



**UNITED STATES MARINE CORPS**

MARINE CORPS AIR STATION  
BOX 99100  
YUMA, ARIZONA 85369-9100

StaO 5512.3A  
3CA  
21 MAY 1990

STATION ORDER 5512.3A

From: Commanding Officer  
To: Distribution List

Subj: CIVILIAN IDENTIFICATION CARDS (CIC)

Ref: (a) StaO 5512.2A

Encl: (1) Guidelines For Civilian Identification Card Program (CICP)  
(2) CIC Sample  
(3) Designation of Primary and Alternate Validating Officer for Personal Identification Information Form  
(4) Personal Identification Information

1. Purpose. To establish a Civilian Identification Card Program (CICP) and set policies for issuing, controlling and recovering identification cards.

2. Cancellation. StaO 5512.3.

3. Background. With the increased number of civilian employees and government contractors aboard the Air Station, a CICP has been initiated. The program will identify, control and restrict access of civilian employees and government contractors to Marine Corps Air Station (MCAS) Yuma activities.

4. Scope. This Directive is applicable to all civilian and government contractor employees requiring access to MCAS Yuma. Military dependents and retirees are covered under the reference and are not required to obtain second identification card.

5. Action

a. The Provost Marshal is designated as the Issuing Authority (IA) for CICs and is responsible for:

(1) Coordination and implementation of the CICP. See enclosure (1).

(2) Providing assistance to commanding officers and department heads concerning CIC policies, issue and recovery procedures, and control measures.

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b. The commanding officers and department heads of MCAS commands will ensure that civilian personnel and government contractors are familiar with this Directive and comply with enclosures (2) and (3). Request for CICs will be forward to the Provost Marshal's Office. See enclosure (4).

6. Summary of Revision. This revision contains a substantial number of changes and should be reviewed in its entirety.

  
C. J. TURNER

DISTRIBUTION: B

GUIDELINES FOR CIVILIAN IDENTIFICATION CARD PROGRAM (CICP)

1. A numerically sequenced, color-coded card system has been established to provide an overall personnel control system for access to MCAS Yuma. This card system provides a visible means to identify personnel and allow access to authorized areas, and to deny access to unauthorized areas. Military dependents or retired service personnel will not be required to obtain a second identification card.

2. Civilian identification cards (CICs) will consist of the three categories described below:

a. Nonappropriated Fund Instrumentality (NAFI). NAFI CICs are blue in color and issued to civilian employees who work either full-time or part-time at areas such as the Marine Corps Exchange, 7-Day Store, Enlisted Club, Staff Noncommissioned Officers (SNCO) Club, Officer's Club, Special Services, and other areas. NAFI CICs are valid for one year and may be renewed upon continuation of employment. If continuation is approved, the CIC will be issued for a period of three years.

b. Contractors. Contractor CICs are green in color and issued to nongovernment employees who perform maintenance and construction other than on the flight line. They are also issued to nongovernment employees who are under contract with the U.S. Government and work at Burger King, Godfather's Pizza, Schlotzsky's Deli, the Work Organization Resource Center (WORC), and other areas. Contractor CICs are valid for one year and may be renewed upon verification of continued employment.

c. Government Employees. Government employee CICs are black in color and issued to government employees who work aboard the Air Station. The Government Employee CIC is valid indefinitely.

3. All Civilian employees and government contractors must have their CIC in their possession at all times while on base. Although it is not required to have CICs openly displayed, they will be provided upon request of any military authority. Failure to cooperate can result in disciplinary action.

4. Civilian employees and government contractors who receive CICs will be required to:

a. Adequately safeguard their CIC to prevent loss or theft. CICs will not be left unsecured at any time nor loaned to anyone.

ENCLOSURE (1)

b. Immediately report the loss or their CIC to their supervisor.

c. Turn in their CIC to the Pass and Registration Office, building 952, upon transfer, termination of employment, or when access to their work area is no longer required. For the purposes of this Directive, a transfer includes any change of employment outside of a department. Any move within a department will not require issuance of a new CIC.

5. Supervisory personnel will be responsible for:

a. Issuing and reviewing CIC applications and conducting periodic checks to ensure their employees have valid CICs.

b. Provide a list of authorized signatures for appropriate work section. This listing will be provided to the Provost Marshal's Office (PMO) Pass and Registration section located in building 952.

c. Reporting to PMO the loss or theft of an assigned CIC. This notification shall be made immediately upon receiving notification from the employee.

6. Human Resources Office (HRO), NAFTI, Regional Officer in Charge of Construction (ROICC) and contract supervisors will be responsible for the following:

a. Designating, in writing, a primary and secondary authorizing official to sign the Personal Information identification Form. A copy of the appointment letter with a sample signature of the authorizing official will be provided to PMO. Refer to enclosure (3).

b. Reviewing all requests for CICs prior to submitting the application. See enclosure (4).

c. Ensuring that all civilian and government contractor employees turn in their CICs to the Pass and Registration Office as part of their checkout procedures upon termination of employment.

7. The Provost Marshal (PM) will be responsible for the following:

a. Designing and procuring serialized badge forms.

b. Maintaining and safeguarding unissued CICs in a combination safe located at the Pass and Registration Office, building 952.

ENCLOSURE (1)

- c. Procuring an identification camera, photo cutting machine, film and laminating material to support the CICP.
  - d. Photographing, fingerprinting and preparation of all CICs. This process will be accomplished at the Pass and Registration Office.
  - e. Issuing and controlling CICs for all civilians and government contractors who require them.
  - f. Maintaining all records concerning issuance, loss, recovery and destruction of CICs.
  - g. Designating, in writing, those individuals authorized to act in the capacity of validating officers.
8. The following guidelines will be followed for the issue, recovery and replacement of CICs:
- a. Issuing Procedures. The IA or Control Officer will ensure the following procedures adhered to for the issuance of CICs:
    - (1) All civilian employees and government contractors show proof of identification. For example, a drivers license, government contracts to perform work, and/or their Personal Identification Form prior to CIC processing at the Pass and Registration Office.
    - (2) All blocks on the front and back of CICs will be typed and accurately completed.
    - (3) All Civilian ID Cards must be renewed upon expiration. CICs can be renewed up to thirty days prior to expiration.
    - (4) CICs will expire upon employee's transfer to another department, or upon job termination, whichever occurs first.
    - (5) The recipient of the CIC will verify that all personal information is correct prior to signing the CIC log book.
  - b. A new CIC will be issued if the civilian employee or government contractor has been reassigned from one department to another. The old CIC will be turned in to the Pass and Registration Office and a new CIC will be issued upon submitting a properly completed Personal Information Identification Form.
  - c. A CIC log book will be maintained at the Pass and Registration Office. The minimum information to be kept for each CIC issued will be as follows:

ENCLOSURE (1)

- (1) CIC number.
- (2) Name of employee.
- (3) Place of work/authorized area.
- (4) Date of issue.
- (5) Date of expiration.
- (6) Issued by (last 4 numbers of Military Police personnel's social security number).
- (7) Signature of CIC holder.
- (8) Work phone number.

d. Lost/Stolen CIC Procedures

(1) In the event a CIC is lost or stolen, an entry will be made in the CIC log book, indicating lost or stolen. Additionally, if a blank CIC is lost or stolen, an entry will be made in the CIC log book, as though the card had been issued.

(2) The words "lost" or "stolen" will be written in the over that CIC's log book entry.

e. Recovery Procedures. The following procedures will be effected for recovery of CICs:

(1) CICs will be recovered whenever the card holder's status changes and access to the work place or authorized area is no longer required.

(2) Mutilated or defaced CICs will be recovered and replaced as needed.

(3) Any CIC which is found unsecured or received by the U.S. Postal System, or other means, will be returned to PMO with a report of the circumstances of its arrival. If the CIC holder still rates the CIC and has not yet been issued a replacement, the found CIC may be reissued to the individual. Otherwise, the CIC will be destroyed. The word "destroyed" will be written in red ink over the CIC's log book entry.

(4) All CICs are logged in as either voided, expired or updated in the log book.

CIVILIAN IDENTIFICATION CARD SAMPLE

ACTIVITY		PASS	
U.S. MARINE CORPS AIR STATION YUMA, ARIZONA			
DATE OF ISSUE		HAIR	RETURN POSTAGE GUARANTEED
		EYES	
		HEIGHT	
DATE OF EXPIRA- TION		WEIGHT	
NAME			
SIGNATURE			
SIGNATURE VALIDATING OFFICER			
VALIDATING OFFICER RANK TITLE			
ASSIGNED TO OR EMPLOYED IN			
PASS		04129	

11ND-YUMA-5512/13 (REV. 7-70)

POSTMASTER		MCAS YUMA	
POSTAGE GUARANTEED RETURN TO: COMMANDER, USMC AIR BASES, WEST			
WARNING ISSUED FOR OFFICIAL USE OF HOLD- ER DESIGNATED HEREON. USE OR POSSESSION BY ANY OTHER PERSON IS UNLAWFUL AND WILL MAKE THE OFFENDER LIABLE TO HEAVY PENALTY. 18 USC 499, 506 & 701.			
RIGHT INDEX		BIRTH DATE	
FINGER PRINT		BLOOD TYPE	
		LOSS OF THIS CARD MUST BE REPORTED AT ONCE.	
IF FOUND: DROP IN NEAREST U. S. MAIL BOX			

PROPERTY OF THE U.S. GOVERNMENT

DESIGNATION OF PRIMARY AND ALTERNATE VALIDATING OFFICER  
FOR PERSONAL IDENTIFICATION INFORMATION

1300  
SSIC Code  
Date

MEMORANDUM

From:  
To: Provost Marshal, Marine Corps Air Station, Yuma  
Subj: DESIGNATION OF PRIMARY AND ALTERNATE VALIDATING OFFICER FOR  
PERSONAL IDENTIFICATION INFORMATION  
Ref: (a) StaO 5512.3A

1. Per the reference, the following individuals have been designated  
as the Primary and Alternate Validating Officers for the Personal  
Identification Information Form for \_\_\_\_\_ :  
Unit

a. Primary Validating Officer

<u>NAME</u>	<u>SSN</u>	<u>SIGNATURE</u>	<u>PHONE EXT</u>
_____	_____	_____	_____

b. Alternate Validating Officer

<u>NAME</u>	<u>SSN</u>	<u>SIGNATURE</u>	<u>PHONE EXT</u>
_____	_____	_____	_____

ENCLOSURE (3).

**PERSONAL IDENTIFICATION INFORMATION**

(PRINT NEATLY OR TYPE)

**SUPERVISOR'S CERTIFICATION**

I certify that the information provided below is true and accurate and that:

- 1) Upon termination of the employee's employment the identification badge will be immediately returned to military police,
- 2) If the identification badge of the employee is lost or stolen, I will report it immediately to the military police.

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Typed Name: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ SUB-CONTRACTOR: \_\_\_\_\_

LAST NAME, FIRST, MIDDLE: \_\_\_\_\_ DOB: \_\_\_\_\_

LOCAL ADDRESS: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

PERMANENT ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

SSN: \_\_\_\_\_ PASSPORT #: \_\_\_\_\_ ALIEN #: \_\_\_\_\_

DRIVER'S LICENSE #: \_\_\_\_\_ STATE: \_\_\_\_\_ M/C: \_\_\_\_\_

HAIR: \_\_\_\_\_ EYES: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ BLOOD TYPE: \_\_\_\_\_

FEMALE  MALE  RACE: \_\_\_\_\_

WORK ADDRESS: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

WORK SITE (BLDG #): \_\_\_\_\_ F/L: \_\_\_\_\_ P-111: \_\_\_\_\_

ACTIVITY: \_\_\_\_\_

CIRCLE ONE:      GOVERNMENT      CONTRACT      NAFL      CONSTRUCTION

ESTIMATED LENGTH OF CONTRACT: \_\_\_\_\_ THRU: \_\_\_\_\_ CONTRACT #: \_\_\_\_\_

YEAR ROUND EMPLOYEE: \_\_\_\_\_ HOURS OF EMPLOYMENT: \_\_\_\_\_

REMARKS: \_\_\_\_\_

**STATEMENT OF EMPLOYEE**

I certify that the information provided above is true and accurate and that:

- 1) Upon termination of my employment , I will immediately return my badge to the military police,
- 2) If my badge is lost or stolen, I will report it immediately to the military police.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Typed Name: \_\_\_\_\_

**GOVERNMENT VALIDATING OFFICER**

Government Validating Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Government Validating Officer's Typed Name: \_\_\_\_\_