAFI benefits.

ENCLOSURE (3)

FEB 21 2006

CIVILIAN PERSONNEL IDENTIFICATION CARDS

c. Technical and contracting employees who are duly assigned by competent authority to an activity and render technical or professional assistance or service.

d. Essential service workers who are privately employed in the operation of essential service facilities (e.g., credit union, Red Cross, bank, bus depot, Moore's Cafeteria, messhalls, IMI, Inc., Spouse Abuse Shelter, etc.).

e. Domestic workers who are regularly employed by a resident of public quarters or rental housing and who live-in at least four nights per week.

f. Day workers who are regularly employed by one or more residents of public quarters or rental and who live-in less than four nights per week.

g. Taxi/limousine operators who operate vehicles displaying Base tags. Active duty and retired military personnel require a Camp Lejeune Identification Card in addition to their Military Identification Card.

h. Insurance and investment agents who are regularly employed in selling life insurance and investments. Retired military personnel require a Letter of Authorization in addition to their Military Identification Card.

i. Parcel carriers, shoeshine personnel, and commissary baggers.

j. Residents over 10 years of age not defined above who reside in family housing, but do not qualify for a Department of Defense Identification Card.

k. Temporary houseguests authorized by the Housing Manager, Family Housing Division.

l. Foreign Exchange Students whose sponsor(s) are entitled to bonafide entitlements will receive an Identification Card not to exceed the end of school term.

m. Retired Civil Service Employees from Camp Lejeune with twenty or more years will receive an Identification Card for privileges to use some MCCS facilities (Beaches, Pool, Gym, Golf Course, etc.). These privileges do not include the Base Commissary or Marine Corps Exchange.

ENCLOSURE (3)

FEB 21 2006
Ch 3CIVILIAN PERSONNEL IDENTIFICATION CARDS6. Procedures

a. MCBCL 12290 (Personal History Card). The Personal History Card (Appendix A) must be presented at the Camp Lejeune Identification Card Center when completing an application for a Camp Lejeune Identification Card. Personal History Cards are available for pickup at the Human Resources Office (HRO). Supervisors will ensure food service handlers obtain a Health Card on a yearly basis and will so indicate this on the Personal History Card (MCBCL 12290) (i.e., H.C. ____).

b. Appropriated Fund Employees. The Human Resources Office (HRO) will complete and sign MCBCL 12290 for initial issue. Renewals will only require your current CAC. In the event of an expired or lost CAC, the resubmission of MCBCL 12290 and signature of an authorized representative of the employee's activity or section is required. If your CAC is lost, you must also present a valid photo ID. The Camp Lejeune Identification Card Center issues all renewals.

c. Nonappropriated Fund Employees. The Nonappropriated Fund Civilian Personnel Office will complete and sign DD Form 1172-2 for initial issue. Personnel supervisors will complete and sign DD Form 1172-2 for employee's renewals.

d. Domestic and Day Worker; Taxi/Limousine Operators; and Insurance and Investment Agents. Procedures are set forth in separate directives.

e. Parcel Carriers, Shoe Shine Personnel, and Commissary Baggers. Employers will complete and sign MCBCL 12290 for new employees and all renewals.

f. Residents over 10 years of age who reside in family housing and are not eligible for Department of Defense Identification Card; temporary house guests. An Administrative Action (AA) form will be the only form utilized to the Base Housing Director to authorize approval of guest occupancy not to exceed 6 months. An AA form, along with an endorsement from Housing will be brought to the Camp Lejeune Identification Card Center for issuance of the appropriate Identification Card.

g. Contractors. See enclosure (4) for guidance.

ENCLOSURE (3)

FEB 21 2006

CIVILIAN PERSONNEL IDENTIFICATION CARDS

7. Personnel authorized to sign MCBCL 12290 and DD Form 1172-2 will ensure that their names and signatures are recorded with the Camp Lejeune Identification Card Center. This information will be submitted via letter in accordance with Appendix D of enclosure (3). Any changes thereto will be reported immediately. These letters will be updated annually.

8. Recovery of Camp Lejeune Civilian Identification Cards

a. These ID cards will be immediately returned to the Camp Lejeune Identification Card Center whenever the civilian permanently departs the Base, retires, or is no longer an employee.

b. If an ID card is not recovered, the Camp Lejeune Identification Card Center will be notified immediately in writing by supervisors of departments and activities, the private employer, or the sponsor of a civilian residing on Base, and the reason for non-recovery will be given. This is so any privileges may be revoked, and they are not allowed to enter the installation.

ENCLOSURE (3)

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EXPIRES				
NAME (Last, First, Middle)				CARD NO.
DATE of BIRTH		PLACE of BIRTH		EYES
HAIR	HEIGHT	WEIGHT	CITIZENSHIP	NATURALIZED
LOCAL ADDRESS				

DATES EMPLOYED	DATE REPORTED
----------------	---------------

EMPLOYED BY

SIGNATURE OF APPLICANT

*The Civilian Employee concerned has certified to me that
the above information is correct.*

SIGNATURE OF SUPERVISOR

THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974

Appendix A to
ENCLOSURE (3)

FEB 21 2006

Ch 3

CIVILIAN EMPLOYEE CLEARANCE CHECKLIST

CLEARANCE IN ACCORDANCE WITH BASE ORDER 12715.1, IS REQUIRED PRIOR TO SEPARATION FOR ANY REASON.

NAME _____ SSN _____ DEPT _____

NOTE TO SEPARATING EMPLOYEE: COMPLETE CLEARANCE REQUIREMENTS AS INDICATED. FAILURE TO PROPERLY CLEAR THROUGH THE BELOW LISTED OFFICES MAY RESULT IN A DELAY IN RECEIVING YOUR FINAL PAY.

SUPERVISOR: I CERTIFY THAT GOVERNMENT PROPERTY CHARGED TO THE ABOVE EMPLOYEE WAS TURNED IN, RECOVERED, OR SHORTAGE REPORTED.

DATE: _____ SIGNATURE: _____

I. MEDICAL EXAMINATION (ABOUT 10 DAYS PRIOR TO THE LAST DAY OF WORK.) EMPLOYEES MAY ELECT OR WAIVE THE FOLLOWING EXAMINATION: EMPLOYEES AUDIOMETRIC TEST

_____ (SIGNATURE) _____ (DATE)

WAIVED

_____ (SIGNATURE) _____ (DATE)

II. CHECK OUT (LAST DAY OF WORK.)

EMPLOYEE SHOULD ARRIVE AT THE CIVILIAN HUMAN RESOURCES OFFICE-E, CAMP LEJEUNE SATELLITE OFFICE, BUILDING 33, BETWEEN 1430 AND 1500, WITH ALL ITEMS NOTED BELOW SIGNED OFF. TIME MAY VARY ACCORDING TO YOUR WORK SCHEDULE. CHECK WITH YOUR SUPERVISOR FOR FURTHER GUIDANCE."

1. CIVILIAN PAYROLL (BUILDING 8)

A. LAST WORK DAY: _____

B. EFFECTIVE SEPARATION DATE: _____

C. ACCRUED ANNUAL LEAVE AS OF EFFECTIVE DATE: (DAYS & HOURS) _____

D. FEGLI: _____ YES _____ NO IF "YES" ANNUAL PAY: \$ _____

2. ID CARD CENTER (BLDG 59)

A. TURNED IN CIVILIAN ID CARD _____

_____ ID CENTER OFFICIAL'S SIGNATURE & DATE

3. VEHICLE REGISTRATION UNIT (BUILDING 60 - RECEPTION CENTER)

A. TURNED IN AUTO DECAL _____

_____ PMO SIGNATURE & RANK

B. NO AUTO DECAL WAS ISSUED TO ME AS A CIVILIAN EMPLOYEE. (MILITARY/RETIRED/DEPENDENT)

_____ (SIGNATURE, IF APPROPRIATE)

4. EMPLOYEE RELATIONS BRANCH - FOR RETIREES (BUILDING 33)

EMPLOYMENT BRANCH - FOR ALL OTHER SEPARATIONS (BUILDING 33)

A. FEGLI CERT. & NOTICE OF CONVERSION PRIVILEGE (SF-2821 & 2819)	E. HEALTH BENEFITS (SF-2810) TEMPORARY CONT OF COVERAGE
B. RETIREMENT REFUND APPLICATION	F. OPERATOR'S PERMIT
C. UNEMPLOYMENT COMP (SF-8)	G. TSP WITHDRAWAL FORMS
D. NOTICE TO SEPARATED EMPLOYEES CONCERNING DISPOSITION OPF (SF-293)	

NATURE OF SEPARATION _____

_____ TO EMPLOYMENT FOR FINAL ACTION (DATE)

FORWARDING ADDRESS _____

MCBCL 12715

REV 1/02

Appendix B to
ENCLOSURE (3)

BO 5512.1C WCH.2
 FEB 21 2001
 Ch 3

Please read Agency Disclosure Notice, Privacy Act Statement, and instructions prior to completing this form.

MARK HERE FOR CIVILIAN OR CONTRACTOR PRE-ELIGIBILITY →		APPLICATION FOR DEPARTMENT OF DEFENSE COMMON ACCESS CARD DEERS ENROLLMENT										OMB No. 0704-0415 DMS approval expires Apr 30, 2007	
SECTION I EMPLOYEE INFORMATION	1. NAME (Last, First, Middle)			2. SEX	3. SSN			4. STATUS			5. ORGANIZATION		
	6. PAY GRADE	7. GEN. CAT	8. CITIZENSHIP	9. DATE OF BIRTH (YYYYMMDD)		10. PLACE OF BIRTH			11. LAST UPDATE (YYYYMMDD)		12. VA		
	13. CURRENT RESIDENCE ADDRESS						14. SUPPLEMENTAL ADDRESS INFORMATION						
	15. CITY			16. STATE	17. ZIP CODE		18. COUNTRY		19. OFFICE E-MAIL ADDRESS				
	20. CITY OF DUTY LOCATION			21. STATE OF DUTY LOCATION		22. COUNTRY OF DUTY LOCATION		23. ALTERNATIVE E-MAIL ADDRESS					
	24. SPONSORING OFFICE NAME								25. CONTRACT NUMBER				
	26. SPONSORING OFFICE ADDRESS (Street, City, State, ZIP Code)								27. SPONSORING OFFICE TELEPHONE NUMBER				
	28. SUPPLEMENTAL ADDRESS INFORMATION								29. OVERSEAS ASSIGNMENT (Country)				
	30. OVERSEAS ASSIGNMENT BEGIN DATE (YYYYMMDD)			31. OVERSEAS ASSIGNMENT END DATE (YYYYMMDD)			32. TYPE OF CARD ISSUED						
	33. ELIG ST/EFF DATE (YYYYMMDD)			34. CARD EXPIRATION DATE (YYYYMMDD)			35. SUPPLEMENTAL ASSIGNMENT INFORMATION						
SECTION II EMPLOYEE DECLARATION AND REMARKS	36. REMARKS (Cite legal documentation, as applicable.)										NOTARY SIGNATURE AND SEAL		
	I certify the information provided in connection with the eligibility requirements of this form is true and accurate to the best of my knowledge. <i>If not signed in the presence of the authorizing/verifying official, the signature must be notarized.</i>												
	37. SIGNATURE										38. DATE SIGNED (YYYYMMDD)		
SECTION III AUTHORIZED/VERIFIED BY	I certify the individual identified above, based on personal knowledge and available documentation, is in a status eligible for and requires a CAC in the performance of their duties with the Uniformed Services.												
	39. TYPED NAME (Last, First, Middle)				40. UNIT/ORGANIZATION NAME								
	41. TITLE		42. PAY GRADE	43. DUTY PHONE NO.		44. UNIT/ORGANIZATION ADDRESS (Street, City, State, ZIP Code)							
45. SIGNATURE				46. DATE VERIFIED (YYYYMMDD)									
SECTION IV ISSUED BY	47. TYPED NAME (Last, First, Middle)				48. PAY GRADE		49. UNIT/COMMAND NAME						
	50. TITLE		51. UIC	52. DUTY PHONE NO.		53. UNIT/COMMAND ADDRESS (Street, City, State, ZIP Code)							
	54. SIGNATURE				55. DATE ISSUED (YYYYMMDD)								
SECTION V RECIPT	RECEIPT OF NEW CARD IS ACKNOWLEDGED												
	56. SIGNATURE										57. DATE ISSUED (YYYYMMDD)		

DD FORM 1172-2, MAY 2004

This form valid for issue of Common Access Card for 90 days from date of verification. PREVIOUS EDITION IS OBSOLETE.

Appendix C to
 ENCLOSURE (3)

SAMPLE SIGNATURE CARD

The following person(s) are authorized to sign MCBCL 12290 (Personal History Card)/DD 1172-2 Forms for this activity/organization:

NAME AND TITLE

SIGNATURE

NAME AND TITLE

SIGNATURE

NAME AND TITLE

SIGNATURE

NAME AND TITLE

SIGNATURE

APPROVING OFFICIAL: _____
NAME AND TITLE

SIGNATURE AND DATE

ACTIVITY/ORGANIZATION/TELEPHONE NUMBER

This form must be updated annually, and as authorized personnel depart and/or when a new authorizing individual is added.

Appendix D to
ENCLOSURE (3)

JUN 02 2006

CONTRACTORS

Contractors must be in compliance with this Order within six months of the date this Order is published.

1. Issuance of Access Badges. The U.S. Government will issue badges to contractor personnel without charge. Badges will be issued for one year or for the duration of contract, whichever is less, from the Marine Corps Base, Camp Lejeune, Identification Card Center, Building 59 (Molly Pitcher Road (910-451-2727)).

2. In order to obtain badges for installation access, contractor and subcontractor employees shall present the following documentation to the cognizant ID Card Center:

a. Proof of Valid Government Contract. This should be in the form of a letter from the Contracting Officer indicating location of contract work, contract period and name of prime contractor. For subcontractors provide proof of employment on a valid Government contract (e.g., a letter [on company letterhead] from the prime contractor including contract number and term).

b. Photo ID. Valid state or federal issued picture identification card. Acceptable documents include state drivers license, DMV issued photo identification, or alien registration card.

c. Proof of Employee Citizenship or Legal Alien Status. Acceptable documents include birth certificate, Social Security Cards, Immigration and Naturalization Service (INS) forms and passports.

d. Proof of Criminal Records Check. Proof of a criminal records check from the county or state where the employee has resided for the previous two years (or length of legal residence for foreign nationals in the U.S. for less than two years). Criminal background records checks must be from a credible source. Many credible sources exist, but some examples include the County Courthouse, Infolink Screening Services, Inc. (www.infolinkscreening.com), IntegraScan Criminal Records Checks (www.integrascan.com), Intelius Employee Screening (www.Intelius.com), and Castle Branch (www.castlebranch.com). Subsequent to the initial criminal background records checks, local criminal records checks shall be conducted annually prior to renewal of badges for reevaluation."

ENCLOSURE (4)
Ch 2

JUN 18 2019

CONTRACTORS

3. Denial of Access. Installation access shall be denied if it is determined that an employee:

- a. Is on the National Terrorist Watch List.
- b. Is illegally present in the United States.
- c. Is subject to an outstanding warrant.
- d. Has knowingly submitted an employment questionnaire with false or fraudulent information.
- e. Has been issued a debarment order and is currently banned from military installations.
- f. Is a Registered Sexual Offender, or has any Felony Conviction within the past ten years.

4. Appeal Process. All appeals should be directed to the Base Inspector's Office for any individual that has been denied access to the Base.

5. Display and Disposition of Badges. Contractor employees shall prominently display their badges on their person at all times. Upon completion or termination of a contract or an individual's employment, the Contractor shall collect and turn in badges to the Pass and ID Office from which it was issued. If the Contractor is unable to obtain the employee's badge for whatever reason, the cognizant Pass and ID Office will be notified within 24 hours. During the contract performance period contractors will immediately report instances of lost or stolen badges to the issuing pass and identification office.