

Updated to add instructions in order to obtain a 'Geneva' CAC versus a regular CAC.

A. APF EMPLOYEES:

1. The following employees will no longer need to visit their servicing Army CPAC for a DD Form 1172-2 (Application for Identification Card/DEERS Enrollment). They can go directly to the Army ID card office for a CAC.

EXCEPTION: Employees who are being deployed and need the issuance of a 'Geneva' CAC versus a regular CAC, please see paragraph 2.

- a. New Army APF, current Army APF transfers, and other employees, such as DeCA, Marshall Center, and NATO employees including employees who are exempted from rotation i.e.; State Department, Lawyers, etc. serviced by an Army CPAC.
 - b. Army APF and other employees, such as DeCA, Marshall Center, and NATO employees including employees who are exempted from rotation i.e.; State Department, Lawyers, etc. serviced by an Army CPAC whose CAC expires unless they need a 'Geneva' CAC (see paragraph 2).
 - c. Employees who are on a TEMP or TERM appointment. All TEMP employees' CAC will be issued for 2 years. All TERM employees' CAC will be issued for 3 years. Supervisors are responsible for collecting and turning in CAC when employment ends.
 - d. Family members who are employed as an Army APF and other employees such as DeCA, Marshall Center, and NATO employees serviced by an Army CPAC.
 - e. Army APF and other employees such as DeCA, Marshall Center, and NATO employees including employees who are exempted from rotation i.e.; State Department, Lawyers, etc. serviced by an Army CPAC whose CAC has problems and needs to be re-issued with the same ending date.
2. Deployed/ing employees in need of a 'Geneva' CAC must fulfill below requirements and require a manual DD Form 1172-2 from the servicing Army CPAC.
 - a. The position description (PD) should reflect the emergency-essential condition (EEC), the position and employee record needs to be coded as such in DCPDS, and the employee must sign a DD 2365, which must be uploaded into the employee's eOPF.
 - b. Organizations who are deploying employees (TDY or Temporarily Reassigned) must initiate a Reassignment RPA (921) as well as a Termination of Reassignment RPA (922) action and send together to the servicing Army CPAC in order to get a 'Geneva' CAC issued. Please be advised that the 'Geneva' CAC is valid for the duration of deployment only.

- c. For OCONUS employees who are frequently deployed (TDY) needing a 'Geneva' CAC the Command should consider to write a memo and coordinate it through their G-3 office. A sample memo can be obtained from the servicing Army CPAC. This way the employee could be issued a Geneva Convention card valid for 2 years.
- d. Employees returning from deployment need to contact the servicing Army CPAC shortly before the 'Geneva' CAC expires and request re-activation of the Non_CONUS record in DEERS in order to be issued a regular CAC.

B. NAF EMPLOYEES:

The following employees will no longer need to visit their servicing Army CPAC NAF Office for a DD Form 1172-2 (Application for Identification Card/DEERS Enrollment). They can go directly to the Army ID card office for a CAC:

- a. New Army NAF employees
- b. Army NAF Employees whose CACs are expiring and need renewal
- c. Family members who are employed as an Army NAF Civilian
- d. Army NAF Employees whose CAC has problems

You may contact the ID Card Office for detailed ID card requirements prior to visiting the ID card office.

Contact your servicing [CPAC Points of Contact](#)