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SUBJ/POLICY GUIDANCE UPDATE FOR COMMON ACCESS CARD AND USID IDENTIFICATION CARD ISSUANCE//

REF/A/MEMO/USD/7APR20//

REF/B/DOC/OUSD P&R/14DEC17//

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NARR/REF A IS THE UNDER SECRETARY OF DEFENSE POLICY GUIDANCE FOR IDENTIFICATION CARD OPERATIONS FOR COVID-19. REF B IS OFFICE OF THE UNDER SECRETARY OF DEFENSE POLICY FOR THE ELIGIBILITY AND ISSUANCE OF A COMMON ACCESS CARD (CAC) TO DEPARTMENT OF DEFENSE (DOD) PERSONNEL. REF C IS NAVADMIN 097/20, COMMON ACCESS CARD ISSUANCE POLICY FOR COVID-19. REF D IS NAVADMIN 114/20, POLICY GUIDANCE UPDATE FOR IDENTIFICATION CARD SERVICES FOR COVID-19. REF E IS UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS MEMORANDUM, ADDITIONAL PROCEDURES FOR DEPARTMENT OF DEFENSE IDENTIFICATION CARDS FOR COVID-19. REF F IS OFFICE OF THE SECRETARY OF DEFENSE INTELLIGENCE AND SECURITY POLICY FOR PHYSICAL ACCESS TO DOD FACILITIES WITH AN EXPIRED CAC/USID CARD. REF G IS OFFICE OF THE SECRETARY OF DEFENSE INTELLIGENCE AND SECURITY EXTENSION OF EXCEPTION TO POLICY ALLOWING THE TEMPORARY ACCEPTANCE OF EXPIRED DEPARTMENT OF DEFENSE CREDENTIALS DURING THE COVID-19 NATIONAL EMERGENCY. REF H IS UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS POLICY GUIDANCE EXTENSION FOR IDENTIFICATION CARD OPERATIONS FOR COVID-19.

RMKS/1. This NAVADMIN provides an update to temporary guidance for Navy personnel who require Common Access Card (CAC) and Uniformed Services Identification (USID) Card services during the COVID-19 emergency in accordance with references (a) through (d). This NAVADMIN cancels references (e) and (f) and implements references (g) and (h).

2. In accordance with reference (f), the option of using expired CACs for physical access to military installations ends effective 30 September 2020. In addition, CAC-Identification (ID) certificates will not be extended past 30 September 2020. All CAC holders who have an expired CAC will need to report to the nearest identification card issuing facility as soon as possible to obtain a new CAC and certificates. Acceptance of an expired USID card (held by retirees and dependents) for access to DoD installations remains in effect until 30 March 2021 or until reference (f) is cancelled.

3. DoD personnel should contact the nearest identification card issuing facility to schedule an available time to have their CAC reissued. The ID card facility will accommodate both telephone and online appointment requests.

a. Starting 14 September 2020, Navy ID card facilities will be offering extended hours of operation and more walk-in time availability. In addition, the following sites will be open for appointments on Saturday through 30 September 2020: NAVBASE San Diego, CA, NAVSTA Mayport, FL, NAS Jacksonville, FL, NTC Great Lakes, Norfolk Main Navy Exchange, Norfolk, VA and NAS Whidbey Island Seaplane Base, WA.

b. ID card site personnel will contact all those who have appointments for the month of September to verify the appointment is for CAC issuance. If the appointment is for a USID card, the appointment will be rescheduled after 1 October 2020.

c. Customers will be screened upon reporting to the ID card facility to ensure that service is needed for the CAC holder. All USID cardholders with the exception of emergent issues (lost/stolen/initial issuance) will be rescheduled for an appointment at a later date.

d. Personnel are encouraged to contact the ID card site directly prior to arriving at the site as a walk-in. This will enable the site to book appropriate time slots for CAC reissuance. Personnel can obtain the contact phone number for the site at <https://idco.dmdc.osd.mil/idco/>.

e. Commands are requested to assist in emphasizing that only those with an expired CAC request an appointment until the end of September to prioritize the necessary work at the ID card sites.

4. The following additional policy changes are authorized until 30 June 2021:

a. If the affiliation of a cardholder with their service has not changed (i.e. they are still entitled to benefits), USID cards which expired on or after 1 January 2020 are authorized for continued benefits use (e.g. commissary, exchange) through 30 June 2021.

b. The minimum age of USID card initial issuance is increased from 10 years to 14 years.

c. Continued use of the Reserve USID card to obtain active-duty benefits is authorized for mobilized Reserve Component members and their eligible dependents.

d. Remote Defense Enrollment Eligibility Reporting System (DEERS) enrollment for newly acquired dependents (i.e. spouse, child, stepchild, adopted child) is authorized to provide healthcare coverage. Documentation may be scanned and e-mailed to approved Navy RAPIDS sites for completion of the remote enrollment process. Examples of required documentation are marriage certificate, divorce decree, birth certificate, adoption decree, acknowledgment of paternity and social security card. Remote enrollment processing will be centralized at: Joint Base Pearl Harbor-Hickam, HI, NAVSUBASE New London, CT, NAS Whidbey Island Seaplane Base, WA, NAF El Centro, CA, NSA Annapolis, MD, NAS Fallon, NV, NAS Oceana, VA, NSA Mid-South, TN and NAVSUBASE Kings Bay, GA. Contact MyNavy Career Center at 1-833-330-6622 or via e-mail at [askmnc\(at\)navy.mil](mailto:askmnc(at)navy.mil) for specific documentation requirements and POC information for the above remote enrollment processing sites.

e. USID card reissuance via USPS is authorized for Service Members who are unable to secure an appointment at a RAPIDS site. Service Members using this capability must contact the nearest ID card issuing facility prior to submitting documentation to ensure all required documents are provided for their specific circumstances. Location and contact information for the nearest ID card issuance facility can be obtained through <https://www.dmdc.osd.mil/>. USID cards issued during remote enrollment will not exceed 1 year to allow time for the Service Members to provide original or state certified copies of enrollment documents to the ID card issuing facility.

5. If you or a family member have a dependent or retiree ID card please be aware that your benefits (e.g. medical, dental) will remain in effect as long as your military sponsor is entitled to benefits. For example, the family of a married E-6 with an end of active obligated service date of January 2022 is authorized DOD benefits until that date, regardless of the status of their ID card(s).

6. Primary points of contact are:

a. General ID card services inquiries: MyNavy Career Center, 1-833-330-6622 or via e-mail at [askmnc\(at\)navy.mil](mailto:askmnc(at)navy.mil).

b. Installation access issues: Mr. Zachary Parks, CNIC N34, (202) 433-4792, e-mail at zachary.v.parks(at)navy.mil

c. DEERS/RAPIDS issues:

(1) Tracy Wilder, Navy Personnel Command, Pay and Personnel Support Branch (PERS-2), 901-874-3425 or via e-mail at tracy.wilder(at)navy.mil.

(2) Lawanda Bing, Navy Personnel Command (PERS-2), 901-874-3467 or via e-mail at lawanda.bing(at)navy.mil

7. This NAVADMIN will remain in effect until superseded or cancelled, whichever occurs first.

8. Released by Vice Admiral John B. Nowell, Jr, N1.//

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