



## DA Civilians, NAF Employee and Contractors ID cards

### ➤ DA Civilians

- Must already be entered into the DEERS system by CPAC. (Civilian Personnel Administration Center)
- Two Valid Forms of ID
  - One Must Be A Valid Photo ID
  - Forms of ID must be in the same name
- Letter of authorization (LOA) is required for all DA Civilians deploying (**Cannot issue CAC before the deployment date on LOA**)

### ➤ NAF Employee

- Non-appropriated funds (NAF) employees (AAFES/MWR) must provide a DD form 1172 upon arrival. However, they may have already been entered into the DEERS system if they do not have a DD form 1172
- Two Valid Forms of ID
  - One Must Be A Valid Photo ID
  - Forms of ID must be in the same name

### ➤ Contractors

- Contractors must already be entered into the DEERS system through the TASS. (Trusted Agent Sponsorship System) formerly the Contractor Verification System.
- Two Valid Forms of ID
  - One Must Be A Valid Photo ID
  - Forms of ID must be in the same name
- Letter of authorization (LOA) is required for all DA Civilians deploying (**Cannot issue CAC before the deployment date on LOA**)

### ➤ Replacing a lost or stolen ID card

- A lost memorandum is required for all lost CAC cards
  - Civilian Employees will need their Supervisor to sign the memo
- Two Valid Forms of ID
  - One Must Be A Valid Photo ID
  - Forms of ID must be in the same name

