



DEERS Lockdown Tip Sheet

The Department of Defense (DoD) continues to move towards full implementation of the Homeland Security Presidential Directive-12 (HSPD-12). Some Common Access Card (CAC) eligible populations previously entered into DEERS manually will now be entered via an automated data feed.

In accordance with the "DEERS/RAPIDS Lockdown for Additional Populations" memorandum, effective 1 November 2011, RAPIDS Verifying Officials (VOs) will no longer be able to manually add the following non-DoD personnel into DEERS/RAPIDS and issue a CAC:

- Paid Employees of the American Red Cross
- Intergovernmental Personnel Act (IPA) Personnel
- Non-DoD Federal Agency Employees
- Non-Appropriated Fund (NAF) Employees (**Exception:** Does not apply to non-U.S. persons overseas)

These groups now must be verified by an authoritative source, the Contractor Verification System (CVS), prior to card issuance. CVS Trusted Agents (TAs) will be required to enter and verify the above personnel (with the exception of NAF employees) using the CVS web application. NAF employees will now be entered into DEERS via a secure automated data feed. **Exception:** VOs will continue to manually enter non-U.S. Person NAF employees overseas in DEERS using the DD Form 1172-2.

VOs should follow the guidance below for non-DoD personnel seeking a CAC with a DD Form 1172-2 after the DEERS Lockdown:

1. Let the customer know that effective 1 November 2011, the DD Form 1172-2 can no longer be accepted to enter non-DoD personnel into DEERS.
2. Advise the customer to contact their Sponsor, who must now have them enrolled in DEERS via a CVS Trusted Agent.
 - **Note:** The Sponsor's name/agency and phone number should appear in Section III on the DD Form 1172-2.
3. Contact the Sponsor and advise them that effective 1 November 2011, the DD Form 1172-2 can no longer be accepted to enter non-DoD personnel into DEERS.
4. Provide the name of the CVS Service Point of Contact (SPOC) to assist the Sponsor with identifying or becoming a CVS TA.

USAF: MSgt Kathleen Dashnea	(210) 565-4987	kathleen.dashnea@us.af.mil
USA: Mr. Darrell Rogers	(502) 613-8536	darrell.rogers@us.army.mil
Ms. Kathy Dorsett	(502) 613-8532	kathy.dorsett@us.army.mil
ARNG: Ms. Donita Mays	(703) 607-4145	donita.mays@us.army.mil
USCG: Mr. Termaine Richmond	(202) 475-3195	termaine.m.richmond@uscg.mil
USMC: Ms. Christine Hesemann	(703) 693-3490	christine.hesemann@usmc.mil
USN: Mr. Milton Warren	(850) 452-7715	milton.warren_ctr@navy.mil
NOAA: Ms. Neavalyn Touray	(301) 713-0850	neavalyn.edoja@noaa.gov
PHS: Ms. Mary Boone	(240) 453-6038	mary.boone@hhs.gov

To learn more about the DEERS Lockdown, refer to the "DEERS/RAPIDS Lockdown for Additional Populations" memorandum (dated 29 October 2010) posted on the VOIS under **Policy/Instruction Guidance** -> **CAC Policy** section.