



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 5000.5C  
H&S Bn

01 AUG 2025

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER  
5000.5C

From: Commanding General  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR THE JOSEPH RANDY  
REICHLER RECEPTION CENTER (JRRRC) (SHORT TITLE: SOP FOR THE  
JRRRC)

Ref: (a) MCIEAST-MCB CAMLEJO 1050.6C  
(b) MCIEAST-MCB CAMLEJO 5500.3A  
(c) MCIEAST-MCB CAMLEJO 3440.6J

Encl: (1) SOP for the JRRRC

1. Situation. The Commandant of the Marine Corps directed the establishment of a "one-stop" reception center for all Service Members and their families assigned to Marine Corps Base, Camp Lejeune (MCB CAMLEJ), NC.

2. Cancellation. MCIEAST-MCB CAMLEJO 5000.5B.

3. Mission

a. To promulgate the administration and operational procedures of the JRRRC to ensure the smooth and expedient check-in/out processing for all military Service Members and their families aboard MCB CAMLEJ, as well as delineate the roles and responsibilities of the occupants of the JRRRC to include the processing of monitored command code (MCC) W9L Service Members separating from overseas per the references and in enclosure (1). Also, to establish regulations governing the issuance and recovery of all ID cards (military and civilian) in enclosure (2).

b. The Commanding Officer (CO), Headquarters and Support Battalion (H&S Bn), has overall responsibility for the JRRRC facility, and the Director, JRRRC for consideration.

c. The JRRRC is in Buildings 59 and 60, and the main hours of operation are 0730-1630; however, various agencies within the JRRRC may operate beyond those established times.

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4. Execution

a. Commander's Intent. Review of this Order is recommended for all commanders and their staffs. The CO, H&S Bn and the Director, JRRRC is responsible for the oversight and daily operations. Adherence to this Order will assist commanders in understanding the new join and separation process associated with the JRRRC. The end-state is to provide commanders, Service Members, and their family members effective personnel administrative support and other personal services being rendered within the JRRRC.

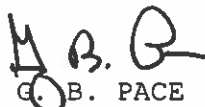
b. Concept of Operations. The JRRRC is the main facility for all active-duty Service Members checking in and out of MCB CAMLEJ and its tenant commands. Due to the overwhelming amount of personnel reporting, not all new joins complete the join process during normal working hours. To ensure proper reporting and completion of all join processes the JRRRC Troop Handlers are available both during and after working hours. Enclosure (1) provides guidance to the Troop Handlers assigned to the JRRRC. Also, provides guidance to the CO, H&S Bn, via the CO, A Co and Director, JRRRC, and supervisors within the JRRRC that are authorized to deviate from this Order as the situation requires. Enclosure (2) provides guidance, regulations and is the SOP for the IDCC.

5. Administration and Logistics. Recommendations concerning the contents of this Order will be submitted to the CO, H&S Bn via the appropriate chain of command.

6. Command and Signal

a. Command. This Order is applicable to the operations of the JRRRC and tenant commands aboard MCB CAMLEJ.

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



G.B. PACE  
Deputy Commander

DISTRIBUTION: A/C (plus H&S Bn and WTBn)

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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## Chapter 1

Troop Handler Procedures

1. General. This chapter covers the services, administrative, and duty responsibilities of the JRRRC troop handlers. The troop handlers' mission is to track and supervise joins and separating service members for MCB CAMLEJ until the Service Members have completed their join audit or separated in the case of the MCC W9L Service Members.

2. Accountability. All accession pipeline Marines are required to report directly to their respective units first, then after reporting to their respective parent command, they will report to Room 138 of building 60 during normal work hours and to the Duty Troop Handler in room 212 on the second deck of building 59 after normal working hours, and on weekends and holidays by utilizing the button located on the front side of building 59 by the glass door. Marines separating from Camp Lejeune who have arrived from outside of the Camp Lejeune area MCC (W9L Marines) will be assigned a rack, linen, and a wall locker in building 59, second floor of the JRRRC designated squad bays and must remain there until the completion of their respective separation process. The Duty Troop Handler will provide the W9L Marines the W9L Welcome Aboard Smart Pack upon checking into the JRRRC figure 1-3.

a. Marines residing in the JRRRC squad bay will perform accountability at 0800 in person Monday through Friday, then directed to perform check-out actions as required to execute skill bridge, terminal leave, end of active service (EAS) or administrative separation (ADSEP) process.

b. Marines not residing in the squad bay will perform a telephonic check in at 0800 Monday through Friday for accountability, then directed to perform check-out actions as required to execute skill bridge, terminal leave, end of active service (EAS) or administrative separation (ADSEP) process.

3. Orders. Endorse all orders with a stamped date and time the member reported to the JRRRC. Input the member's information into the logbook and Microsoft Teams Separation Platoon Accountability database. Also, email the (W9L Check-in Distro) once all information is gathered for the Separations/Retirement section processing. Collect the Service Members' orders, port call and flight itinerary and maintain it on record. A representative from the Joins Branch within the MCB CAMLEJ Regional Personnel Administration Center (RPAC) will collect all records the morning of the following workday.

4. E-5 and below. All members in the ranks of E-5 and below who do not have dependents (geographical bachelors are included), and do not complete check in with the JRRRC during normal working hours will be provided billeting.

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5. E-6 and above. All staff non-commissioned officers and commissioned officers who require a room will be directed to the Inns of the Corps, Camp Lejeune, NC for billeting assignment. A letter of non-availability will be provided if required. Ensure their orders, port call and flight itinerary are stamped and collected as well.

6. Uniform. This is an official Marine Corps duty, so the Duty Troop Handler will be in the uniform of the day (UOD), Marine Corps Combat Utility Uniform (MCCUU) throughout the duty hours.

7. Transportation. All Service Members who do not have transportation and have completed their check in with the JRRRC will have a representative from their unit transport the service member from the JRRRC to the parent unit during working hours or will be picked up by their respective commands Officer of the Day (OOD)/Staff Non-Commissioned Officer of the day (SNCO OD) after hours or will be provided billeting till the next workday.

8. Liberty. The duty troop handler may grant liberty for all W9L personnel at the end of the normal workday. Prior to dismissal, a safety brief will be given, along with the phone numbers, (910 451-2123 or (910 554-9126, that they may contact if they require assistance.

a. The W9L logbook will be the official source document for tracking any personnel while in a liberty status.

b. A brief will be provided to all personnel prior to being released for liberty that covers rules and regulations while on liberty.

(1) W9L Marines will check out with the Duty Troop Handler prior to leaving Building 59. The Troop Handler will log the member into the logbook as being on liberty.

(2) When returning from liberty, the W9L Marine will check in with the Duty Troop Handler. The Troop Handler will log the member into the logbook as returned from liberty.

(3) Liberty expires for all W9L Marines billeted in the JRRRC at 2030 on workdays. Weekends and holiday liberty ends at 2200 each night.

(4) All W9L married service members residing off base will call the Duty Troop Handler at 0800 on workdays to check-in with the Duty Troop Handler for accountability.

(5) After reporting to MCB CAMLEJ, no personnel, regardless of rank, are authorized to depart the Jacksonville area while under the cognizance of the JRRRC unless requested through the Chain of Command via Marine Online (MOL). The applicable liberty limits are in accordance with reference (a).

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9. Billeting. All Separating W9L Marines that require billeting will be assigned a rack, linen, and wall locker within the JRRRC designated squad bays located on the second floor of building 59 as depicted in figure 2-3 on page 2-10 of this enclosure.

10. Linen. All personnel residing in the JRRRC will be issued clean linen regardless of what day they check-in.

a. All racks will be made daily.

b. All dirty linen will be turned into the Duty Troop Handler every Monday (or the first working day after a holiday) for cleaning. The soiled linen will be washed in the JRRRC laundry room on the second deck of building 59 prior to reissue.

c. All linen and blankets issued will be turned in. The wall locker, rack, and sleeping area will be inspected for cleanliness and to ensure any personal property is not left unclaimed upon all service members checking out of the squad bays.

11. Roving Patrol. The Duty Troop Handler will conduct roving patrols in and around Buildings 59 and 60 every two hours. The roving patrol will include, but is not limited to:

a. Verifying all doors and windows are locked and the buildings are secured after hours. If a door is found unlocked, make a logbook entry, and notify the Marine Corps Installations East-MCB CAMLEJ (MCIEAST-MCB CAMLEJ) Command Duty Officer (CDO) at (910) 451-2414/3031.

b. Conduct a police-call around buildings 59 and 60 to ensure everything is in good order.

c. Ensure the linen closet has enough clean linen for the next day. This includes verifying all linen is folded and placed neatly within the closet.

12. Chow. Troop Handlers will carry the Duty phone (910) 554-9126 and answer the phone done chow breaks. Chow time will last no longer than 60 minutes and will be conducted in and around the duty hut or on base.

13. Logbook. A logbook will be used and maintained by the Duty Troop Handler. It will include all information pertinent during the Troop Handler's duty. The Building Manager will review the duty logbook daily and report any reportable incidents to the CO, H&S Bn and or the Director, JRRRC respectively.

14. Hours. Troop Handler shifts will consist of a 24-hour shift. The shift is a sleeping post from 2200 to 0600; however, the Troop Handler is still required to tour their post every two hours. Information will be posted for new joins to locate the Troop Handler if required on the Duty hut door, room 212 second deck of building 59



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with the Duty phone number (910) 554-9126 and or location of sleeping quarters in room 211 on the second deck of building 59.

15. Morning Clean-up. Morning clean-up will consist of all racks being made, chairs in room 212 duty hut/lounge will be covered and aligned, police-call around buildings 59 and 60, restrooms will be cleaned, and stair wells will be swept. Service Members will not be secured from morning clean-up until the Troop Handler has inspected and verifies it is complete.

16. Field Day. Field day will be conducted every Thursday at 1800 or after working hours. It will consist of all tasks associated with morning clean-up along with cleaning heads, and police calling the hallways in building 59. Service Members will not be secured from field day until the troop handler has inspected and verifies it is complete.

17. Luggage. Any lost luggage for a new join from the airport, bus station, cab company (if the member cannot be found) will be delivered to the JRRRC. The Troop Handler will try to locate the member. If the member cannot be contacted, the Troop Handler will sign for the luggage until the member can be notified to retrieve the luggage. A logbook entry will be made that provides the number and general description of the luggage (i.e., 1 large silver suitcase, 1 large green duffle bag, etc.) and the luggage will be placed in a secure location. Once the new join retrieves his/her luggage, another entry will be made in the logbook for accountability purposes.

18. Red Cross. The Troop Handler will complete a Red Cross message worksheet, figure 1-1, when a call is received. If the message is for a Service Member who is already joined to MCB CAMLEJ, then the unit (i.e., OOD, duty non-commissioned officer) will be notified immediately. If the message is for a new join that has not yet reported to MCB CAMLEJ and is still in a leave status or has reported to the JRRRC, but has not completed the join process, the CO, H&S Bn will be notified immediately for further instruction. OOD numbers are:

<u>Unit</u>	<u>Phone Number</u>
II Marine Expeditionary Force	(910) 451-8138
2d Marine Division	(910) 451-8658
2d Marine Logistics Group	(910) 451-2826
MCIEAST-MCB CAMLEJ	(910) 451-2414
Marine Corps Air Station, New River	(910) 449-5411
U.S. Marine Forces, Special Operations Command	(910) 451-7913

19. Leave Extensions. After normal working hours, the Troop Handler is authorized to grant a leave extension of up to five days, after approval from the Director, JRRRC via the CO, H&S Bn and CO, A Co if the request meets specific conditions. The Service Members requesting

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the leave extension must fill out a Leave Extension Authorization Form, figure 1-2.

a. If the new join has not yet reported to MCB CAMLEJ and requires a leave extension for emergency reasons.

b. If the New Join has reported to the JRRRC and checked in with the Troop Handler, but has not completed the join process, and requires a leave extension for emergency reasons.

c. If a new join reports late to the JRRRC without a previously authorized leave extension.

20. Administrative Control and Responsibilities. Troop Handlers and the transient Marines assigned to the JRRRC, fall under the administrative control of the CO, A Co, H&S Bn, the Director and Building Manager of the JRRRC. The Troop Handlers will be assigned to the Fleet Assistance Program (FAP) for six months and assigned to Reporting Unit Code 31001. The W9L service members will be assigned to MCC W9L permanently.

a. Administrative Requirements. All administrative requirements will be routed through A Co, via the Company Gunnery Sergeant in HP53, or the Company 1stSgt in building 6, the Director and Building Manager of the JRRRC. This includes, but is not limited to annual/emergency leave requests, accountability via the USMR module within Marine Online, personnel/pay issues, finalizing any type of SACO related requirements, etc.

b. Interviews. Marines that are assigned or attached to W9L that require CO's End of Active Service Interviews must coordinate with the A Co clerks in building 6, second deck, to conduct or schedule an interview with the CO, A Co.

c. Training. All Annual Year (AY) and Fiscal Year (FY) training requirements for service members will be coordinated and tracked through the Company Gunnery Sergeant, A Co, the Director, and Building Manager of the JRRRC.

d. Legal/Adverse Administrative Action. The CO, H&S Bn has legal jurisdiction of assigned or attached personnel.

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Sample Red Cross Message Worksheet

Date/Time Received: \_\_\_\_\_ Case Number: \_\_\_\_\_

Callback Number: \_\_\_\_\_ Case Worker: \_\_\_\_\_

Service Member's Name: \_\_\_\_\_

Rank: \_\_\_\_\_

EDIPI: \_\_\_\_\_

Service Member's Unit and Location (if deployed):  
\_\_\_\_\_

Message Received By:  
\_\_\_\_\_

Message (provide as much detail as possible):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date/Time Message Delivered to Service Member: \_\_\_\_\_

Action Taken/Response Given: \_\_\_\_\_  
\_\_\_\_\_

Date/Time Call Returned to Red Cross: \_\_\_\_\_

Who Delivered to: \_\_\_\_\_

Figure 1-1. -Sample Red Cross Message Worksheet

**01 AUG 2025**Sample Leave Extension Authorization Form

Date/Time \_\_\_\_\_

NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_  
(Last/First/MI)

EDIPI: \_\_\_\_\_ MOS: \_\_\_\_\_

PRESENT LEAVE ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

VALID PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

LAST DUTY STATION: \_\_\_\_\_

PREVIOUS EXTENSION(S): YES: \_\_\_\_\_ No: \_\_\_\_\_  
(Number of days): \_\_\_\_\_

ORIGINAL REPORT DATE: \_\_\_\_\_ MCC REPORTING TO: \_\_\_\_\_

NEW REPORT DATE: \_\_\_\_\_

# OF DAYS GRANTED BY THIS COMMAND: \_\_\_\_ (can only authorize five days)

REASON FOR EXTENSION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_CALL RECEIVED BY: \_\_\_\_\_  
(PRINTED Rank and Name)\_\_\_\_\_  
(SIGNATURE)EXTENSION APPROVED BY: \_\_\_\_\_  
(PRINTED Rank and Name)\_\_\_\_\_  
(SIGNATURE)

Figure 1-2. --Sample Leave Extension Authorization Form

### W9-1 WELCOME ABOARD SMART PACK

**CHECK-OUT PROCEDURES**

JOSEPH "JIMMY" BRIDGES KC3P00A C30001 (JIMM)

Headquarters and Service Battalion (HQB) Marine Corps Installations (MCI-ASD) 639 3rd Military District Marine Corps Base (MCB) Camp Lejeune, NC

### Transportation to and from JRRRC Bldg. 59

Uber and Lyft can access base Service number can use the online APP to request transportation.

Taxi/Uber: 910 522-5555

Yellow Cab: 910 522-5555

The Assembler: 910 522-5555

AmeriVan: 910 522-5555

Dry Cleaning: 910 522-5555

### Required documents upon check-in

Orders

Flight Itinerary

Post call (if you have it) As well Delayed Flight Sheet from airline if applicable

### Reporting / Check-in to JRRRC Bldg. 59

- Upon check-in you'll be issued first forms to fill out: Unit Entry Package, Check in Form, RMC - Casualty Report, Check-out Sheet (you keep this one), Reporting Endorsement, and RMC Acknowledgment of Responsibility.
- Please leave your documents on hand (phone, flight itinerary, post call if you have it) and/or statements from airline for flight delays.
- When filling out the forms please specify your reporting agency (JLA, JAGM, Personnel Center, or 3rd Wing). You will fill out these highlights: RMC, Logbook, Entry Logbook, and New Item Logbook.
- If you are staying in the Squad Bay you will be issued base sheets, one booklet, a yellow and green placard.
- If you are a Medical Separation (MDS) you report to MDS Duty Desk, this for all medical separation personnel which is across the street from Bldg. 59. If you need help today MDS they will help you find it.
- If you are checking in after hours (1800-4200) please call the Duty call phone (910) 524-4125 or stop by the Theater in the RMC entrance Bldg. 59.

### Documents required to check-out

Center phone (11-111) (no internet) (no)	500mg base at your (no internet) (no)	RMC (no internet) (no)	Yellow Cab (no internet) (no)
Base phone (111-111) (no internet) (no)	500mg base at your (no internet) (no)	RMC (no internet) (no)	Yellow Cab (no internet) (no)
Base phone (111-111) (no internet) (no)	500mg base at your (no internet) (no)	RMC (no internet) (no)	Yellow Cab (no internet) (no)
Base phone (111-111) (no internet) (no)	500mg base at your (no internet) (no)	RMC (no internet) (no)	Yellow Cab (no internet) (no)

### Hotels on/off Base

Hotel on/off Base (no internet) (no)	Hotel on/off Base (no internet) (no)	Hotel on/off Base (no internet) (no)	Hotel on/off Base (no internet) (no)
Hotel on/off Base (no internet) (no)	Hotel on/off Base (no internet) (no)	Hotel on/off Base (no internet) (no)	Hotel on/off Base (no internet) (no)
Hotel on/off Base (no internet) (no)	Hotel on/off Base (no internet) (no)	Hotel on/off Base (no internet) (no)	Hotel on/off Base (no internet) (no)
Hotel on/off Base (no internet) (no)	Hotel on/off Base (no internet) (no)	Hotel on/off Base (no internet) (no)	Hotel on/off Base (no internet) (no)

### Command POC Information

Command POC (no internet) (no)	Command POC (no internet) (no)	Command POC (no internet) (no)	Command POC (no internet) (no)
Command POC (no internet) (no)	Command POC (no internet) (no)	Command POC (no internet) (no)	Command POC (no internet) (no)
Command POC (no internet) (no)	Command POC (no internet) (no)	Command POC (no internet) (no)	Command POC (no internet) (no)
Command POC (no internet) (no)	Command POC (no internet) (no)	Command POC (no internet) (no)	Command POC (no internet) (no)

### Accountability Times

- Squad Bay Marines (MDS) every day
- On/off base Marines (MDS) everyday (phone call check-in)
- If you are in the Squad Bay and are going to miss a tomorrow, please call the Duty desk or the Duty call phone.
- Following morning accountability morning check-in will be conducted.
- First day is on Thursdays @ 1300.

### Squad Bay Rules

- Alcohol is not authorized in the Squad Bay.
- Make your MDS if you're not eating it daily.
- Uniform and T-shirts. Please do not have anything you are not using in the bunks.
- If you live in the Squad Bay, all food must be consumed in the bunks or in the outside pavilion.
- Overall keep the Squad Bay clean and keep your personal.
- If something is broken, please inform the Duty Marines as they can get the issue resolved.

### Checking out of JRRRC

- Wash, dry, and fold linen neatly and place on the laundry room counter or where the duty has specified.
- Show the Duty a copy of your DO-214.
- Good luck in your future, Farewell and following seas.

### Checking out of JRRRC

- Wash, dry, and fold linen neatly and place on the laundry room counter or where the duty has specified.
- Show the Duty a copy of your DO-214.
- Good luck in your future, Farewell and following seas.

### Identification Card Center (IDCC)

Map of the base showing the location of the IDCC.

Enclosure (1)

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W9L Welcome Aboard Smart Pack

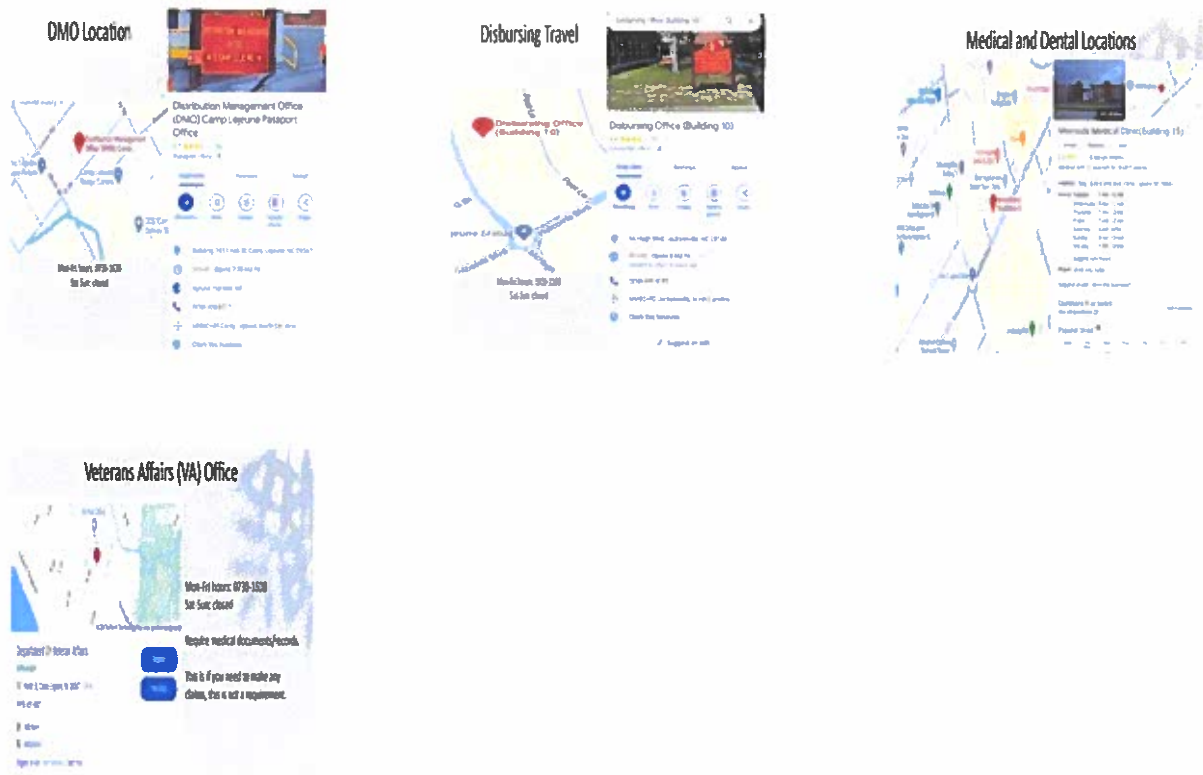


Figure 1-3. --W9L Welcome Aboard Smart Pack continued

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Chapter 2

Emergency Action Plan

1. General. This chapter provides guidance in the event of a bomb threat, building fire, power outage, or natural or manmade disaster for the Troop Handlers assigned to the JRRRC aboard MCB CAMLEJ.

2. Bomb Threat. In accordance with reference (b), if a bomb threat is received by telephone, complete a bomb threat checklist, figure 2-1, and immediately contact the CO, H&S Bn at (910) 451-5403. If a suspicious package is observed or received, do not attempt to open the package. Notify the Provost Marshal's Office (PMO), by calling 911 immediately, then notify the CO, H&S Bn and the MCIEAST-MCB CAMLEJ CDO at (910) 451-2414/3031 (after normal working hours). If a written bomb threat is received, avoid touching it. Notify PMO and contact the CO, H&S Bn immediately for further instruction. The CO, H&S Bn or Director, JRRRC are the only authorized personnel to order an evacuation of the threatened building.

a. If the building is evacuated, ensure personnel are at least 500 feet away from the threatened structure and away from glass windows. The preferred muster point should be a location that is least likely to contain a secondary device (i.e., dumpster, parking spaces, or other buildings).

b. Accountability of all personnel will be conducted to inform the MCIEAST-MCB CAMLEJ CDO at (910) 451-2414/3031 to notify the CO, H&S Bn of any missing personnel with a report of the number out of total number of service members present and or accounted for, and number of service members in an unauthorized status (UA).

c. PMO will be provided with a recall number to the CO, H&S Bn and the completed bomb threat checklist.

d. Once the threat has been eliminated, all personnel may return to the building.

3. Fire/Smoke in the Work Area or Building. In the case of fire or smoke, the Troop Handler will:

a. Pull the nearest fire alarm and attempt to put out the fire using a hand-held fire extinguisher.

b. If the situation permits (i.e., no casualties will result):

(1) Remove all logbooks and maintain them for the CO, H&S Bn.

(2) Evacuate all personnel to a designated location.

Emergency exit instructions in each building. Ensure that all personnel are present and accounted for.

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(3) Close all secondary control point doors, but do not lock them and close all windows. Do not block entrances.

c. Once in a safe area contact the MCIEAST-MCB CAMLEJ CDO at (910) 451-2414/3031 to notify the CO, H&S Bn of the situation.

d. After the fire is extinguished and the area is declared safe, all personnel may re-enter the building.

4. Power Outage. In the event of a power outage, the Troop Handler will:

a. Contact Public Works at (910) 451-3001/8997/3319 to report the power outage. The system should automatically revert to an alternate source of power. Ensure the MCIEAST-MCB CAMLEJ CDO at (910) 451-2414/3031 to notify the CO, H&S Bn of the situation.

b. Power down all unnecessary equipment.

c. If the situation permits:

(1) Remove all logbooks and maintain them for the CO, H&S Bn.

(2) Close and lock all windows and doors. Do not block entrances.

(3) Evacuate all personnel to a designated location to prevent injury. If necessary, obtain a flashlight to facilitate the evacuation of personnel. Ensure all personnel are present and accounted for.

d. Once power has returned and the area is declared safe, all personnel may re-enter the building.

5. Severe Weather Conditions. Severe Weather Conditions/ Natural Disaster include events such as destructive winds, earthquake, flooding, and hurricanes. The Troop Handler will be notified by the CO, H&S Bn when the Base is under a Destructive Weather Condition (DWC).

a. Per reference (c), there are eight DWCs. They are listed below.

(1) Destructive Weather Condition V (DWC V). The potential for the occurrence of destructive weather is elevated, but no specific system threatens the area. DWC V indicates a seasonal destructive weather readiness level, i.e., Atlantic Hurricane Season (1 June to 30 November) is in progress.

(2) Destructive Weather Condition IV (DWC IV, 72 Hours). A specific destructive weather system with sustained winds of 50 knots or greater is forecast to affect the area within 72 hours.



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(3) Destructive Weather Condition III (DWC III, 48 Hours). A specific destructive weather system with sustained winds of 50 knots is forecast to affect the area within 48 hours.

(4) Destructive Weather Condition II (DWC II, 24 Hours). A specific destructive weather condition with sustained winds of 50 knots is forecast to affect the area within 24 hours.

(5) Destructive Weather Condition I (DWC I, 12 Hours). A specific destructive weather condition with sustained winds of 50 knots is forecast to affect the area within 12 hours.

(6) Destructive Weather Condition I Caution (DWC IC, six Hours). A specific destructive weather condition with sustained winds of 50 knots is forecast to affect the area within six hours.

(7) Destructive Weather Condition I Emergency (DWC IE). The area is currently experiencing a specific destructive weather system with sustained winds of 50 knots.

(8) Destructive Weather Condition I, Recovery (DWC IR). The destructive weather system has passed the area, but safety and storm hazards remain. All orders, restrictions, and guidance established in previous DWCs remain in effect. The emergency management structure is affecting the speedy return to normal operations by eliminating safety concerns, re-establishing services, utilities, the transportation system, clearing debris, and performing essential repairs.

b. In the event of DWC V and DWC IV, the Troop Handler will conduct normal operations. During DWC IV the Troop Handler will prepare for DWC III.

c. In the event of DWC III, the Troop Handler will:

(1) Conduct accountabilities for all new join personnel assigned to the JRRRC and provide the information to the MCIEAST-MCB CAMLEJ CDO at (910) 451-2414/3031 to notify the CO, H&S Bn, MCIEAST-MCB. The accountability must include the Service Members' last name, EDIPI, rank, contact phone number, and parent command to which the new join personnel are waiting to report.

(2) Ensure all personnel in a new join status are informed that current information relating to local weather conditions, advisories, and hurricane information is available on the CAMLEJ Automated Information System (AIS) by calling (910) 451-1717.

(3) Prepare for DWC II.

d. In the event of DWC II, the Troop Handler will:

(1) Ensure all new join personnel who have not completed the join process within the JRRRC and have reported to MCB CAMLEJ report

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to their parent command. Once the DWC has been reduced to level III, the new join personnel will return and report to the JRRRC to complete the join process.

(2) If it is after hours, then the troop handler will ensure all windows and doors are locked in buildings 59 and 60.

(3) Ensure all personnel in a new join status are informed that current information relating to local weather conditions, advisories and hurricane information is available on the CAMLEJ AIS by calling (910) 451-1717.

(4) Prepare for DWC I.

e. In the event of DWC I, the Troop Handler will:

(1) Be restricted to their appointed place of duty, quarters, barracks, or shelter. **Note: Liberty is authorized on base only unless specifically directed by higher headquarters to evacuate the base.**

(2) If authorized, evacuate the area until it is determined safe to return. Advisories and hurricane information are available on the CAMLEJ AIS by calling (910) 451-1717.

(3) Prepare for DWC IC and DWC IE.

f. In the event of DWC IC and DWC IE, the Troop Handler will:

(1) Be restricted to their appointed place of duty, quarters, barracks, or shelter. **Note: All liberty is secured.**

(2) If authorized, evacuate the area until it is determined safe to return. Advisories and hurricane information are available on the CAMLEJ AIS by calling (910) 451-1717.

g. DWC IR is a temporary condition pending transition to DWC V. During this period, the Troop Handler must follow guidelines provided via the AIS or the CO, H&S Bn. Once the DWC has been set at DWC V, follow the procedures contained in paragraph 5b above.

**01 AUG 2025**Sample Bomb Threat Checklist

Duplicate and place by each phone!

Exact time of call \_\_\_\_\_ phone number call received  
at \_\_\_\_\_ date \_\_\_\_\_Exact words of  
caller \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Questions to Ask

1. When is bomb going to explode?  
\_\_\_\_\_2. Where is the bomb?  
\_\_\_\_\_3. What does it look like?  
\_\_\_\_\_4. What kind of bomb is it?  
\_\_\_\_\_5. What will cause it to explode?  
\_\_\_\_\_6. Did you place the bomb?  
\_\_\_\_\_7. Where are you calling from?  
\_\_\_\_\_8. What is your address?  
\_\_\_\_\_9. What is your name?  
\_\_\_\_\_

Caller's Voice (circle as many that apply)

Age _____	Normal	Nasal	Angry	Excited
Sex _____	Calm	Stutter	Lisp	Disguised(How)
Race _____	Deep	Crying	Squeaky	Other (Specify)
Stressed	Accent	Loud	Slurred	

Figure 2-1. --Bomb Threat Checklist

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If the voice is familiar, whom did it sound like?

Were there any background noises? (Circle as needed)

Street Noises	Music	Machinery	Television	Subway
Voices	Long Distance	Crying	House Noises	Train
Animal Noises	Motor	Clear	Office Machinery	Other(Specify
PA System	Phone Booth	Static	Airport/Jet	

Person receiving call: \_\_\_\_\_

Reporting Procedures: TRY TO KEEP THE CALLER ON THE PHONE. If possible, notify fellow workers to call 911 on another line to report the incident so Dispatch can call Telephone Repair to initiate a phone trace on the Bomb Threat line. If the caller hangs up, initiate CALL TRACE PROCEDURES.

Call Trace Procedures:

1. Keep the caller on the line if possible.
2. When the caller hangs up, "HOOK FLASH" your phone and dial \*57 to activate trace.
3. Do not use that phone line again. Use another line and call 911 and ask for the PMO Desk Sergeant (910) 451-2557 to ensure call trace was activated and to report the Bomb Threat call.
4. Document who it is that took the report to be able to refer to that specific person later.

Figure 2-1. --Bomb Threat Checklist-Continued

The map shows the layout of the Molly Pitcher area. At the top left is the **Assembly Area (grassy area) Molly Pitcher Field**. To its right is a **Parking Lot**. Further right is the **Bowling Alley**. Below the Assembly Area is another **Parking Lot**. The main road is **Molly Pitcher Road**, which runs horizontally. Below it is **Bldg. 59** and **Bldg. 60**, with arrows indicating traffic flow. Below the buildings is **Lucy Brewer Road**. At the bottom are **Co A Barracks** and **Co B Barracks**.

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Building 59 Layout



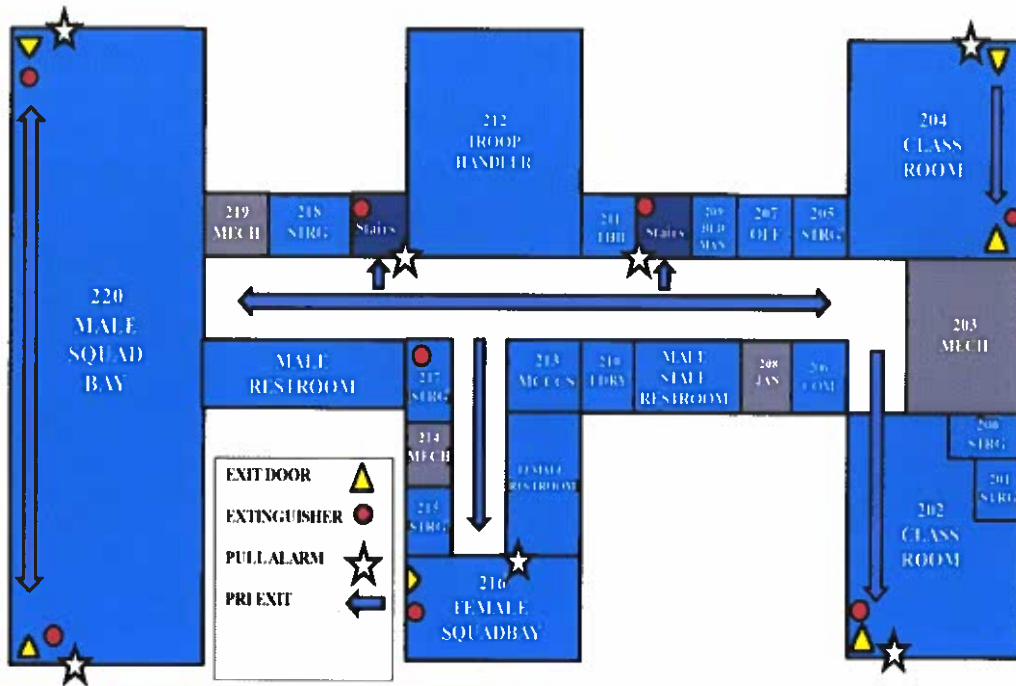
**BLDG 59  
LOWER DECK**



Figure 2-3. --Building 59 Layout

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Building 59 Layout



**BLDG 59  
UPPER DECK**

Figure 2-3. --Building 59 Layout continued

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Building 60 Layout

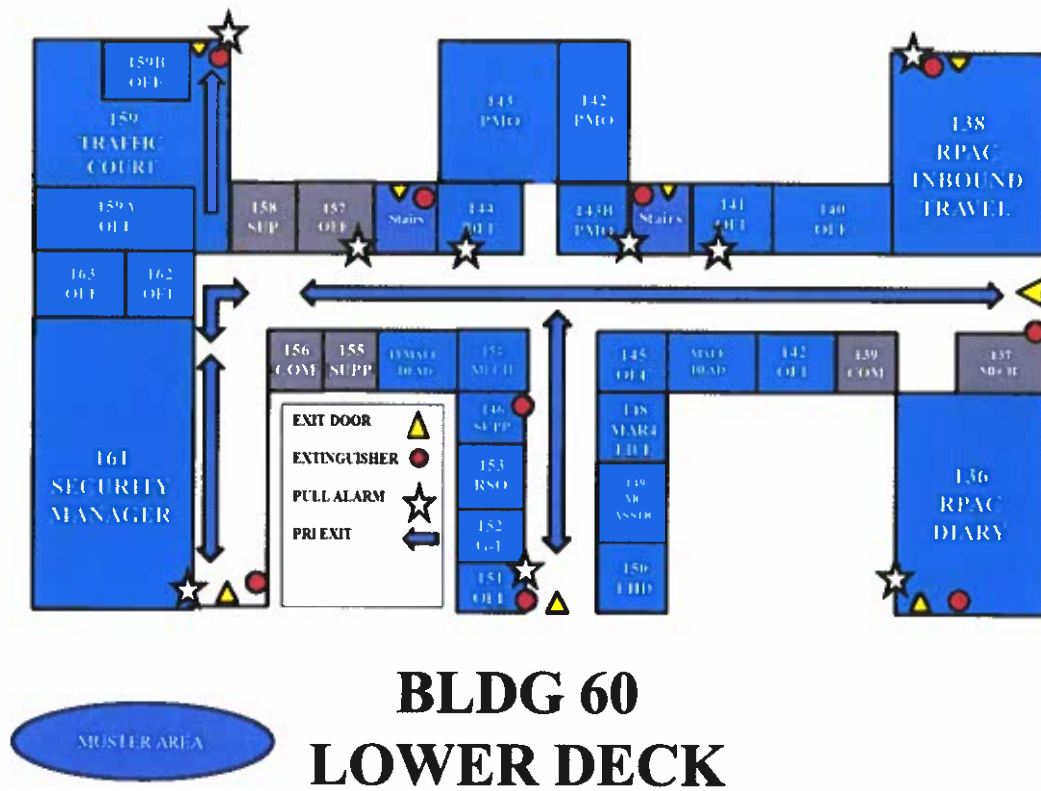


Figure 2-4. --Building 60 Layout



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Building 60 Layout



# **BLDG 60 UPPER DECK**

Figure 2-4. --Building 60 Layout continued

**01 AUG 2025**Phone DirectoryBuilding 59

Director, JRRRC	451-2712
JRRRC Building Manager Supervisor	451-9275
JRRRC Receptionists	451-8609/8628
*(During Normal Working Hours)	
JRRRC NCO Troop Handlers	451-2123/910-554-9126
**(After Normal Working Hours, Weekends and Holidays)	
Pin-CAC Reset Station	451-6737
ID Card Center Senior Supervisor	451-1068
ID Card Center Supervisor	451-4451
ID Card Center/DEERS	451-2727
TRICARE-HUMANA Military	(800) 444-5445
RPAC Inbound OIC	451-9603
RPAC Inbound SNCOIC	451-6206
Prior Service Recruiters	451-0777/8433

Building 60

Retired Services Officer/Coordinator	451-0287
Marine for Life Representative	450-7384
RPAC Outbound OIC	451-9603
RPAC Outbound SNCOIC	451-6206
RPAC Orders OIC	450-5838
RPAC Orders SNCOIC	450-5753
Marine Corps Community Services	451-4101
Marine Corps Association	451-0487
PMO/Vehicle Registration	450-6018/7742
MCIEAST-MCB Traffic Court	451-3511/5807
MCIEAST-MCB Security Office	451-3567/3568
Family Housing Satellite Office	451-7796

For more information, visit us on the web at;  
<http://www.lejeune.marines.mil/New-Personnel/Checking-In>

Figure 2-5. --Phone directory

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Chapter 3

IDCC Procedures

All Military and Family Members ID Cards

1. Camp Lejeune IDCC. IDCC is responsible for the preparation of ID cards, DEERS enrollment for privileges and benefits, and related documentation for:

- a. Active Duty.
- b. Reservists.
- c. Transition Assistance.
- d. Retirees.
- e. DAV.
- f. Family members of active duty and retirees.
- g. Former Spouses.
- h. DoD contractor/Civil Service/other Federal and NAF employees.
- i. Non-DoD personnel and Other Federal Agencies.

2. Requirements. The 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 figure 3-3, to the verifying official when requesting DEERS enrollment or ID card issuance. Family members must have their sponsor present, a Power of Attorney, or a valid DD Form 1172-2 in accordance with reference (b) prior to the issuance of an ID card, or to make any changes to DEERS. Block 21 of the DD Form 1172-2 must state what documents the Verifying Official that prepared the DD Form 1172-2 has reviewed. The DEERS/RAPIDS Verifying Official, prior to issuing an ID card or making any changes to DEERS, must view the required documentation.

3. Administrative Sections. Sections throughout the Camp Lejeune area is responsible for ensuring Marines' data is updated in the Marine Corps Total Force System or the military service authoritative service feed. They must also ensure Marines surrender their ID card at the termination of their contract. These ID cards must be returned to the Camp Lejeune ID Card Center for proper destruction in accordance with applicable laws and the references.

4. Military Members. Members must present a properly completed Report of Lost or Stolen Identification Card statement located in

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figure 3-3 before being reissued an ID/CAC card. Individuals should be cautioned to read the statement thoroughly and ask questions if appropriate.

5. Camp Lejeune IDCC. The IDCC will ensure all above members are properly enrolled into DEERS for privileges and benefits of which they are entitled. All document and identification requirements must be vetted prior to the Verifying Official (RAPIDS Clerk) entering the information into DEERS.

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Civilian Personnel ID Cards

1. Camp Lejeune IDCC. IDCC is responsible for the preparation of ID cards for all civilian personnel aboard Camp Lejeune.
2. Civilian personnel. Personnel that have lost their common access card are required to complete a Report for Lost or Stolen Identification Card (see figure 3-3) when coming in for a reissued common access card. Ensure you read and fill out the form completely.
3. Civilian Human Resource Offices (CHROs). CHROs are responsible for creating these civilian categories that will be reported through the master service tapes/feeds to DEERS.
4. Supervisors. Responsible for ensuring their employees surrender their ID card upon termination of their employment.
5. The following civilian personnel: are required to always have a DoD ID Card or a Camp Lejeune civilian ID card in their possession while aboard Camp Lejeune. Figure 3-1 identifies what type of ID card would be issued to the below personnel:
  - a. Appropriated Fund (APF) Employees. Employees who are retired military personnel or family members of retired or active-duty military personnel will be issued a CAC while employed as a DoD Civil Service employee.
  - b. NAF Employees. The Camp Lejeune ID Card Center will control and issue CACs to NAF employees authorizing NAF benefits.
  - c. Technical and Contracting Employees. Employees who are duly assigned by competent authority to an activity and render technical or professional assistance or service.
  - d. Non-DoD Civilians/Other Federal Services. Employees who are assigned to Federal agencies outside of DoD. Applicants for a CAC must be sponsored by a DoD government official or employee.
6. Procedures
  - a. APF Employees. New civilian employees will be entered into the DEERS/RAPIDS System by their CHROs through a data-feed. Once the employee shows up in DEERS, the employee will come to the ID Card Center and present two valid forms of identification, one of which must be a photo ID. Renewals are also issued at the ID Card Center and require two valid forms of ID.
  - b. NAF Employees. NAF employees are entered through a data-feed by their HRO. Renewals should be re-verified by the CHROs prior to issuance.

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c. Contractors. Contractors are entered into DEERS through the Trusted Associate Sponsorship System by the Trusted Agents. In addition, contractors deploying overseas must present a signed Synchronized Pre-deployment and Operational Tracker Letter of Authorization along with two valid forms of ID per figure 3-4.

d. Non-DoD Civilians/Other Federal Agencies. Sponsorship is a requirement for any civilian that works outside of the DoD that needs a CAC. The sponsor is the person affiliated with the DoD or other Federal agency who takes responsibility for verifying and authorizing the applicant's need for an ID card. A DD Form 577 in figure 3-5, must also be completed and filed with the local RAPIDS/Identification Card Center. The applicant must present two valid forms of identification per figure 3-4, along with a completed and signed DD Form 1172-2.

7. Recovery of Camp Lejeune Civilian ID Cards

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

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

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Types of ID Cards			
CATEGORY	PHOTO	COLOR/TYPE OF CARD	EXPIRATION DATE
Military Personnel (Active Duty, Selected Reservists)	YES	CAC	3 years from date of issuance/End of Active Service (EAS)
Inactive Reservists/Guard	YES	USID	End of Obligated Service
Transition Assistance	YES	USID	180 Days
Military Retirees	YES	USID	*See Note 4
Disabled American Veterans (DAV)	YES	USID	INDEF
Family Members of Active Duty and Retirees	YES	USID	4 years from date of issuance/EAS
Former Spouses	YES	USID	*See Note 1
DoD Civilian Employees	YES	CAC	3 years from date of issuance
Appropriated Funds (GS/WG)	YES	CAC	3 years from date of issuance
Non-Appropriated Fund (NAF)	YES	CAC	*See Note 2
Non-DoD Civilians/Other Federal Agencies	YES	CAC	*See Note 3
Technical/Contracting Employees	YES	CAC	3 years from date of issuance or end of contract, whichever comes first
Special NOTES:			
1. Must meet the requirements of the Former Spouses Protection Act.			
2. NAF Flex employees may be shorter depending upon what is entered into their data feed.			
3. Sponsorship is REQUIRED.			
4. Expiration Date on the front will match the expiration date on the back, which is one month before the 65 <sup>th</sup> birthday. Done as a reminder to update your DEERS with Medicare PART A and B for Tricare for Life.			

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Figure 3-1. --Types of ID Cards



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Requirements for DEERS Enrollment/ID Card Issuance	
CATEGORY	DOCUMENTS REQUIRED
ALL SERVICES REQUIRE 2 VALID FORMS OF IDENTIFICATION	
Promotions	Must be entered through the sponsor's authoritative service feed
Reenlistments/Extensions	Must be entered through the sponsor's authoritative service feed
Lost/Stolen	Completed and signed report of lost or stolen ID or police report
Reservist Going on Active Duty	Must be entered through the sponsor's authoritative service feed
Retired/Transfer Fleet Marine Corps Reserve	Must be entered through the sponsor's authoritative service feed & DD 214 (Member Copy 4)
Appellant Leave	Appellate Leave Orders or 10-Day Letter
Divorce	Absolute or final divorce decree with file number and stamp signed by Judge (**See Note 1, 2)
Confiscated Cards	Receipt from responsible party
Spouse	State-certified marriage certificate
	State-certified birth certificate (**See Note 3)
	Social security card (**See Note 4), valid photo ID, divorce decree (if applicable)
	Death Certificate (if applicable)
	**Foreign Spouses must present English translation of non-English documents from a certified translator and Passport or other documentation to prove legal status
Children	State-certified birth certificate & social security card
Stepchildren	State-certified birth certificate (**See note 3), social security card, marriage certificate
Adopted Children	State-certified birth certificate, final adoption decree
Children born out of wedlock (male sponsor)	Court order of paternity or notarized state-filed affidavit of parentage, birth certificate, and social security card (**See Note 5)
**NOTE**	

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1. Divorced sponsor must provide at least 50 percent support for child to rate commissary privileges.
2. Divorced sponsor must provide over 50 percent support for child to receive morale, welfare, and recreation privileges.
3. All Birth certificates must have at least one parent's name on it.
4. The Social Security Card must be presented during initial enrollment. It is the only official document that contains the SSN. No copies or other documents that contain a SSN are valid for initial enrollment.
5. ID Card issued for medical only. Benefits will begin on the date the child was born. Affidavit of Parentage must be filed with the state and contain a file number. Also pertains to children of divorced sponsors that do not fall under Notes 1 or 2.

Figure 3-2. --Requirements for DEERS Enrollment/ID Card Issuance

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## Report of Lost or Stolen Identification Card

REPORT OF LOST OR STOLEN IDENTIFICATION CARD		Date
<p>Information contained on this form is maintained under the Systems of Records Notice, DMDC 02 DoD, Defense Enrollment Eligibility Reporting Systems (DEERS) (November 21, 2012, 77 FR 69807). AUTHORITY: Homeland Security Presidential Directive 12, Policy for a Common Identification Standard for Federal Employees and Contractors, 38 CFR part 9.20, and E.O. 9397 (SSN), as amended. PRINCIPLE: Members, former members, retirees, civilian employees (includes non-appropriated fund) and contractor employees of the DoD and all of the Uniformed Services; Presidential appointees of all Federal Government agencies. PURPOSE(S): To provide a database for determining eligibility for DoD entitlements and privileges; to support DoD health care management programs, to include research and analytical projects, through TRICARE Management Activity, to provide identification of deceased members; to record the issuance of DoD badges and identification cards, i.e., Common Access Cards (CAC) or beneficiary identification cards; and to detect fraud and abuse of the benefit programs by claimants and providers to include appropriate collection actions arising out of any debts incurred as a consequence of such programs. ROUTINE USES: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, these records may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3). Disclosure: Mandatory for ID card issuance.</p>		
NOTE: This form will be presented to the Identification Card Center, MCB CamLej-Bldg 59 for re-issuance.		
1. SPONSOR INFORMATION:		
a. Name (Last, First, MI)	b. Grade/Rank	c. Unit
2. CARD TYPE: <input type="checkbox"/> Sponsor <input type="checkbox"/> Family Member <input type="checkbox"/> Civilian <input type="checkbox"/> Contractor		
3. FAMILY MEMBER NAME (if Applicable) (Last, First, MI):		
4. BACKGROUND INFORMATION:		
a. I am reporting a loss/theft of my identification card.		
b. I have conducted a thorough search for my identification card with no results. If located subsequent to the issuance of a replacement card, I will return the recovered card to the Identification Card Center or Provost Marshal's Office. I understand that to maintain two identification cards in my possession is a violation of regulations that may result in a fine of no more than 10,000 or imprisonment for no more than 5 years (ACT, 25 June 1984, 18 USC 287, 1001).		
c. The circumstances surrounding the loss or theft of my identification card are as follows. (Print neatly with an ink pen)		
5. CARD HOLDER'S SIGNATURE		Date
6. PROVOST MARSHAL'S OFFICE, MCIEAST-MCB CAMLEJ Main Gate, Bldg 818		
_____ reported a lost/stolen identification/common access card to the following Provost		
(Name and Rank)		
Marshal representative	_____ on _____	(Date)
	(Name, Rank and Title)	
Report Number	_____	
	(Name, Rank and Title)	
7. CHAIN OF COMMAND (E-8 AND ABOVE/CIVILIAN SPONSOR) NOTIFIED:		
_____	_____	
Name and Rank	Signature	
_____	_____	
Billet	Phone#	

MCIEAST-MCB CAMLEJ/G-1/DCC/5512 1/1 (6/18)

PREVIOUS EDITIONS ARE OBSOLETE

Reset Form

ADOBE 9.0

Figure 3-3. -Report of Lost or Stolen Identification Card

**01 AUG 2025**Department of Defense List of Acceptable Identity Documents**Department of Defense List of Acceptable Identity Documents**

Applicants are required to provide two forms of identity source documents in original form. The identity source documents must be bound to that applicant and shall be neither expired nor cancelled. If the two identity source documents bear different names, evidence of a formal name change must be provided.

**Primary Identity Source Document**

- U.S. Passport or a U.S. Passport Card;
- Permanent Resident Card or an Alien Registration Receipt Card (Form I-551);
- Foreign passport;
- Employment Authorization Document that contains a photograph (Form I-766);
- Driver's license or an identification (ID) card issued by a state or possession of the United States provided it contains a photograph;
- U.S. Military ID card;
- U.S. Military dependent's ID card; or
- Personal Identity Verification (PIV) Card.

**Secondary Identity Source Document**

The secondary identity source document may be from the list above, but cannot be of the same type as the primary identity source document.<sup>1</sup> An expired Common Access Card (CAC) or Uniformed Services Identification (USID) card may be used as a secondary identity source document for reissuance of the same type of identification card, but is not acceptable for initial issuance.

- U.S. Social Security Card issued by the Social Security Administration;
- Original or certified copy of a birth certificate issued by a state, county, municipal authority, possession, or outlying possession of the United States bearing an official seal;
- ID card issued by a federal, state, or local government agency or entity, provided it contains a photograph;
- Voter's registration card;
- U.S. Coast Guard Merchant Mariner Card;
- Certificate of U.S. Citizenship (Form N-560 or N-561);
- Certificate of Naturalization (Form N-550 or N-570);
- U.S. Citizen ID Card (Form I-197);

<sup>1</sup> For example, if the primary source document is a foreign passport (e.g., Italy), the secondary source document should not be another foreign passport (e.g., France).

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- Identification Card for Use of Resident Citizen in the United States (Form I-179);
- Certification of Birth Abroad or Certification of Report of Birth issued by the Department of State (Form FS-545 or Form DS-1350);
- Temporary Resident Card (Form I-688);
- Employment Authorization Card (Form I-688A);
- Reentry Permit (Form I-327);
- Refugee Travel Document (Form I-571);
- Employment authorization document issued by Department of Homeland Security (DHS);
- Employment Authorization Document issued by DHS with photograph (Form I-688B);
- Foreign ID with photograph;
- Driver's license issued by a Canadian government entity;
- Native American tribal document; or
- Foreign Birth Certificate with certified English translation (USID ONLY).

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Figure 3-4. -- Department of Defense List of Acceptable Identity Documents

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Appointment/Termination Record Authorized Signature

<b>APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE</b> <small>(Read Privacy Act Statement and Instructions before completing form.)</small>		
<b>PRIVACY ACT STATEMENT</b> <small>AUTHORITY: E.O. 9397, 31 U.S.C. Sections 3325, 3528, and DoDFMR 7000.14-R, Vol. 5.            PRINCIPAL PURPOSE(S): To maintain a record of certifying and accountable officers' appointments, and termination of those appointments. The information will also be used for identification purposes associated with certification of documents and/or liability of public records and funds.            ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C. Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the Federal Reserve banks to verify authority of the accountable individual to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published in the Federal Register.            DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude appointment.</small>		
<b>SECTION I - FROM: APPOINTING AUTHORITY</b>		
1. NAME (First, Middle Initial, Last)	2. TITLE	3. DOD COMPONENT/ORGANIZATION
4. DATE (YYYYMMDD)	5. SIGNATURE	
<b>SECTION II - TO: APPOINTEE</b>		
6. NAME (First, Middle Initial, Last)	7. SSN	8. TITLE
9. DOD COMPONENT/ORGANIZATION	10. ADDRESS (Include ZIP Code)	
11. TELEPHONE NUMBER (Include Area Code)	12. EFFECTIVE DATE OF APPOINTMENT (YYYYMMDD)	
13. POSITION TO WHICH APPOINTED (X as applicable) <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> DEPUTY DISBURSING OFFICER  <input type="checkbox"/> CASHIER  <input type="checkbox"/> CERTIFYING OFFICER  <input type="checkbox"/> OTHER (Specify)             </div> <div style="width: 30%;"> <input type="checkbox"/> DISBURSING AGENT  <input type="checkbox"/> CHANGE FUND CUSTODIAN  <input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL             </div> <div style="width: 30%;"> <input type="checkbox"/> PAYING AGENT  <input type="checkbox"/> COLLECTION AGENT  <input type="checkbox"/> REVIEWING OFFICIAL             </div> </div>		
14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY IDENTIFIED IN ITEM 13. YOUR RESPONSIBILITIES INCLUDE: <div style="height: 50px; border: 1px solid black; margin-top: 5px;"></div>		
15. YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED: <div style="height: 50px; border: 1px solid black; margin-top: 5px;"></div>		
<b>SECTION III - ACKNOWLEDGEMENT OF APPOINTMENT</b>		
I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds under my control. I have been counseled on my pecuniary liability and have been given written operating instructions. I certify that my official signature is shown in block 17 below.		
16. PRINTED NAME (First, Middle Initial, Last)	17. SIGNATURE	
<b>SECTION IV - TERMINATION OF APPOINTMENT</b>		
The appointment of the individual named above is hereby revoked.		18. DATE (YYYYMMDD)
19. APPOINTEE INITIALS		
20. NAME OF APPOINTING AUTHORITY	21. TITLE	22. SIGNATURE

DD FORM 577, JUL 2010

PREVIOUS EDITION IS OBSOLETE

Reset

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Figure 3-5. -- Appointment/Termination Record Authorized Signature