



DEPARTMENT OF THE NAVY
NAVY PERSONNEL COMMAND
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-0000

NAVPERSCOMINST 4440.1
PERS-2
17 Jan 2017

NAVPERSCOM INSTRUCTION 4440.1

Subj: DEPARTMENT OF THE NAVY COMMON ACCESS CARD/UNITED STATES
IDENTIFICATION CARD STOCK INVENTORY MANAGEMENT

Ref: (a) BUPERSINST 1750.10C
(b) DoD Instruction 1000.13 of 23 January 2014
(c) Inventory Logistics Portal (ILP) 2.6.1 RAPIDS Site Security Manager (SSM) User
Guide, Version 3.5 of March 2016 (NOTAL)

Encl: (1) Management of Cardstock Inventory Best Practices

1. Purpose. To provide procedures to account for the common access card (CAC)/United States identification card (USID) cardstock media inventory.

2. Scope and Applicability. This instruction applies to all Navy Defense Enrollment Eligibility Reporting System (DEERS)/Real-Time Automated Personnel Identification System (RAPIDS) sites.

3. Policy. Accountability and control of the CAC and the Next Generation (NEXGEN) card, which will replace the USID, are paramount to ensure the integrity of methods of identification and access control.

a. Per references (a) and (b), all U.S. Navy DEERS/RAPIDS sites must maintain records that verify current usage, inventory, and status of in-transit cardstock.

b. Adherence to this instruction and all pertinent policies regarding identification (ID) card issuance will ensure Navy ID card policy and operations will have necessary accountability and cost controls while contributing to enhanced security and customer satisfaction.

c. The Navy's point of contact for ID card issuance, policy, and cardstock inventory management is Navy Personnel Command (NAVPERSCOM), ID Card and Contracting Division (PERS-24).

4. Discussion. Advances in optical scanner, laser printer, and internet software technologies facilitate an opportunity for counterfeiters to produce near-perfect reproduction of Department of Defense (DoD) CAC and USID cards. Additionally, the current global security environment increases the need for Navy to establish and implement procedures that account for and safeguard CAC and USID cardstock inventories. Accountability begins with the shipment of cardstock displayed on the Integrated Logistics Portal (ILP) and continues through the receipt of cardstock at each RAPIDS site. The ILP is a Web-based application that can only be accessed by trained and certified site security managers (SSM) at <https://cacilp.dmdc.osd.mil/>. Once received, SSMs and verifying officials (VO) who issue CAC and or USID cards are directly responsible for safeguarding and accounting for all cardstock inventory at their RAPIDS site.

However, safeguarding cardstock is a shared responsibility in which success depends heavily upon total command vigilance that is consistent with strong security policy and processes and procedures already in place to protect unauthorized personal identifiable information disclosures and government assets. The last safeguard to strong accountability is the proper collection and destruction of CACs after their end of life or replacement.

5. Responsibilities. Monthly inventory of CAC cardstock will be completed at each site as detailed in references (a) and (b). Monthly inventory will be reported to NAVPERSCOM (PERS-24). Detailed responsibilities are outlined in subparagraphs 5a through 5d below.

a. NAVPERSCOM, CAC Program Management Office (CAC PMO) (PERS-24).

NAVPERSCOM (PERS-24) is the Navy's manager for CAC and USID cardstock inventory and will:

(1) Provide overall estimated cardstock usage for program objective memorandum planning to NAVPERSCOM, Comptroller (PERS-5).

(2) Maintain inventory of all CAC and USIDs issued at all U.S. Navy DEERS/RAPIDS sites as reported monthly.

(3) Use DD 200 Financial Liability Investigation of Property Loss to track all lost or unrecovered inventory.

b. The Navy DEERS/RAPIDS Project Office (PERS-24) will:

(1) Suspend the SSM's access to DEERS/RAPIDS for all security violations resulting in the SSM's failure to safeguard cardstock inventories.

(2) Report lost cardstock shipments within 10 days of the shipment date posted on the ILP.

c. Commanding Officers (CO) and Officers in Charge (OIC) of Navy DEERS/RAPIDS Sites will:

(1) Be responsible for ensuring SSMs review and implement the best practices contained in enclosure (1).

(2) Convene a formal investigation for all instances involving lost or stolen cardstock or the mismanagement of cardstock inventories. The results of this investigation must be documented on DD 200 and forwarded to NAVPERSCOM (PERS-24).

d. SSMs. SSMs at all Navy DEERS/RAPIDS sites are directly responsible and accountable to their CO or OIC for safeguarding all cardstock and for reporting lost cardstock and cardstock shipments within 10 days of the shipment date posted on the ILP. SSMs are expected to immediately implement the practices and procedures in reference (c). Reference (c) is available for review and download at <https://www.dmdc.osd.mil/appj/vois/index.jsp>.

17 Jan 2017

6. **Actions.** Inventory will be monitored on a monthly basis via shared Defense Management Data Center (DMDC) reports, individual DEERS/RAPIDS ILP data, and the DMDC's Data Reporting System (DRS). NAVPERSCOM (PERS-24) will extract, monitor, and provide an overall U.S. Navy CAC and USID media inventory on a monthly basis to NAVPERSCOM, Pay, Personnel, and Benefits Department (PERS-2). This inventory report will include the status of any missing cardstock and ongoing actions to resolve cardstock inventory discrepancies. Metrics will be preserved by NAVPERSCOM (PERS-24) and placed in an electronic records management system for use by NAVPERSCOM and higher echelons requiring such statistical data in the performance of their missions.

a. **Cardstock.** To include all CAC and USID card media. In fiscal year 2018, USID cards will be replaced by NEXGEN chipless cardstock. Further detail on NEXGEN will be referenced in revision to this instruction.

b. **Missing Cardstock.** All missing cardstock will be addressed at the appropriate command level and with CAC-PMO (PERS-24).

(1) Missing CAC cardstock is automatically tallied via reference (b).

(2) USID cardstock, along with other DEERS/RAPIDS consumables ordered through the local supply system, is tracked by of each U.S. Navy DEERS/RAPIDS site representative.

c. The point of contact for reporting purposes is the CAC-PMO manager at (850) 452-2019.

7. **Records Management.** Records created as a result of this instruction, regardless of media or format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

8. **Review and Effective Date.** Per OPNAVINST 5215.17A, NAVPERSCOM (PERS-2) will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40, Directives Review. OPNAV 5215/40 may be obtained from NAVPERSCOM, Directives Manager (PERS-534D). This instruction will automatically expire 5 years after its issuance date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

9. **Form.** DD 200 Financial Liability Investigation of Property Loss is available for download via the DoD Forms Program Management Web site, <http://www.dtic.mil/whs/directives/infomgt/formsinfo/forminfoform3415.html>.



R. A. BROWN

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via NAVPERSCOM Web site,

<http://www.public.navy.mil/bupers-npc/reference/Pages/default.aspx>

MANAGEMENT OF CARDSTOCK INVENTORY BEST PRACTICES

SITE SECURITY MANAGER (SSM) RESPONSIBILITIES

SSMs are directly responsible for the management, safeguarding, and accountability of all cardstock inventories (common access card (CAC), US identification (USID) card, and chipless cardstock). Per BUPERSINST 1750.10C, SSMs must return CAC that fail to properly encode to the Defense Management Data Center (DMDC) no later than 30 days after the failure. Under no circumstances are SSMs permitted to issue un-encoded (cert-less) or failed CACs.

CARDSTOCK INVENTORY

Every 30 days or whenever the cardstock available on-hand at the Navy Defense Enrollment Eligibility Reporting System (DEERS)/Real-Time Automated Personnel Identification System (RAPIDS) site falls below the threshold amount in the Integrated Logistics Portal (ILP), SSMs are required to access their site accounts on the ILP and reconcile the number of cards available for issue against the cardstock inventory at their RAPIDS site. Of note, CACs that failed to properly encode are not deducted from the cards available for issue on the ILP. When the number of cards available for issuance in the ILP falls below the threshold amount, the ILP will automatically trigger another shipment of cardstock by express mail delivery to the mailing address posted for the RAPIDS site in Security On-Line. At this time, the SSM can expect to receive another cardstock shipment within 3–5 days. To ensure proper receipt of this shipment, SSMs must ensure the mailing address in Security On-Line for their DEERS/RAPIDS site is accurate.

CARDSTOCK SHIPMENTS

SSMs must make every attempt to locate any cardstock shipment not delivered to their site within 3 – 5 days after the shipped date posted on the ILP. If the missing cardstock cannot be located, SSMs must notify their regional site representative; the CAC Program Management Office (PMO); or the Navy Personnel Command (NAVPERSCOM) DEERS/RAPIDS Project Office (PERS-24), who will investigate the delay and ascertain the status of the shipment. Only the CAC PMO can declare the shipment lost and authorize replacement cardstock.

LOST OR STOLEN CARDSTOCK SHIPMENTS

If SSMs cannot locate missing cardstock shipment(s) and or fail to notify their regional site representative, CAC PMO, or NAVPERSCOM (PERS-24) 10 days or more after the shipped date posted on the ILP the SSM must report the lost cardstock shipment to the Navy DEERS/RAPIDS site commanding officer or officer in charge, who will convene an investigation for lost or stolen government property. The results of this investigation must be recorded on DD 200 Financial Liability Investigation of Property Loss and forwarded to CAC PMO. A replacement cardstock shipment will not be authorized until the DD 200 is completed, signed by the commanding officer or officer in charge at the Navy DEERS/RAPIDS site, and reviewed by CAC PMO.

OUT-OF-CYCLE REQUESTS

SSMs with critical shortages of cardstock inventories on-hand or who have emergent mission requirements that require mass issuances of CAC/USIDs can request additional cardstock by completing and forwarding a CAC Stock and Consumables Order Form (located on the verifying official's information system) to CAC PMO. Out-of-cycle requests will be limited to 100 CAC cardstock and 100 USID cardstock. These requests are not to be used to replace lost or stolen cardstock shipments due to the mismanagement of cardstock inventories where the SSM failed to follow the procedures for reporting lost or stolen cardstock.