



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

MCIEAST-MCB CAMLEJO 5512.1B

H&S BN

**30 JAN 2026**

**MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE  
ORDER 5512.1B**

From: Commanding General  
To: Distribution List

Subj: CAMP LEJEUNE IDENTIFICATION CARD CENTER

Ref: (a) DoD Instruction 1000.13, "ID Cards for  
Members of the Uniformed Services, Their Dependents, and  
Other Eligible Individuals," January 23, 2014  
(b) MCO 5512.11E  
(c) 10 U.S.C. Section 1060b

Encl: (1) Types of ID Cards  
(2) All Military and Family Members ID Cards  
(3) Civilian Personnel ID Cards  
(4) Requirements for DEERS Enrollment/ID Card Issuance  
(5) Report of Lost or Stolen Identification Card  
(6) Department of War List of Acceptable Identity  
Documents  
(7) Appointment/Termination Record Authorized  
Signature

**1. Situation**

a. The Camp Lejeune Identification (ID) Card Center was established during 1981, when the Department of War (DoW) mandated that all Military personnel, 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 DoW system. Additionally, 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 DoW wide. References (a) and (b) establish guidelines for the issuance of ID cards.

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

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2. Cancellation. MCIEAST-MCB CAMLEJO 5512.1A.

3. Mission

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

b. Summary of Revision. This Order has been completely revised to update policies and procedures in accordance with the references. This Order should be reviewed in its entirety.

4. Execution

a. ID cards are issued at the Camp Lejeune ID Card Center in Building 59, Molly Pitcher Drive located in the Joseph "Randy" Reichler Reception Center (JRRRC). The hours of operation are normally from 0730-1515 Monday through Thursday and 0730-1415 on Fridays. There is a satellite office located at RR3A Rifle Range Road at Stone Bay. Their hours of operation are from 0630-1315 Monday through Friday. The ID Card Centers are closed on weekends and Federal holidays.

b. The Camp Lejeune ID Card Center located at the JRRRC requires an appointment for services. Appointments are available Monday - Thursday between the hours of 0730 and 1515. Customers with lost/stolen or expired ID cards may be seen on a walk-in basis each day. Fridays are reserved for all other walk-in customers.

c. There are many forms of DoW mandated Military ID cards, as well as several categories of civilian personnel. This Order will cover issuance of all these forms of ID cards for all personnel aboard this Installation as identified in enclosure (1). Enclosure (2) covers military and family members ID cards required by law. Enclosure (3) covers the different ID cards for the civilian personnel. Enclosures (4) through (7) provide other requirements pursuant to this Order and the references.

d. 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 ID Card Center. Upon termination of employment, all ID cards must be turned into the Camp Lejeune ID Card Center. An expired ID card offered to the Camp Lejeune ID Card Center will not be returned, but will be discarded per current regulations.

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e. The improper loaning, use, and altering of ID cards constitutes an offense under reference (c) and violators are subject to punishment in accordance with existing Federal law.

5. Administration and Logistics. Not applicable.

6. Command and Signal

a. Command. This Order is applicable to Marine Corp Base, Camp Lejeune and all Camp Lejeune ID Card Center customers.

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

  
G. B. PACE  
Deputy Commander

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

Copy to: Dir, JRRRC

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<u>Types of ID Cards</u>			
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
100% Disabled American Veterans	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
Appropriated funds employees (GS/WG)	YES	CAC	3 years from date of issuance
Non-Appropriated funds employees (NAF)	YES	CAC	3 years from date of issuance *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. Expiration will be input in data feed.			
4. Expiration date 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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All Military and Family Members ID Cards

1. The Camp Lejeune ID Card Center 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. 100 percent Disabled American Veterans;
  - f. Family members of active duty and retirees;
  - g. Former spouses;
  - h. DoW contractor/Civil Service/other Federal and NAF employees; and
  - i. Non-DoW personnel and other federal agencies.
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 enclosure (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. The DEERS/RAPIDS Verifying Official must verify authenticity and scan the required documentation into DEERS prior to issuing an ID card or making any changes to DEERS.
3. Administrative sections throughout the Camp Lejeune area are responsible for ensuring Marines' data is updated in the Marine Corps Total Force System (MCTFS) 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 must present a properly completed Report of Lost or Stolen Identification Card statement located in enclosure

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(5) before being reissued an CAC card. Individuals should be cautioned to read the statement thoroughly and ask questions if appropriate.

5. The Camp Lejeune ID Card Center 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. The Camp Lejeune ID Card Center is responsible for the preparation of ID cards for all civilian personnel aboard Camp Lejeune.
2. Civilian personnel that have lost their CAC are required to complete a Report for Lost or Stolen Identification Card (enclosure 5) when coming in for a reissued common access card. Ensure you read and fill out the form completely.
3. The Civilian Human Resource Offices (CHROs) are responsible for creating and updating civilian employment files, that will be reported through the master service data feeds to DEERS.
4. Supervisors are 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 DoW ID Card or a Camp Lejeune civilian ID card in their possession while aboard Camp Lejeune. Enclosure (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 DoW 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-DoW Civilians/Other Federal Services. Employees who are assigned to Federal agencies outside of DoW. Applicants for a CAC must be sponsored by a DoW government official or employee through Mission Partner Identity, Credential, and Access Management (MPICAM) portal.

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 populates in DEERS, the employee will come to the ID Card Center and present two valid forms of identification, one of

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which must be a photo ID. Renewals are also issued at the ID Card Center and require two valid forms of ID per enclosure (6).

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.

c. Contractors. Contractors are entered into DEERS through the MPICAM system by their trusted agents. In addition, contractors deploying overseas must present a signed letter of authorization along with two valid forms of ID per enclosure (6).

d. Non-DoW Civilians/Other Federal Agencies. Sponsorship is a requirement for any civilian that works outside of the DoW that needs a CAC. The sponsor is the person affiliated with the DoW or other federal agency who takes responsibility for verifying and authorizing the applicant's need for an ID card. A DD Form 577 in enclosure (7), must also be completed and filed with the local RAPIDS/Identification Card Center. The applicant must present two valid forms of identification per enclosure (6), 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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<u>Requirements for DEERS Enrollment/ID Card Issuance</u>	
<b>CATEGORY</b>	<b>DOCUMENTS/ACTIONS REQUIRED</b>
ALL SERVICES REQUIRE AT LEAST 2 VALID FORMS OF IDENTIFICATION PER ENCLOSURE (6)	
Promotions	Must reflect in DEERS from MCTFS data feed
Reenlistments/Extensions	Must reflect in DEERS from MCTFS data feed
Lost/Stolen	Completed and signed report of lost or stolen ID (enclosure 5)
Reservist Going on Active Duty	Must reflect in DEERS from MCTFS data feed
Retired/Transfer Fleet Marine Corps Reserve	DD 214 (Member 4 copy) and must reflect in DEERS from MCTFS data feed.
Appellate Leave	Appellate Leave Orders
Divorce	Absolute or final divorce decree with file number and stamp signed by Judge (**See Note 1, 2)
Confiscated Cards	Minor offense report from PMO
Spouse	State-certified marriage certificate
	State-certified birth certificate (**See Note 3)
	Social security card (**See Note 4), valid photo ID per enclosure (6), divorce decree (if applicable)
	Death Certificate (if applicable)
	**Foreign Spouses must present English translation of non-English documents from a certified translator
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, social security card, and 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)
<b>**NOTES**</b>	
1. Divorced sponsor must provide at least 50 percent support for child to rate commissary privileges.	

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| 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. No copies or other documents that contain a SSN are valid for initial enrollment. |
| 5. Benefits will begin on the date the child was born. Affidavit of Parentage must be filed with the state and contain state file number.                  |

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Report of Lost or Stolen Identification Card

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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. 13397 (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 69 for re-issuance.			
1. SPONSOR INFORMATION:			
a. Name (Last, First, M)	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, M):			
4. BACKGROUND INFORMATION:			
<p>a. I am reporting a loss/theft of my identification card.</p> <p>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 1964, 18 USC 287, 1001).</p> <p>c. The circumstances surrounding the loss or theft of my identification card are as follows: (Print neatly with an ink pen)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>			
5. CARD HOLDER'S SIGNATURE: _____ Date _____			
6. PROVOST MARSHAL'S OFFICE, BLDG 58			
<p>_____ (Name and Rank)</p> <p>_____ on _____ _____ (Date)</p> <p>_____ _____ _____ (Name, Rank and Title)</p> <p>_____ (Name, Rank and Title)</p>			
7. CHAIN OF COMMAND (E-6 AND ABOVE/CIVILIAN SPONSOR) NOTIFIED:			
_____ Name and Rank		_____ Signature	
_____ Bldg		_____ Phone #	

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Appendix B to  
Enclosure (2)

Enclosure (5)

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Department of War 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;
- Driver's license or an identification (ID) card issued by a state or possession of the United States provided it contains a photograph – can be REAL ID or non-REAL ID compliant;
- Permanent Resident Card or an Alien Registration Receipt Card (Form I-551);
- Foreign passport;
- Employment Authorization Document that contains a photograph (Form I-766);
- U.S. Military ID card (*DoD Common Access Card (CAC) and DoD Uniformed Services Identification (USID) Geneva Conventions Card (DD Form 3208)*); \*\*\*
- U.S. Military dependent's ID card (*DoD USID Sponsor or Dependent Identification and Privilege Card (DD Form 3208)*); \*\*\*
- Personal Identity Verification (PIV) Card (issued by other Federal Agency).

\*\*\* In accordance with DoD ID card Policy at 32 CFR Part 161 (<https://www.ecfr.gov/current/title-32/subtitle-A/chapter-I/subchapter-F/part-161>) Subpart B § 161.7 ID card life-cycle procedures, section (e)(3) Renewal and reissuance: "An expired DoD ID card (CAC or USID) is an acceptable secondary form of ID for non-CAC ID card renewal or reissuance if identity document verification is required." *Unexpired DoD ID cards may be used for CAC reissuance, only if the Sponsor already has two non-DoD ID card forms of identification on file in the DEERS/RAPIDS that were valid at the time of scanning.*

**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

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Department of War List of Acceptable Identity Documents

expired CAC or USID card may be used as a secondary identity source document for reissuance of a USID 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);
- 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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<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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Appointment/Termination Record Authorized Signature

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE (Read Privacy Act Statement and Instructions before completing form.)														
<b>PRIVACY ACT STATEMENT</b>														
<p><b>AUTHORITY:</b> E.O. 13397, 31 U.S.C. Sections 3325, 3528, and DoDFMR 7000.14-R, Vol. 5.</p> <p><b>PRINCIPAL PURPOSE(S):</b> 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.</p> <p><b>ROUTINE USE(S):</b> 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 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.</p> <p><b>DISCLOSURE:</b> Voluntary; however, failure to provide the requested information may preclude appointment.</p>														
<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)													
<p>13. POSITION TO WHICH APPOINTED (X as applicable)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><input type="checkbox"/> DEPUTY DISBURSING OFFICER</td> <td style="width: 33%;"><input type="checkbox"/> DISBURSING AGENT</td> <td style="width: 33%;"><input type="checkbox"/> PAYING AGENT</td> </tr> <tr> <td><input type="checkbox"/> CASHIER</td> <td><input type="checkbox"/> CHANGE FUND CUSTODIAN</td> <td><input type="checkbox"/> COLLECTION AGENT</td> </tr> <tr> <td><input type="checkbox"/> CERTIFYING OFFICER</td> <td><input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL</td> <td><input type="checkbox"/> REVIEWING OFFICIAL</td> </tr> <tr> <td colspan="3"><input type="checkbox"/> OTHER (Specify) _____</td> </tr> </table> <p>14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY IDENTIFIED IN ITEM 13. YOUR RESPONSIBILITIES INCLUDE:</p> <p style="height: 150px; border: 1px solid black; margin-top: 10px;"></p>			<input type="checkbox"/> DEPUTY DISBURSING OFFICER	<input type="checkbox"/> DISBURSING AGENT	<input type="checkbox"/> PAYING AGENT	<input type="checkbox"/> CASHIER	<input type="checkbox"/> CHANGE FUND CUSTODIAN	<input type="checkbox"/> COLLECTION AGENT	<input type="checkbox"/> CERTIFYING OFFICER	<input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL	<input type="checkbox"/> REVIEWING OFFICIAL	<input type="checkbox"/> OTHER (Specify) _____		
<input type="checkbox"/> DEPUTY DISBURSING OFFICER	<input type="checkbox"/> DISBURSING AGENT	<input type="checkbox"/> PAYING AGENT												
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<input type="checkbox"/> CERTIFYING OFFICER	<input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL	<input type="checkbox"/> REVIEWING OFFICIAL												
<input type="checkbox"/> OTHER (Specify) _____														
<p>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:</p> <p style="height: 100px; border: 1px solid black; margin-top: 10px;"></p>														
<b>SECTION III - ACKNOWLEDGEMENT OF APPOINTMENT</b>														
<p>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.</p>														
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. APPPOINTEE INITIALS														
20. NAME OF APPOINTING AUTHORITY	21. TITLE	22. SIGNATURE												