

# CNRMA ID Card Issuance Guidelines

## CAC ISSUANCE GUIDELINES

	ACTION	
	Issue CAC	Issue VISITOR Pass
<b>US Military Personnel</b>	Set CAC expiration to EAOS	One day replacement ID
<b>Civilian Employees</b>	Set to DOB (MM/DD) plus three years if DOB is before current expiration date otherwise DOB plus 2 years.	One day replacement ID
<b>Long-term Contractor*</b>	To date indicated in DEERS/RAPIDS	One day replacement ID
<b>Short-term Contractor**</b>	Not Applicable	End of valid VAR

\*Long-term Contractor

- ✓ required
- ✓ Work scheduled for 6 months or longer with a minimum of 6 visits

\*\*Short-term Contractor

- ✓ Visit Authorization Request (VAR) required
- ✓ Work scheduled for 6 months or longer BUT less than 6 visits
- ✓ Work scheduled for less than 6 months

## STANDARD OPERATING PROCEDURES

Trusted Agents should only accept VARs or Contractor Applications via the following channels:

1. Physically mailed to the TA
2. Digitally signed email
3. Fax with a legible signature

Date(s) of Visit

Site POC (TA)

Purpose of Visit

Contract Number

Visitor Name

Visitor SSN

Company POC

Place of Birth

Date of Birth

Citizenship

Clearance Level

Race

Sex

Classified Material Access Required Y/N

Computer Access Required Y/N

- The following guidelines are to be used to smooth the processing of VARs or Contractor Applications
  1. TA should receive VAR or Contractor Application a minimum of 7 days prior to visit

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2. The ECC should receive a VAR or Contractor Application a minimum of 5 days prior to the visit

## **Contractor CAC Expiration Date**

Contractor CACs will be issued for the term indicated in CVS, the length of the contract or 3 years whichever is less. Contractors in the CNRMA AOR must go to a RAPIDS workstation located in a Security Management Office or Pass & ID Office. After 25 Nov 05, when the CVS is fully in place, the Contractor may go to any RAPIDS workstation (Security Management, Pass & ID, or PSD). In order to smooth the workload and utilize the RAPIDS resources effectively the following guidelines apply:

1. Initial issuance of a CAC to contractor will be on a walk-in basis at the Pass and ID Office.
2. All contractors will schedule an appointment when the CAC is to be **re-issued** via the Web Scheduler. <https://es.cac.navy.mil/cgi-bin/signup.pl>.

## **Civilian Employee CAC Expiration Date**

Civilian CACs will be issued for the term of 3 years. Civilians in the CNRMA AOR may go to a RAPIDS workstation located in a Security Management Office, Pass & ID Office, NEX ID Lab or PSD. In order to smooth the workload and utilize the RAPIDS resources effectively the following guidelines apply:

1. All civilians will schedule an appointment when the CAC is to be **re-issued** via the Web Scheduler. <https://es.cac.navy.mil/cgi-bin/signup.pl>.

## **Forgotten CAC**

Military Personnel – Verify with a picture ID and DEERS record then issue a one-day VISITOR Pass.

GS Personnel – Verify with a picture ID and DEERS record then issue a one-day VISITOR Pass.

Contractor Personnel – Verify with a picture ID, VAR and DEERS record then issue a one-day VISITOR Pass.

Note: VISITOR Passes are only issued at Security Offices and Pass & IDs.

## **Lost CAC**

Military Personnel – Verify with a government issued picture ID and active DEERS record then issue a new badge.

GS Personnel – Verify with a government issued picture ID and active DEERS record then issue a new badge.

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Contractor Personnel – Verify with a government issued picture ID and active DEERS record then issue a new badge.

## Security Points of Contact:

Security Office	(757) 322-2368
Security Office	(757) 322-2753
Security Office	(757) 322-2753

## Items of Note

The last date a paper form DD 1172-2 CAC Application will be accepted within CNMRA for any service's DoD contractors for the issuance of a CAC will be 25 Nov 2005. The CVS Application will be the application method used after that date.