Integrate Identification Card (ID) Processing Requirements

Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the USASSI / Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.
Conditions: You are the Senior HR NCO and your unit is preparing to deploy. The commander has told the S-1 to ensure they are mission capable of issuing identification cards (ID) while deployed. You have access to AR 600-8-14 (Identification (ID) Cards for Members of the Uniformed Services and Other Eligible Individuals), the Defense Enrollment Eligibility Reporting System (DEERS), Real-Time Automated Personnel Identification System (RAPIDS), and RAPIDS User Manual extracts. This task should not be trained in MOPP 4.

Standards: With a minimum of 70% accuracy, administer Common Access Card (CAC) security requirements, control components of the DEERS/RAPIDS workstation, and conduct DEERS/RAPIDS deployable workstation functions. IAW AR 600-8-14.

Special Conditions: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: An eligible Soldier, civilian, or contractor reports to your office and requires a CAC.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None
Performance Steps

1. Administer Common Access Card (CAC) security requirements.
   a. Issue the CAC to eligible active duty military personnel, selected Reserve, DoD civilian employees and contractor personnel and other affiliates.
   b. All recipients of the CAC are required to carry a single card for security, identification, authentication, networking and computer system access, property accountability, email and document processing, and other administrative and financial functions.
   c. Issue an initial CAC only after a Federal Bureau of Investigation (FBI) fingerprint check has been completed and approved and a National Agency Check with Inquiries (NACI) background security check is in the process of being completed.
   d. Confirm that all eligible personnel undergo proper identity vetting.
   e. Train personnel on ID card misuse and associated penalties.
   f. Train personnel on who may confiscate government issued ID Cards.
   g. Train personnel on proper procedures for taking care of government property.

2. Control components of the deployable DEERS/RAPIDS workstation.
   a. Train personnel and conduct sustainment training as necessary on DEERS/RAPIDS workstation operation, policies and procedures.
   b. Inventory DEERS/RAPIDS hardware components to ensure accountability.

3. Conduct DEERS/RAPIDS deployable workstation functions.
   a. Utilize DEERS as the official database used to store personnel information and control and distribute uniformed services benefits and privileges to military personnel and their families.
   b. Utilize RAPIDS for accessing the DEERS database to update beneficiary information and produce ID cards.
   c. Oversee personnel identity protection.
   d. Comply with guidance outlined in system user documentation issued by the DEERS/RAPIDS Program Office (DRPO) and with RAPIDS or DEERS newsletters.
   e. Administer the roles of Verifying Official (VO), Super Verifying Official (SVO), and Site Security Manager (SSM).
   f. Ensure RAPIDS users comply with all RAPIDS security requirements.
   g. Check a contractor's verification status in the Contractor Verification System (CVS) to ensure security is maintained.
   h. Review identification forms for accuracy and completeness.
   i. Ensure CAC is issued properly.
   j. Ensure ID cards are terminated when there is a record change that constitutes a new ID card.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier “PASS” or “FAIL” as determined by the performance.
PERFORMANCE MEASURES

<table>
<thead>
<tr>
<th>Step Number</th>
<th>Reference ID</th>
<th>Reference Name</th>
<th>Required</th>
<th>Primary</th>
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<tbody>
<tr>
<td>1</td>
<td>AR 25-400-2</td>
<td>THE ARMY RECORDS INFORMATION MANAGEMENT SYSTEM (ARIMS)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>2</td>
<td>AR 600-8-14</td>
<td>IDENTIFICATION CARDS FOR MEMBERS OF THE UNIFORMED SERVICES,</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>3</td>
<td>ATP 1-0.1</td>
<td>G-1/AG and S-1 Operations</td>
<td>Yes</td>
<td>No</td>
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</tbody>
</table>

Supporting Reference(s):

<table>
<thead>
<tr>
<th>Step ID</th>
<th>NSN</th>
<th>LIN</th>
<th>Title</th>
<th>Qty</th>
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<tbody>
<tr>
<td></td>
<td>7025-01-328-5540</td>
<td></td>
<td>Printer, Automatic Data Processing, Laser Printer</td>
<td>1</td>
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<tr>
<td></td>
<td>7021-01-C14-3190</td>
<td>70210N</td>
<td>Computer, Micro Lap-Top Portable AC; M4500 Dell</td>
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</tbody>
</table>

TADSS: None

Equipment Items (LIN): None

Materiel Items (NSN):

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

Safety: In a training environment, leaders must perform a risk assessment in accordance with current Risk Management Doctrine. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW current CBRN doctrine.

Prerequisite Individual Tasks: None

Supporting Individual Tasks: None

Supported Individual Tasks: None

Supported Collective Tasks: None

Knowledges:

Knowledge ID | Knowledge Name
-------------|----------------|
K8107        | What are the Security Classification requirements
K8009        | Who is the Security Officer/NCO
805C-K-0514  | Know what a reserve military ID card looks like
K1315        | Know Computer Hardware
K1381        | Know Information Security
805A-K-0360  | Identify Office Security Measures
805C-K-1214  | Know what a DoD Contractor ID card looks like
805C-K-0278  | Know what an active duty military ID card looks like.
K23872       | Know how to Integrate ID Card Processing Requirements
K8076        | What security measures need to be taken

Skills:
<table>
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<th>Skill ID</th>
<th>Skill Name</th>
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<tbody>
<tr>
<td>805C-S-0021</td>
<td>Communicate Army Regulations.</td>
</tr>
<tr>
<td>805C-S-0438</td>
<td>Ability to interpret information on ID cards</td>
</tr>
<tr>
<td>805C-S-0713</td>
<td>Ability to control a hostile customer/situation</td>
</tr>
<tr>
<td>805C-S-0711</td>
<td>Ability to observe and QC Identification card verification</td>
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<tr>
<td>S3188</td>
<td>Ability to Integrate ID Card Processing Requirements</td>
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<tr>
<td>805C-S-0455</td>
<td>Ability to communicate effectively with customers</td>
</tr>
<tr>
<td>805C-S-0712</td>
<td>Ability to recognize a fake or altered ID card</td>
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