DEPARTMENT OF THE NAVY
PERSONNEL SUPPORT ACTIVITY WEST
937 NORTH HARBOR DRIVE
SAN DIEGO, CALIFORNIA 92132-0076

IN REPLY REFER TO:

PERSUPPACTWESTINST 1750.2E
Code N3
15 Jan 04

PERSUPPACT WEST INSTRUCTION 1750.2E

Subj: IDENTIFICATION (ID) CARDS FOR MEMBERS OF THE UNIFORMED SERVICES, THEIR DEPENDENTS, AND OTHER ELIGIBLE INDIVIDUALS

Ref: (a) BUPERSINST 1750.10A

Encl: (1) Bulk Stock/Issue Tracking Sheet
(2) End of Day Balance Sheet
(3) DD Form 1172
(4) DD Form 1172-2

1. Purpose. To establish standardized policy for the issue and control of subject identification cards (ID cards) within the Personnel Support Activity (PSA) West network and to ensure compliance with requirements set forth in reference (a).

2. Cancellation. PERSUPPACTSANDIEGOINST 1750.2D

3. Background. Armed Forces of the United States ID cards are issued to assist in identifying the bearer and establishing the bearer's position as a member of the Armed Forces in an active, reserve, or retired status. The Uniformed Services Identification and Privilege Card is used throughout the Department of Defense to identify certain persons eligible for benefits and privileges. A special Geneva Convention Identity Card is issued to Medical, Dental, and Chaplain Corps personnel to further identify them as non-combatants under the Geneva Convention. The goal is to take every possible action to eliminate fraudulently obtained ID cards. While proper verification of the ID card application can be time consuming, the verification process is of utmost importance.

4. Responsibility. Each Personnel Support Activity Detachment (PSD) within PSA West network is responsible for the procurement, control, verification, and issue of subject ID cards.

5. Action. PSDs shall ensure the following procedures are followed in the issuance and control of ID cards:

a. Coordination

(1) Establish liaison with customer commands during high volume periods (16 Apr/16 Jun/16 Aug/16 Dec) and arrange special procedures, which may be required to efficiently process personnel being advanced/frocked.

(2) Ensure customer commands are informed of ID card issuing hours and requirements.

(3) E-6 and below personnel who require replacement of lost or stolen ID cards, must have an approved special request chit signed by their command before an application is prepared and ID card issued.

b. Issuance Procedures

(1) Within the PSA West network, ID cards are issued at PSDs and designated Reserve Center(s). Any of these locations can issue ID cards to anyone who is authorized to receive an ID card and have the proper completed form(s) and documents.

(2) ID card issuing sections shall remain open at all times during normal working hours, providing continuous service throughout the work day.

(3) ID Card Types. Currently there are two types of Armed Forces of the United States ID cards issued: Common Access Card (CAC) and the Teslin card. CACs are issued to members of the active duty uniformed services, selective reserves, federal civilian employees, designated DOD contractor personnel and Presidential Appointees. The Teslin ID card is issued to dependents of active duty uniformed service personnel, retired military members and members of the inactive reserve forces.

(4) Requirements for CAC Issuance:

(a) All military and civilian employees (including appropriated and non-appropriated funded and direct and indirect hire foreign nationals) must bring the following:

1. A completed DD-1172 or DD-1172-2. Active duty military submit a completed DD Form 1172 (enclosure 3). Civilian and contractors submit a completed DD 1172-2 (enclosure 4).

2. A Government issued picture ID (Passport, Driver's license, etc.).

3. Your Government unclassified e-mail address, if you use a government computer. Be sure to print clearly your full/unclassified Internet email address (not your display name). Your computer system administrator can assist you with documenting your email address. Personal email addresses (e.g., AOL accounts) will not be accepted.

4. A six (6) to eight (8) digit number to use as a Personal Identification Number (PIN). It should not be a number derived from something easily known about you, such as part of your SSN, birthday, telephone number, address or anniversary date of you or a family member.

(b) New DoD Civilians Employees, Government Contractors, or others not listed must bring the following:

1. A completed DD Form 1172-2 (enclosure 4).

2. Two (2) Government issued picture IDs

3. Your unclassified Government email address

4. A six (6) to eight (8) digit number to use as a PIN.

For further information, visit the DMDC web site www.dmdc.osd.mil/smartcard/

c. Specific Requirements for DD Form 1172

(1) Each ID Card recipient will sign DD Form 1172 per reference (a).

(2) Do not change the sponsor's paygrade in DEERS when issuing ID cards for personnel who are in a frocked status. DFAS Cleveland Center will automatically update paygrade when the sponsor is actually advanced or promoted. Prepare DD Form 1172 with the member's actual paygrade, then make pen and ink change to reflect the frocked paygrade.

(3) Retain all active duty DD Form 1172, except dependents' DD 1172, which will be mailed per reference (a). Do not file a copy of DD 1172 in the enlisted service record.

d. ID Card Tracking

(1) Enclosure (1) shall be maintained by a Bulk Custodian. PSD Officers in Charge (OIC) will delegate this responsibility to the Assistant Officer in Charge (AOIC), or in the absence of an AOIC, a Master, Senior, or Chief Petty Officer designated in writing. The Bulk Stock Custodian cannot be the Ready-Issue Custodian. The Ready-Issue Custodian must also be designated in writing.

(2) Bulk stocks of ID cards received shall be entered in the tracking sheet, showing date received, type, number received, and running balance. A copy of the order form and shipping list will be kept on file for five years.

(3) ID cards issued to the designated Ready-Issue Custodian within the Detachment shall be signed for using enclosure (1), indicating date, quantity, and type. Bulk Custodians must ensure that stock of ID cards held by the Ready-Issue Custodian is sufficient but not excessive.

(4) Requests for ID card and lamination stock from other commands must be submitted in writing using command letterhead. An endorsement is required upon receipt of the stock. Bulk Custodians will maintain these letters on file and annotate enclosure (1).

e. Controls

(1) ID Card Audit Trail Report and Transaction Reports will be printed daily and kept on file for two years. All voided ID cards shall be properly annotated on the ID Card Audit Trail Report. The total number of ready-issue ID cards and lamination will initially be entered, using enclosure (2), prior to commencing customer service. This sheet will be completed to reflect the total number of used and voided ID cards/lamination at the end of each working day. This sheet will be prepared, completed, and signed by the ID Card Issuing Clerk and witnessed by the supervisor on a daily basis.

(2) PSD OIC's shall personally review their Detachment ID card Bulk Stock and Ready-Issue Tracking Sheets at the end of each month and sign after the last entry, certifying completion and accuracy. Above the OIC's signature shall contain the following statement: "Reviewed and certified correct" must be annotated above the OIC'S signature.

f. RAPIDS Report (Under 21 To Over 21)

(1) RAPIDS Site Security Manager or ID Card Bulk Custodian must print this report regularly, preferably on a weekly basis, using the following procedures.

(a) After logging on to RAPIDS, go to tool bar and select "Tools."

(b) Select "Transaction Report."

(c) Fill in begin and end dates.

(d) Go to "Site Column" and click on "Selection," then click on your site.

(e) Go to "Verifying Official column," and click on "All."

(f) Go to tool bar at the bottom of Transaction Report Criteria Box:

1. Click on "Advanced."

a. Click on "Under 21 to Over 21 DOB Changes."

b. Click "OK."

2. Click on "Sort Group."

a. Go to "Choose from Column" and click on "VO Account ID."

b. Click on the ">>" (double right-faced arrows) button and place it in the "Chosen Column."

c. Click "OK."

3. Click on "Print."

(2) If there are no transactions of this kind for your site, you will get a "RAPIDS for your information" box that states: "No records found for selected criteria. Report not generated…"

(3) If there are transactions, they will be printed on the report. The report will contain the Transaction Date/Time, VO User ID, Sponsor ID, Dependent ID, Relationship, Sponsor/Dependent Full Name, Transaction Type, and Branch.

(a) Return to DEERS database to print recipient's "Characteristics" screen.

(b) Go to service record POLL system to verify recipient's birth date (if Navy).

CAROLINE B. KONCZEY

Distribution:
PERSUPPACTWESTINST 5216.1K, Lists I and II

BULK STOCK CUSTODIAN

TYPE: LAMINATION

BULK STOCK RECEIVED			BULK STOCK ISSUED			
DATE	# LAMINATIONS RECEIVED	SIGNATURE	DATE	# LAMINATIONS ISSUED	BALANCE	RECEIPT SIGNATURE

PSAWEST Form 1750/2 (REV. 10-00)

Page _____

BULK STOCK CUSTODIAN

ID CARD TYPE: _____

BULK STOCK RECEIVED			BULK STOCK ISSUED			
DATE	# CARDS RECEIVED	SIGNATURE	DATE	# CARDS ISSUED	BALANCE	RECEIPT SIGNATURE

PSAWEST Form 1750/1 (REV. 10-00)

Page _____

END OF THE DAY BALANCE

Date: _____

TRANSACTION	ACTIVE	DEPENDENT	RETIRED	RESERVE	LAMINATION
BALANCE FWD (+)					
NEW STOCK (+)					
TOTAL READY-ISSUE STOCK (=)					
ISSUED (-)					
VOIDED (-)					
BALANCE (COB)					

Note: BALANCE (COB) = Total Ready-Issue Stock – (Issued + Voided)

Submitted by: _____
Ready-Issue Clerk's Signature

Verified by: _____
Supervisor's Signature

PSAWEST Form 1750/3 (REV. 10-00)