



DEPARTMENT OF THE NAVY

NAVAL ACADEMY PREPARATORY SCHOOL
440 MEYERKORD AVENUE
NEWPORT, RI 02841-1519

NAPSINST 5512.1A
ADMIN
6 Dec 18

NAVAL ACADEMY PREPARATORY SCHOOL INSTRUCTION 5512.1

From: Commanding Officer, Naval Academy Preparatory School

Subj: PROCEDURES FOR REISSUE OF DEPARTMENT OF DEFENSE COMMON ACCESS CARDS

Ref: (a) DODI 1000.13
(b) DODI 1000.25
(c) DODI 1341.2
(d) DODI 1000.01
(e) BUPERSINST 1750.10C

Encl: (1) Lost Common Access Card Reissue Memorandum

1. Purpose. To issue policy and provide guidance for military, civilian, and Midshipman Candidates to obtain replacement Common Access Cards (CAC) in the case of theft or loss in accordance with references (a) through (e).

2. Cancelation: NAPSINST 5512.1.

3. Procedures.

a. Midshipman Candidates shall report thief, loss or damage of their CAC to their company staff and formally request reissue via a special request chit. Upon approval of the request chit by the Company Officer, the NAPS Administrative Office will issue a Lost Common Access Card Reissue Memorandum, enclosure (1), required for the ID Cards Lab to issue a new CAC.

b. Staff and faculty shall report the loss to their supervisor and the NAPS Administrative Office to obtain Lost Common Access Card Reissue Memorandum, enclosure (1).

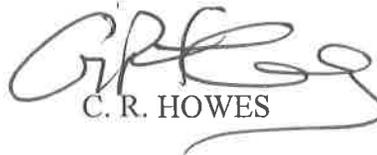
c. For dependents, completion of the DD Form 1172-2 is required in the event of loss or damage. This form must not signed until in the presence of the authorizing official. For dependents to receive a replacement ID Card when the sponsor is not present, an original power of attorney with two forms of ID is required. A power of attorney will also allow that spouse to sign in place of the sponsor for any dependent children that require an ID.

d. CACs may be issued to walk-in customers and those with appointments. Additionally, the following link may be utilized to schedule, modify, or cancel an appointment: <https://rapids-appointments.dmdc.osd.mil>.

e. Bring all the required documentation and two original forms of identification, at least one has to contain a photograph, to the ID Cards Lab located in building 690 or the Naval War College.

4. Contact. For further information, ID Cards Lab customer service numbers are (401) 841 3021/2601.

5. Per OPNAVINST 5215.17A, the NAPS Administrative Office will review this instruction annually to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



C. R. HOWES

Distribution:
Electronic (All Hands)

6 Dec 18

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MEMORANDUM

From: Commanding Officer

To: Identification Card Services, Naval Station Newport, RI

SUBJ: REISSUANCE OF COMMON ACCESS CARD (CAC)

1. I certify that the individual named below is employed at the Naval Academy Preparatory School and requires their CAC to be re-issued. Card has been reported as missing.

EMPLOYEE NAME

Jones, John P.

RANK

E-1/SR

BRANCH

USN

2. If you require further information please do not hesitate to contact me at 841-1718 or email: sample@naps.edu.

I. M. SAMPLE

By direction